ADD AN ADVISEMENT RECORD IN THE NOTES TAB: (Additional details and more images are included in the “How to Create a Paperless Advising Record” PowerPoint on the ASC homepage.)

A NOTE is the electronic version of the Advisement Form. Advisors and students are able to view a student’s advisement record through the Notes tab and at the bottom of a student’s degree audit.

After advising each student:

1. Click the Notes tab and then the Add Note link or the Notes icon (see image above) in DgWks.
2. 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.
3. Click Save Note.
   a. A message will appear: “Your note was added successfully.”
4. Wait a moment, then click the Run New Audit (see image below) button to refresh the audit and make the Note visible to students.
   a. 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.
5. Lift the student’s Advisement Hold in SSC (Student Information Menu Remove Advisement Hold [Delete])
6. Direct student to enter their advising confirmation Note.

REMINDERS

- 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.
- 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.