Paperless Advisement Records

A New Approach to Maintaining Advisement Records
What does it mean to have paperless advisement records?

The elimination of paper folders and advisement forms.

Beginning Orientation 2015, USCA will begin entering advisement records (Notes) for new students into the Notes section of DegreeWorks.
What does a completed Note look like?

<table>
<thead>
<tr>
<th>View Notes</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Note</td>
<td>Note Text</td>
<td>Created By</td>
</tr>
<tr>
<td></td>
<td>Student was advised to register for the courses listed below: MATH 108; CHEM 105; RELG 103; POLI 211; EDUC 214; EDUX 200. (<strong>may substitute appropriate courses if seats are not available at the time of registration for all courses except MATH 108</strong>).</td>
<td>Williams, Stacie L</td>
</tr>
<tr>
<td></td>
<td>Student was advised to register for the courses listed below: ENGL102, MATH104, ARCI 101, SOCY101, THEA101, APYS101 = Total of 14 hours (will take 16 hours in Spring 2015).</td>
<td>Williams, Stacie L</td>
</tr>
</tbody>
</table>
Faculty and Staff with DegreeWorks access, can view and add Notes for USCA students.

Students are able to view notes.
- AND, can add the pre-defined confirmation of advising Note after being advised.

3. REGISTRAR OFFICE (REG) Can view, add, modify, and delete Notes for all USCA Students.
**First Steps:**

After advising a student:

1. Log into DegreeWorks (DgWks) and open the record of the student that you advised.

**TIP:** Always click “Process New” to make sure that you are working with the most current student data in DegreeWorks.

2. Click the Notes tab and then the Add Note tab OR the Notes Icon to go to the Notes entry screen.
How to create a Paperless Advising Note

Next:

4. Click the drop-down menu to “Choose a pre-defined note from the list below.”
   a. You can choose to add more than one pre-defined note OR choose not to use the pre-defined options.
5. Click Save Note.
   b. A message will appear: “Your note was added successfully.”

THEN ---

6. Wait a moment, and click the Run New Audit (see image below) button to refresh the audit and make the Note visible to students.
** If you have saved a Note but forgotten to click the Run New Audit button, this can still be done at a later time by clicking the Process New button in the Worksheet tab.

7. After advising and completing your Paperless Advising Note, Lift the student’s Advisement Hold in SSC (To do so: select enter the Student Information Menu box --- select the Remove Advisement Hold option --- then select the [Delete] button ).
How does the student confirm being advised?

1. Student should log into their personal DegreeWorks audit and select the Notes option, in the same manner as the advisor.
2. Student CANNOT type into the Notes text box, but they can select a predefined text option.
3. Remind your student to select the last option: *I confirm that I have been advised and made aware of recommendations and responsibilities posted in my Notes program audit.*
4. The final step is for the student to “Save Note.”
Reminders & Helpful Tips

• **Do not** hit [Enter] when typing notes. This will delete everything that you have typed.
• When a Note is saved it includes the note, author of the note, and date.
• If a correction is needed, enter a new Note with a reference to the preceding Note (ex. Correction to Note on 3/19/15: *type new Note content*).
• If a Note is completely in error and needs to be removed from the system, contact Maureen Quinn (Records) for assistance.
• Notes should only be focused on academic advisement information. (Whatever you would enter onto the triplicate copy paper form can also be entered here, as well as, advisement reminders.
• Students receiving Veterans Benefits may submit a copy of the Notes Section to the VA coordinator for course/benefits certification. Contact Elizabeth Fonte with questions.
• Always click “Process New” to make sure that you are working with the most current student data in DegreeWorks.
Happy Advising!