How to Add an Advising Note to a Degree Works Audit

WHAT ARE NOTES
• The notes feature allows an advisor to document academic advising on a student’s record.
• The notes feature allows advisors to add notes from a predefined list of comments.
• Notes can serve as a reminder to students.
• Notes can be helpful to other advisors that might meet with the same student.
• Notes cannot be deleted or modified.
• Notes are visible to the student.

WARNING: Notes on student audits are viewable by anyone who has access to a student audit. Students can only see their own notes and audits. Administrators, Faculty and staff with access to Degree Works can see anyone’s notes.

1. Log into Degree Works through Pirate Port.

2. On the student’s audit, click the Notes icon in the top right corner of screen.

3. Click the Choose a predefined note from the list below to view and select notes.

4. Select a note from the predefined list of notes by clicking on it. You may select as many notes from the drop down box as you’d like.

Notes are listed by category: General Comments, GPA Comments, Graduation Comments, etc. If you do not find the note you need, notes can be added to the list by emailing your request to DEGWRKS@ecu.edu.
5. Review your note(s). If you’ve made a mistake and need to begin again, click the clear button. When you are finished reviewing your note(s), click the Save Note button, and Run New Audit to post it to the student’s record.

NOTE: If you have added a note in error, please email DEGWRKS@ecu.edu to have it removed.

6. A message will be displayed that your note was added successfully.

7. Close the Window to return to the student audit.

8. Click the PROCESS NEW Button to generate a new audit to view note on the student audit.
9. Notes are displayed at the bottom of the audit in the Notes block and include the name of the person who added the note and the date it was added.

<table>
<thead>
<tr>
<th>Notes</th>
<th>Entered by</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student is enrolled as part-time.</td>
<td>Kros, Novine M</td>
<td>08/03/2016</td>
</tr>
</tbody>
</table>

**Legend**

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