

# How to Add Advising Notes to DegreeWorks

Find

Worksheets

Worksheets    [Class History](#)

Click **Process New** to refresh the Audit.

History

Middlesex Community College - TDW

Student View AA152268 as of 12/16/2010 at 11:39			
Student	Student 1, Sample	Degree	Associate in Science
ID	A00253057	Major	Liberal Studies
Advisor	D'Oyley, Alicia A	Minor	
Registration PIN	850039	Prior Degree	
Date of Birth	08/05/1991	Catalog Term	Fall 2010
Gender	Male	Overall GPA	0.000
MCC Email	A00253057@middlesex.mass.edu	Personal Email	samplestudent1@hotmail.com
Address	77 Glendale St Easthampton, MA 01027	Ethnicity	White/Caucasian
Home Phone	(978) 656-3000	Cell Phone	

Click the **Notes** Tab.

Find

Worksheets | **Planner** | **Notes** | Petitions | Exceptions | GPA Calc

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History

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**Student View** AA152268 as of 12/16/2010 at 11:39

What If

Look Ahead

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Click **Add Note**.

FAQ

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Log Out

Find Student ID Name Degree Major Last A  
A00253057 Student 1, Sample AS Liberal Studies Today

Worksheets Planner Notes Petitions Exceptions GPA Calc

View Notes >

Add Note

There are no notes available for viewing

Modify Notes

Delete Notes

Find

View Notes

Add Note 

Modify Notes

Delete Notes

Add New Note

Enter your note and click the Save Note button

Choose a predefined note from the list below

In the **Add Note** section, you have the choice between a drop-down menu of pre-scripted notes...

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MiddleNet

Log Out

Find

View Notes

Add Note 

Modify Notes

Delete Notes

**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 was advised to...



Find Student ID A00253057 Name Student 1, Sample Degree AS Major Liberal Studies Last Audit Today

Worksheets Planner Notes Petitions Exceptions GPA Calc

View Notes

Add Note >

Modify Notes

Delete Notes

Add New Note

Enter your note and click the Save Note button

Choose a predefined note from the list below

Spoke with student about career in nursing

Save Note Clear

Or you can type in a note.

**Important point:** In general, advising notes should not be of a sensitive or confidential nature. Nor should the notes include any negative comments.

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- GPA Calc

View Notes

Add Note >

Modify Notes

Delete Notes

Add New Note

Enter your note and click the Save Note button

Choose a predefined note from the list below

Spoke with student about career in nursing

Save Note Clear

When you have finished, click **Save Note.**



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Find

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View Notes

Add Note >

Your note was added successfully.

Modify Notes

Delete Notes

You will receive confirmation  
that your note was entered  
into the DegreeWorks system.

Find Student ID: A00253057 | Name: Student 1, Sample | Degree: AS | Major: Liberal Studies | Last Audit: Today

Worksheets | Planner | **Notes** | Petitions | Exceptions | GPA Calc

View Notes

Add Note

**Modify Notes** ▶

Delete Notes

Notes -- Modify		
Note Text	Created By	Create Date
Spoke with student about career in nursing	D'Oyley, Alicia A	12/16/2010

If you wish to add to or alter your note, click **Modify Notes**.

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View Notes

Add Note

Modify Notes >

Delete Notes

Notes -- Modify		
Note Text	Created By	Create Date
 Spoke with student about career in nursing	D'Oyley, Alicia A	12/16/2010

Make your changes and then select the Pen and Paper Icon to save your edits.

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View Notes

Add Note

Modify Notes

Delete Notes >

Notes -- Delete

Note Text	Created By	Create Date
 Spoke with student about career in nursing	D'Oyley, Alicia A	12/16/2010

If you wish to delete one of your own notes, click the **Delete Note** tab, then click the small icon next to your note.

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Find	Student ID	Name	Degree	Major	Last Audit
	A00253057	Student 1, Sample	AS	Liberal Studies	Today

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View Notes

Add Note

Your note was deleted successfully.

Modify Notes

Delete Notes >

You will receive confirmation that the  
note was deleted.

Find

**Worksheets** |  |  |  |  |

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History

What If

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Middlesex Community College - TDW

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Gender	Male
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Address	77 Glendale St Easthampton, MA 01027
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After saving a note, click the **Worksheets** tab to return to the main DegreeWorks screen.

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Click **Process New**. Then use the scrollbar on the right to scroll to the bottom of the screen to see the notes you have posted.

Find Student ID: A00253057 | Name: Student 1, Sample | Degree: AS | Major: Liberal Studies | Last Audit: Today

Worksheets | Planner | Notes | Petitions | Exceptions | GPA Calc

Format: Student View | View | Process New | Class History

### History

### What If

### Look Ahead

#### Notes

Student and advisor discussed student's career plans.	Entered by D'Oyley, Alicia A	Date 12/16/2010
---	---------------------------------	--------------------

#### Legend

- Complete
- Not Complete
- Complete except for classes in-progress
- Nearly complete - see advisor
- (T)** Transfer Class
- @** Any course number

#### Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree audit report, your official degree/certificate completion status, or to obtain a copy of your academic transcript.

The note should appear at the bottom of the screen.



Log Out when you are done.

**Middlesex**  
Community College

**DegreeWorks - TDW**  
Academic Advising • Degree Audit • Transfer Articulation

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Log Out

Find

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Worksheets **Format:**    [Class History](#)

History

What If

Look Ahead

Notes	Entered by	Date
Student and advisor discussed student's career plans.	D'Oyley, Alicia A	12/16/2010

Legend		
<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	<b>(T)</b> Transfer Class
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete - see advisor	<b>@</b> Any course number

**Disclaimer**  
You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Your academic advisor or the Registrar's Office may be contacted for assistance in interpreting this report. This audit is not your academic transcript and it is not official notification of completion of degree or certificate requirements. Please contact the Registrar's Office regarding this degree audit report, your official degree/certificate completion status, or to obtain a copy of your academic transcript.