

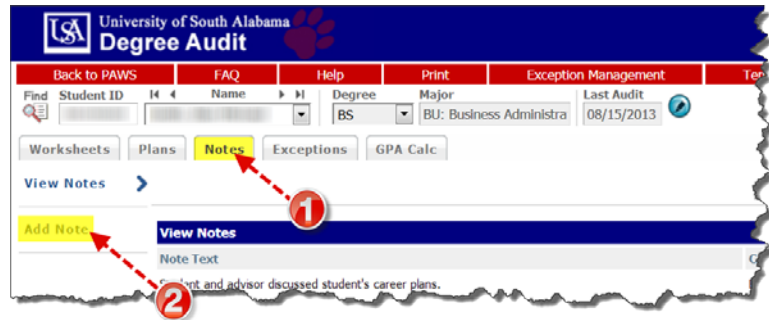
## Notes

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.

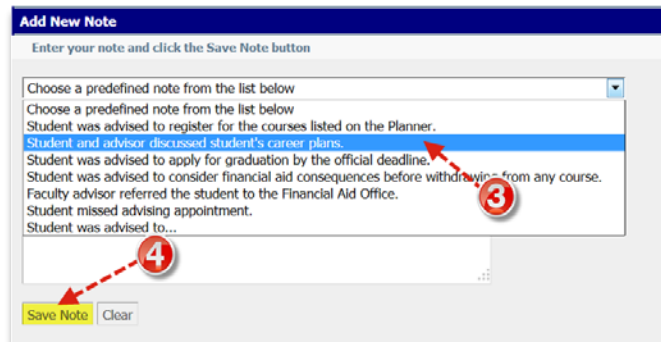
1. Click on the Notes tab which will bring up the Notes screen with View Notes selected.

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.

3. 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**.

5. In order to display notes added on the Audit Report, you must run a new report. Click Process New.

6. 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.

**Notes**

Notes	Entered by	Date
Student and advisor discussed student's career plans.		

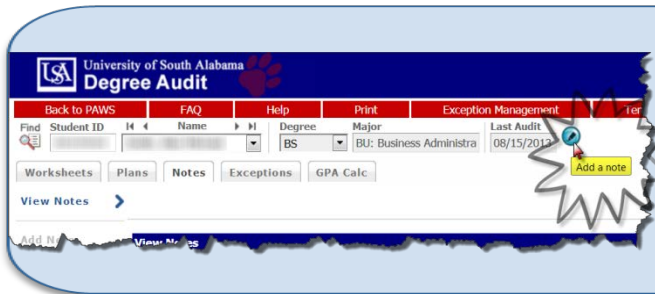
**Legend**

<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	(IP) In Progress	(T) Transfer Class
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> Nearly complete	(@) Any course number	(*) Pre-Requisite Required

**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 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. A minimum institutional GPA of 2.00 for undergraduate students and a 3.00 for graduate students (an average of all USA courses) is required to graduate. Transfer credit is not included in the institutional GPA. The Program and block GPA's shown on this audit include transfer credit and are not your official institutional GPA and do not determine graduation requirements or the awarding of graduation honors. Your institutional GPA can be found on your academic transcript on PAWS.

Copyright 1995 - 2012 Ellucian Company L.P. and its affiliates.



*Tip: You can also enter a note by clicking on the note icon next to the Last Audit date in the top-right 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.*