



ADVISORS USER GUIDE

OFFICE OF THE REGISTRAR

Table of Contents

Degree Works – Overview	2
Access to Degree Works	3
Degree Works Functionality Summary	3
Toolbars	6
Navigation Toolbar	
Audit Toolbar	
Selecting Students	
Student ID	
Find Student(s)	
Search for a Single Student	
Search for a Group of Students	10
Worksheets	11
Toolbar Options	
Format Types	11
Symbols	
Student View	
Registration Checklist	13
What-If Audit	14
Look Ahea	15
Notes17	
Add Notes	17
Modify Notes	18
Delete Notes	

P a g e 1 | 20

Degree Works - Overview

What is Degree Works?

Degree Works is a web-based degree audit tool designed to help students and advisors monitor progress toward graduation.

How does Degree Works work?

Degree Works looks at the requirements for a program of study as well as the coursework completed to create an easy-to-read degree audit. The audit is separated into blocks based on degree, major, and concentration requirements. The requirements for undergraduate programs of study as determined by the Alabama A&M University *Bulletin* are outlined in those blocks. Any classes students have taken or are currently registered for are used to fill the block requirements. Completed classes are indicated by a checkmark while in-progress courses are indicated by a blue box with a wavy line inside. Any requirements still remaining will have an open red box beside them. Degree Works can also be used to help students and advisors outline a plan for classes students should take in the future.

What is a degree audit?

A Degree Works degree audit is an easy-to-read view of a student's requirements for their program of study. The audit is essentially a checklist of requirements for a degree through Alabama A&M University. Completed and in-progress classes are used to fill spots within the audit showing which requirements have been completed, which are in progress, and what classes/requirements still remain.

How do I know if a student has a Degree Works audit?

If the student is in a catalog year of 2011-2012 or later, you should be able to view their audit in Degree Works. If they have a catalog year before 2011-2012, they will not have a pre-existing audit in Degree Works.

Who can use Degree Works?

- All undergraduate students enrolled in an academic program
- All Alabama A&M University personnel who are listed as Faculty or Advisor
- Selected staff

Access to Degree Works

Page 3 | 20

Degree Works Functionality Summary

Back to Self-Servi	reeWorks		Help		Print	Exception Ma	nagement	Template Manag	jement	Change Pag	ssword	L	.og Out
ind Student ID	I Name		BS 🗸	Major Civil Engineering	Classifi Senior	cation Last Audit	Last	Refresh	٥	B			
Worksheets	Planner Plans	Notes	Petitions	Exceptions	GPA Calc	Admin							
/orksheets	Student View	~	View	Save as PDF	Process New	Include in-progree		Class History					
listory							(not	t frozen)	~				
				9	Save Save this a	udit with this new	description	and freeze status					
Vhat If					A	AMU Degre	e Audit						
ook Ahead	Student View												
	Student					Aca	demic Star	nding					
inancial Aid	ID	X				De	gree	Bachelor of 9	Science				
id History	Classification					Ma	jor	Civil Enginee	ring				
iu history	Communications CDA												
	Cumulative GPA	3.280				Mir	ior						
	Holds	3.280					ior icentration						
		3.280				Со	ncentration						
Eligibility	Holds	3.280 Requirer				Con Degree Proc	ncentration Iress 88%						
ligibility thletic ligibility	Holds			is an estimation	of your degree	Con Degree Proc	ncentration Iress 88%	on the number of	f boxes ch	ecked belov	v.		
Eligibility Athletic Eligibility	Holds			is an estimation	of your degree	Con Degree Proc	ncentration Iress 88%		f boxes ch	ecked belov	v.		
ligibility thletic ligibility	Holds		Note: This i	is an estimation e except for classe		Con Degree Proc	rcentration ress 88% h is based		f boxes ch		v. Registered	d Course	
ligibility Athletic ligibility	Holds [Note: This		es in-progress	Con Degree Proc	rcentration ress 88% h is based	on the number of		REG			
ligibility thletic ligibility	Holds	Requirer	Note: This i	e except for classe	es in-progress	Con Degree Proc	rcentration ress 88% h is based	on the number of T) Transfer Class		REG	Registereo Prerequisi		2006-2007
ligibility thletic ligibility	Holds	Requirer	Note: This i	e except for classe	es in-progress	Con Degree Proc	rcentration ress 88% h is based	on the number of T) Transfer Class		REG	Registereo Prerequisi	ites	2006-2007 3.050
Eligibility Athletic Eligibility	Holds Legend Complete Not Complete Degree in Bay Your Overall GPA	Requirer achelor o	Note: This i	e except for classe omplete - see advi uured.	es in-progress	Con Degree Proc	rcentration ress 88% h is based	on the number of T) Transfer Class		REG	Registereo Prerequisi	ites etin Year:	
ligibility Athletic Ligibility	Holds Legend Complete Not Complete Degree in B: Your Overall GPA You meet the	Requirer achelor o vis 3.05; a minimum	Note: This i	e except for classe omplete - see advi uured.	es in-progress isor	Co Degree Prog e progress, which	rcentration (ress 88% h is based	on the number of T) Transfer Class @ Any course numl		REG	Registereo Prerequisi	ites etin Year:	
ligibility thletic ligibility	Holds Legend Complete Not Complete Degree in Bay Your Overall GPA	Requirer achelor o vis 3.05; a minimum	Note: This i	e except for classe omplete - see advi uured.	es in-progress isor	Co Degree Prog e progress, which	rcentration (ress 88% h is based	on the number of T) Transfer Class		REG *	Registered Prerequisi Bulle	ites tin Year: GPA:	3.050
ligibility thletic ligibility	Holds Legend Complete Not Complete Degree in B: Your Overall GPA You meet the	Requirer achelor o kis 3.05; a 1 minimum d	Note: This i	e except for classe omplete - see advi uured.	es in-progress isor	Co Degree Prog e progress, which	rcentration (ress 88% h is based	on the number of T) Transfer Class @ Any course numl		REG *	Registered Prerequisi Bulle	ites etin Year:	3.050 uired: 61
ligibility thletic ligibility	Holds Legend Complete Not Complete Your Overall GPA You meet the Major requiree Major in Civ	Requirer achelor o \ls 3.05; a minimum d	Note: This i Complete Nearly co f Science GPA of 2.0 is rec GPA requirem	e except for classe omplete - see advi uured.	es in-progress isor	Co Degree Prog e progress, which	rcentration (ress 88% h is based	on the number of T) Transfer Class @ Any course numl		REG *	Registered Prerequisi Bulle	ites stin Year: GPA: redits Requ	3.050 uired: 61
Athletic Eligibility Athletic Eligibility History	Holds Legend Complete Not Complete Your Overall GPA You meet the Major requiree Major in Civ	Requirer achelor o \ls 3.05; a minimum d	Note: This i Complete Nearly co f Science GPA of 2.0 is rec GPA requirem	e except for classe omplete - see advi uured. ent	eded CE	Co Degree Prog e progress, which Il Needed: See Ma	rcentration (ress 88% h is based	on the number of T Transfer Class Any course number Engineering section		REG *	Registered Prerequisi Bulle	ites stin Year: GPA: redits Requ	3.050 uired: 61 plied: 57 2004

	Worksheet
Student View (default)	Provides general information about the
	student's degree progress organizing all
	degree requirements in blocks such as
	Degree, General Education, Major, and
	Concentration.
Registration Checklist	Shows only the unfulfilled requirements that are identified as "still needed" on the checklist.
What-If	Allows you to process speculative degree audits
	for a student considering a change of major.
Look Ahead	Allows you to plug in a planned course and see
	how it fits in the student's audit.
	Notes
View Notes	Shows all notes on the selected student to
	anyone accessing the audit
Add Notes	Allows you to add a note by selecting a
	predefined note from the drop-down menu or
	by completing a free-form field
Modify Notes	Allows you to make changes to your own notes.
Delete Notes	Allows you to delete your own notes.

Degree Works Functionality Summary

Degree Works Toolbars

Navigation Toolbar

The **navigation toolbar** is located on the top of the screen under the Alabama A&M University

S, Degreenens	Alabama	A&M UN	IVERSITY			
Back to Self-Service FAQ	Help	Print	Exception Management	Template Management	Change Password	Log Out
logo.						

Back to Self Service	Returns to the Self Service Banner Portal
FAQ/Help	Retrieves the Frequently Asked Questions page
Print	Print audits in a plain text format.
Log Out	Logs out and closes the Degree Works window.

Audit Toolbar

The **audit toolbar** is located under the Navigation toolbar.

	Norks	ALABAMA	A A&M UN	IVERSITY			
Back to Self-Service	FAQ	Help	Print	Exception Management	Template Management	Change Password	Log Out
Find Student ID II I	Name FI	Degree Major	Classificat	ion Last Audit Last R	efresh 🔘	B	
Worksheets Plann	er Plans Notes	Petitions Exce	otions GPA Calc	Admin			

Student ID	Displays the student ID number.
Name	The student's full name will display here.
Degree	The student's current degree program will display here.
Major	The student's current major will display here. If the student has a second major, only the primary (first) major will display.
Student Class Level	The student level will be displayed here (freshman, sophomore, etc.).
Last Audit	Displays the last date the audit was refreshed (see additional information below).

Last Refresh	Displays the time and date the audit was refreshed. Audits are refreshed nightly if a student's information changes in Banner. Changes will be viewable on the audit for students and advisors the day after the change is made in the student system.

Page 7 | 20

Selecting Students

Student ID

		ALAE		
Back to Self-Ser	vice	FAQ		Help
Find Student ID		Name		Degree
Worksheets	Planner	Plans	Notes	Petitions
	For stu	dents, Deg	eeWorks:	

If you do not know the student's A number, click on the **Find** icon. The **Find Students** window will open. If nu fie th

Page 8 | 20

Selectin	ng Students	
Find Students Student ID First Name Last Name Degree Major All Degree Codes Image: Codes Classification Minor All Classification Codes Image: Codes Bulletin Year Concentration All Bulletin Year values All Concentration Codes Chosen Repeatable Search Criteria Search	Sport No Sport selected Academic Standing All Academic Standings	
Student Search: Enter your criteria and click "Search" to find students. Student ID Name	Degree Major Clas	sification

Find Students

To search and select a single student in Degree Works, enter the student's A number in the Student ID field or First and/or Last Name in the appropriate name fields.

- The First and Last Name fields are NOT case sensitive. If you are not sure of the correct spelling or the full name, you may type the first letter(s). This will retrieve a list of names that match.
- Then click on **Search** or **Return**.

Page 9 | 20

helor of Science V sification Classification Codes V etin Year	Major All Major Codes Minor All Minor Codes Concentration All Concentration Codes	Sport No Sport selected Academic Standing All Academic Standings
Idassification Codes V Iletin Year	All Major Codes Minor All Minor Codes Concentration All Concentration Codes	No Sport selected V Academic Standing
I Classification Codes V Iletin Year D11-2012 V	Minor All Minor Codes Concentration All Concentration Codes	Academic Standing
I Classification Codes V Iletin Year D11-2012 V	All Minor Codes Concentration All Concentration Codes	
Iletin Year 011-2012 V	Concentration All Concentration Codes	
Chosen Repeatabl	e Search Criteria	
	Remove	
earch Clear	Kemove	
ents Found: 250		
ID Name A	Degree Major	Classification
ID Name A	Degree Major BS. Biology	Classification Freshman
ID Name A		
ID Name A	85. Biology	Freshman .
ID Name A	ES. Biology ES Finance	Freshman Señlor
ID Name A	BS Biology BS Finance BS Business Administration	Freshman Senior Söphömöre
	85. Biology BS Finance B5 Business Administration 85 Computer Science	Freshman Senior Sophomore Sophomore
D Name A	BSBiologyBSFinanceBSBusiness AdministrationBSComputer ScienceBSPhysical Education	Freshman Senior Söphomore Sophomore Sophomore Freshman
ID Name A	BSBiologyBSFinanceBSBusiness AdministrationBSComputer ScienceBSPhysical EducationBSEducation	Freshman Senior Söphomore Sophomore Sophomore Freshman
ID Name A	BS Biology BS Finance BS Business Administration BS Computer Science BS Physical Education BS Logistics & Supply Chain Medication	Freshman Senior Sophomore Sophomore Freshman gt Senior
ID Name A	BS Biology BS Finance BS Business Administration BS Computer Science BS Physical Education BS Logistics & Supply Chain Mages BS Business Administration	Freshman Senior Sophomore Sophomore Freshman gt Senior Freshman

- A list of matches will open on the bottom of the screen. Find the student you wish to select and uncheck all other students' boxes next to their names, or Uncheck All and check the box next to the name of the student you wish to see.
- Once the student is found and selected, click OK to populate student's information in the audit toolbar and call up the student's audit.

Search for a Group of Students

To search for a group of students:

Leave the ID and Name fields blank.

Use any or all of the following fields to build your search criteria:

- Degree
- Academic Class
- Curriculum Year
- Major
- Program
- Concentration/Emphasis
- Minor

All criteria used will display in the box below the drop down menus. You can pick and choose to remove certain criteria to widen the search. Once the search criteria are built, click on the Search button.

NOTE: If you select multiple majors, minors, and/or concentrations, Degree Works will find students who meet all the criteria—*and* not *or*. This is useful when searching for double-major and second-degree students.

Find Students	S Student ID First Name	Last Name			
Degree		Major		Sport	
Bachelor of Science	\checkmark	All Major Codes		No Sport selected	~
Classification	-	Minor		Academic Standing	
Junior	\checkmark	All Minor Codes		GS - Good Standing	~
Bulletin Year	•	Concentration		GS - GOOD Standing	· · · · · · · · · · · · · · · · · · ·
All Bulletin Year values	\checkmark	All Concentration Codes			
All Bulleun Year Values					
	Chosen Repeatable Search Crite MAJOR: Biology	ina			
	LINGON DIGIOGY		Demana		
Search Clear			Remove		
	1				
					Page 11 20

Degree Works-Worksheets Toolbar Options Worksheets Planner Plans Notes Petitions Exceptions GPA Calc Admin Format: ✓ Include in-progress classes Worksheets > Student View V View Save as PDF **Process New Class History** ✓ Include preregistered classes

Format: Student View	This drop down box lists the different types of audits that are available. The student view is the typical type of audit.
View	If you want to view a different type of audit, select the option from the drop down and then click the "View" button.
Save as PDF	Downloads a PDF version of the audit suitable for printing
Process New	Selecting this button will run a new audit and apply the information that was recently refreshed.
Class History	Lists of completed coursework by term, similar to the unofficial transcript displayed through Self Service Banner

Format Types

Each audit consists of a series of blocks from general to more specific requirements.

Symbols:

• Green check marks: requirement is satisfied

🗹 Complete

• Blue waves: requirement is in progress

Complete except for classes in-progress

Not Complete

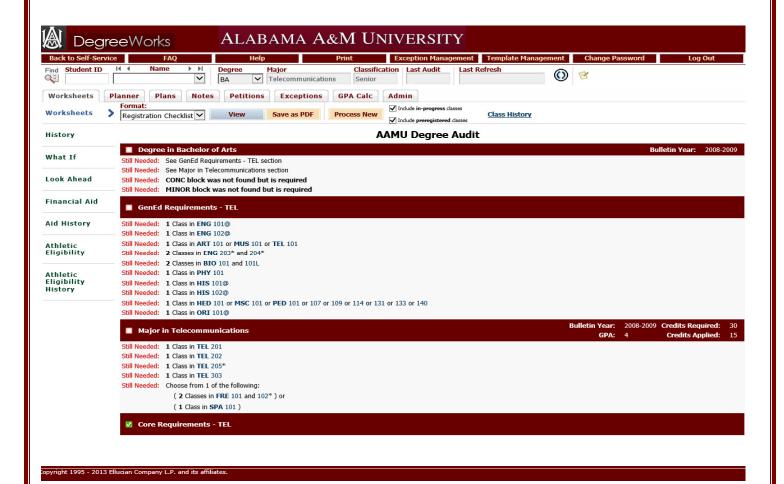
• Red check boxes: requirement has not been satisfied

Student View

Back to Self-Servic	ce FAQ	Help	Print	Exception M	1anagement	Template Management	Change Pa	assword	Log Out
nd Student ID	Id d Name ► H		gineering Seni	sification Last Auc		Refresh	B		
Vorksheets P	Planner Plans Note	es Petitions Exc	ceptions GPA Calo						
orksheets)	Student View	View Save a	as PDF Process Ne	Include in-prog Include preregi		Class History			
story					1.	t frozen)]		
hat If				s audit with this new					
ok Ahead	Student View			AANO Deg.	Se Autor				
ok Aneau	Student View				cademic Sta	nding			
ancial Aid	ID				legree	Bachelor of Science			
	Classification				lajor	Civil Engineering			
l History	Cumulative GPA 3.280	0			iajor 1inor	CIVII Engineering			
	CUMURIUVE GPA	0			linor				
	Holds				Concentration	a			
	Holds				Concentration				
ligibility thletic ligibility	Holds	rements	timation of your degr	C Degree Pro	Concentration ogress 88%	n I on the number of boxes ch	ecked belo	w.	
ligibility thletic ligibility	Holds	rements	timation of your degr	C Degree Pro	Concentration ogress 88%		iecked belo	w.	•
ligibility thletic ligibility	Holds Requir	rements <mark>Note: This is an est</mark>	timation of your degr for classes in-progress	C Degree Pro ree progress, whi	concentration ogress 88% ich is based			ow. G Registered	Course
ligibility thletic ligibility	Holds Requir	rements <mark>Note: This is an est</mark>	for classes in-progress	C Degree Pro ree progress, whi	concentration ogress 88% ich is based	l on the number of boxes ch	REG		
ligibility thletic ligibility	Holds Requir Legend Complete Not Complete	rements Note: This is an est Complete except Nearly complete -	for classes in-progress	C Degree Pro ree progress, whi	concentration ogress 88% ich is based	on the number of boxes ch (1) Transfer Class	REG	G <mark>Registered</mark> * Prerequisi	
ligibility thletic ligibility	Holds Requir Legend Complete Not Complete Degree in Bacheloor	rements Note: This is an est Complete except Nearly complete - r of Science	for classes in-progress	C Degree Pro ree progress, whi	concentration ogress 88% ich is based	on the number of boxes ch (1) Transfer Class	REG	G <mark>Registered</mark> * Prerequisi	tes
ligibility thletic ligibility	Holds Requir Legend Complete Not Complete Degree in Bacheloo Your Overall GPA is 3.05;	rements Note: This is an est Complete except Nearly complete - r of Science ; a GPA of 2.0 is required.	for classes in-progress	C Degree Pro ree progress, whi	concentration ogress 88% ich is based	on the number of boxes ch (1) Transfer Class	REG	G <mark>Registered</mark> * Prerequisi	ites itin Year: 2006-200
ligibility thletic ligibility	Holds Requir Legend Complete Not Complete Degree in Bachelor Your Overall GPA is 3.05; You meet the minimu	rements Note: This is an est Complete except Nearly complete - r of Science ; a GPA of 2.0 is required.	for classes in-progress - see advisor	C Degree Pro ree progress, whi	oncentration ogress 88% ich is based	I on the number of boxes ch (T) Transfer Class @ Any course number	REG	G <mark>Registered</mark> * Prerequisi	ites itin Year: 2006-200
ligibility thletic ligibility	Holds Requir Legend Complete Not Complete Degree in Bacheloo Your Overall GPA is 3.05;	rements Note: This is an est Complete except Nearly complete - r of Science ; a GPA of 2.0 is required.	for classes in-progress - see advisor	C Degree Pro ree progress, whi	oncentration ogress 88% ich is based	on the number of boxes ch (1) Transfer Class	REC	G Registered * Prerequisi Bulle	tes tin Year: 2006-200 GPA: 3.050
ligibility thletic ligibility	Holds Requir Legend Complete Not Complete Degree in Bachelor Your Overall GPA is 3.05; You meet the minimu	rements Note: This is an est Complete except Nearly complete - r of Science ; a GPA of 2.0 is required. um GPA requirement	for classes in-progress - see advisor	C Degree Pro ree progress, whi	oncentration ogress 88% ich is based	I on the number of boxes ch (T) Transfer Class @ Any course number	REG	G Registered * Prerequisi Bulle 8 3.050 Cr	ites itin Year: 2006-200
ligibility thletic ligibility	Holds Requir Legend Complete Not Complete Degree in Bachelon Your Overall GPA is 3.05; You meet the minimu Major in Civil Engin Unmet conditions for thi	rements Note: This is an est Complete except Nearly complete - r of Science ; a GPA of 2.0 is required. um GPA requirement	for classes in-progress - see advisor	C Degree Pro ree progress, whi	oncentration ogress 88% ich is based (4ajor in Civil	I on the number of boxes ch (1) Transfer Class @ Any course number Engineering section	GPA	G Registered * Prerequisi Bulle 8: 3.050 Cr	tes tin Year: 2006-200 GPA: 3.050 redits Required: 6 Credits Applied: 5
Athletic Cligibility	Holds Requir Legend Complete Not Complete Degree in Bachelon Your Overall GPA is 3.05; You meet the minimum Major required Major in Civil Engine	rements Note: This is an est Complete except Nearly complete - r of Science ; a GPA of 2.0 is required. um GPA requirement	for classes in-progress - see advisor	C Degree Pro ree progress, whi	oncentration ogress 88% ich is based	I on the number of boxes ch (1) Transfer Class @ Any course number Engineering section	REC	G Registered * Prerequisi Bulle 8 3.050 Cr	tes tin Year: 2006-200 GPA: 3.050 redits Required: 6

The student view is the default worksheet format. It provides general information about the student's complete and incomplete requirements grouped into blocks.

Registration Checklist



The Registration Checklist only shows unfulfilled requirements from the Student View, and courses the student still need to graduate.

Page 14 | 20

What-If Audit

The What-If option allows users to:

- Analyze a change in major, allowing a student to view how the proposed major change would affect progress towards graduation
- Temporarily compensate for data not yet entered in Self Service Banner (for example, a minor or concentration that has not been declared): offer an opportunity to view how the new minor/concentration will affect their progress towards graduation

NOTE: Degree Works allows you to process any program, major, and concentration combinations regardless whether they are allowed by Clemson University policies.

Once on the What-If tab, select a combination of:

- Degree
- Catalog Year: default is the year the student first enrolled
- Major
- Concentration/Emphasis
- Minor
- Future classes: optional

Once the applicable combination is selected, the criteria will appear in the **Chosen Areas of Study** box on the right side of the screen. You can remove any of the selected items if needed. Otherwise, click on the **Process What-If** button.

NOTE: Degree Works provides you with the option to enter some of the student's future classes. If you wish to do so, enter the subject code and number in the appropriate fields and click on the **Add**

😹 Degre	eWorks	ALABA	MA A&M	UNIVERSI	ТΥ			
Back to Self-Service	e FAQ	Help	Print	Exception Mar	agement Template Man	agement Char	nge Password	Log Out
Find Student ID	I A Name			assification Last Audit enior	Last Refresh	0 😢		
Worksheets	lanner Plans	Notes Petitions	Exceptions GPA C	alc Admin				
Worksheets	Format: Student View	Process What-If	Save as PDF	e in-progress classes e preregistered classes				
History	What-If These requireme	nt are not official until yo	ou declare your major.					
	Degree	Bachelor of Science		\sim				
What If	Bulletin Year	Pick a Bulletin Year		~				
Look Ahead	Choose Your Diff	ferent Areas of Study						
	Select an item to	add it to your Chosen Area of S	Study		Chosen Areas of study			
Financial Aid	Major	Pick a Major		~				
Aid History	Minor	Pick a Minor		~				
	Concentration	Pick a Concentration		\sim				
Athletic Eligibility					Remove			
	Choose Your Fut	ure Classes						
Athletic Eligibility	Enter a course an	nd click Add Course			Courses you are considering			
History	Subject	Find						
	Number							
		Add Course						
					Remove Course			

Course button.

Look Ahead

The Look Ahead function allows the users to see how certain courses fit into the student's progress towards degree completion.

- Enter a Subject and a Course number in the appropriate fields
- Click on the Add Course button. The course will appear in the box on the right.

				• R
Degre	eeWorks	ALABAMA	A A&M UNIVERS	steps to
Back to Self-Servic	e FAQ	Help	Print Exception N	add as
Find Student ID	I4 4 Name ►►	Degree Hajor	Classification Last Auc nunications Senior	many courses
Worksheets	lanner Plans No	tes Petitions Excep	otions GPA Calc Admin	as you
Vorksheets	Format: Student View	Process New	-progress classes	wish.
listory What If	use the form below to	enter the Subject code an	H YOU PLAN TO REGISTER IN FUTU d Number of each anticipated cours on the Process New button.	
Look Ahead 💙	Enter a course and click Subject	Add Course	Courses you are considering	
Financial Aid	Number			
Aid History	Add	Course		16 20
Athletic Eligibility			Remove Course	

Notes

The Notes tab allows faculty and staff members to document academic advising on student's records in Degree Works. These notes are viewable to all users accessing the student's audit and appear on the bottom of the Worksheet.

Page 17 | 20

🗶 Degre	eWorks	ALABAMA	A&M UNI	VERSIT	Ϋ́Υ			
Back to Self-Service	FAQ	Help	Print	Exception Manag	jement Template Manag	ement C	hange Password	Log Out
Find Student ID	Name ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ► ►	Degree Major BA Telecomm		n Last Audit	Last Refresh	0		
Worksheets Pla	nner Plans Notes	Petitions Excep	tions GPA Calc A	dmin				
View Notes 💙								
Add Note	View Notes							/
	The Family Educational	Rights and Privacy Act	of 1974 (FERPA) guarant	ees that the ac	ademic records for stude	nts attendin	ig a postsecondary	institution cannot be
Modify Notes	Note Text						Created By	
	Super user only!!!!						Manager, Degree	Vorks
Delete Notes	Student was advised toadd	to predefined note.					Manager, Degree	Vorks
	Student and advisor discussed	l student's academic goals.					Manager, Degree	Vorks

NOTE: All notes entered are part of the student's record and will be seen by anyone with access to the students degree audit; therefore, the notes should be factual and of a nature suitable for public scrutiny.

Add Notes

To add notes to a student record:

- Click on the Notes tab.
- Select Add Notes.
- Choose a predefined note from the drop down list, select "Student advised to..." and enter your own text, or click inside the box and type any free-form note.

Add Note Add New Note Modify Notes Add New Note Enter your note and click the Save Note button Choose a predefined note from the list below	
Modify Notes	
Iodify Notes	
elete Notes	
^	de l
	• Enter
	mplete the n
	in the box
Enter your note and click the Save Note button	III the box
Addify Notes	
Student was advised to	
Delete Notes Student was advised to	

Click on Save Note

Your note will show on the bottom of the student's audit.

Modify Notes

To edit any of your notes, select the Notes tab, click on Modify Note, and make changes in the box as needed. Then click on the paper with a pen icon next to field to update the notes.

Add Note	Modify Notes		
	The Family Educa	tional Rights and Privacy Act of 1974 (FERPA) guarantees t	hat the aca
Modify Notes 💙		Note Text	
Delete Notes	B	Super user only!!!!	$\langle \rangle$
	B	Student was advised toadd to predefined note.	Û
	B	Student and advisor discussed student's academic goals.	< >

Delete Notes

To delete any of your notes, select the Notes tab and click on the paper with the pen icon next to the note you wish to delete.

	Note Text	Created By
₿¥	Super user only!!!!	Manager, Degree Works
B	Student was advised toadd to predefined note.	Manager, Degree Works
Ľ	Student and advisor discussed student's academic goals.	Manager, Degree Works

P a g e 20 | 20