How to Add Advising Notes to DegreeWorks
Click **Process New** to refresh the Audit.
Click the Notes Tab.
Click **Add Note.**

- There are no notes available for viewing.
In the **Add Note** section, you have the choice between a drop-down menu of pre-scripted notes...
### Add New Note

Enter your note and click the Save Note button

- **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...**

---

### Add Note

- [View Notes](#)
- [Modify Notes](#)
- [Delete Notes](#)
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.
When you have finished, click Save Note.
You will receive confirmation that your note was entered into the DegreeWorks system.
If you wish to add to or alter your note, click **Modify Notes**.
Make your changes and then select the Pen and Paper Icon to save your edits.
If you wish to delete one of your own notes, click the **Delete Note** tab, then click the small icon next to your note.
You will receive confirmation that the note was deleted.
After saving a note, click the **Worksheets** tab to return to the main DegreeWorks screen.
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.
The note should appear at the bottom of the screen.

<table>
<thead>
<tr>
<th>Notes</th>
<th>Entered by</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student and advisor discussed student's career plans.</td>
<td>D'Oyley, Alicia</td>
<td>12/16/2010</td>
</tr>
</tbody>
</table>

**Legend**
- Complete
- Complete except for classes in-progress
- Not Complete
- 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.
Log Out when you are done.