

# Degree Works Notes

The ability to view, add, modify, and delete notes is based your Degree Works role and what permissions have been given to that role. Everyone will be able to view notes but not everyone will be able to add, modify, or delete a note. There are several pre-defined notes that could be used along with the ability to add additional information.

## To View Note

Notes can be viewed at the end of the audit just before the Disclaimer

Notes	Entered by	Date
Student needs to submit official transcript from: Binghamton University	Kutz, Dawn E	02/15/2016
Advisor requested completion of Exception or Substitution/Waiver form for: HIS 116 to use HIS 100.	Kutz, Dawn E	02/15/2016

## Disclaimer

You can also use the Note tab at the top of the audit. Once you click on the note tab you can use the menu options on the left.

Worksheets | **Notes** | Petitions | Exceptions | GPA Calc | Admin

[View Notes](#) >

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[Add Note](#) | **View Notes**

Note Text	Created By	Create Date
Student needs to submit official transcript from: Binghamton University	Kutz, Dawn E	02/15/2016
Advisor requested completion of Exception or Substitution/Waiver form for: HIS 116 to use HIS 100.	Kutz, Dawn E	02/15/2016

[Delete Notes](#)

## To Add a Note

Select Add Note on the left menu.

**Add Note** >

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[Modify Notes](#)

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[Delete Notes](#)

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### Add New Note

Enter your note and click the Save Note button

Choose a predefined note from the list below

[Save Note](#) [Clear](#)

Select a predefined note by clicking on down arrow. You can then add additional information if needed.

Click on the drop down arrow to get a list of predefined notes

## Add New Note

Enter your note and click the Save Note button

Choose a predefined note from the list below

Advisor requested completion of Transfer Credit Evaluation form for:  
Advisor requested completion of Exception or Substitution/Waiver form for:  
Initial review done for graduation degree certification.  
Previous note resolution:  
Student must submit Intent to Graduate form through MyCollege. Located under Student Records.  
Student needs to submit official transcript from:  
Student needs to submit official AP/IB grade reports from College Board.  
Notified Registrar or Division Staff Associate of an issue with the degree audit.  
Transfer Credit Evaluation note:

Save Note

Clear

Select the note you want and it will put it in the white box. You can then add additional information if needed. When finished press Save Note. If you want to start over press the Clear.

## Add New Note

Enter your note and click the Save Note button

Student needs to submit official AP/IB grade reports from College Board. 

**Student needs to submit official AP/IB grade reports from College Board for ENG 110.** 

Save Note

Clear

You will then get a confirmation note that it was successfully added. If you want to view on Degree Audit press the Run New Audit button.

**Your note was added successfully.**




**You may run a new audit to get your note changes incorporated into the latest audit for the student.**

Run New Audit

## To Modify a Note

Select the Modify Notes from the left menu. Make the change you want. Press the Edit Icon.

## Modify Notes

Edit Icon	Note Text
	Student needs to submit official AP/IB grade reports from College Board for ENG 110.
	Student needs to submit official transcript from: Binghamton University
	Advisor requested completion of Exception or Substitution/Waiver form for: HIS 116 to use HIS 100.

You will then receive the following confirmation note. If you want to review the Degree Audit press the Run New Audit button:




**Your note was updated successfully.**

**You may run a new audit to get your note changes incorporated into the latest audit for the student.**

Run New Audit

## To Delete a Note

Select the Delete Notes from the left menu. Deleting a note is the same as modifying a note except when you press on the edit icon it will delete the note.

Add Note	<b>Delete Notes</b>
Modify Notes	<b>Edit Icon</b> Note Text
Delete Notes >	 Student needs to submit official AP/IB grade reports from College Board for ENG 110.
	 Student needs to submit official transcript from: Binghamton University
	 Advisor requested completion of Exception or Substitution/Waiver form for: HIS 116 to use HIS 100.

You will then receive the following confirmation note. If you want to view the Degree Audit to make sure it is deleted press the Run New Audit button:

**Your note was deleted successfully.**

**You may run a new audit to get your note changes incorporated into the latest audit for the student.**

Run New Audit