Notes

The Notes utility allows Degree Works users to document academic advising on student records. These Notes can be marked as internal so that students will not see them – but most notes are made public and appear to all users. Notes made available to the student appear in audit reports in a Notes section at the bottom of the report.

Follow these steps to access the Notes screen.

1. Click on the Notes tab which will bring up the Notes screen with View Notes selected.

Two functions are available from this screen for all users: View Notes, Add Notes (Options to Modify or Delete Notes are available to a limited number of users primarily in the Registrar's office.)



- 2. To add a note, click the Add Note feature in the left navigation panel.
- In the Add New Note text box choose a predefined note from the list provided or enter the text of the note you wish to add.
- 4. Click Save Note.
- In order to display notes added on the Audit Report, you must run a new report. Click Process New.

Add New Note
Enter your note and click the Save Note button
Choose a predefined note from the list below
Choose a predefined note from the list below
Student was advised to register for the courses listed on the Planner.
Student and advisor discussed student's career plans.
Student was advised to apply for graduation by the official deadline.
Student was advised to consider financial aid consequences before withdrawing from any course. Faculty advisor referred the student to the Financial Aid Office.
Student missed advising appointment.
Student was advised to
Save Note Clear

Finally, to view Notes on the Degree
 Audit, scroll to the bottom of the screen
 where the comments are listed along with the person responsible for the entry and the date.

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Degree Works – Student Degree Audit System

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Worksheets	Plans	Notes	Excepti	ons GP/	A Calc		2	Add a note

Tip: You can also enter a note by clicking on the note icon next to the Last Audit date in the topright corner of the screen. This allows users to enter a note about the student regardless of the current tab displayed. Users can add a note while viewing a worksheet or while on the GPA calculator tab without having to jump back to the Notes tab. 16