
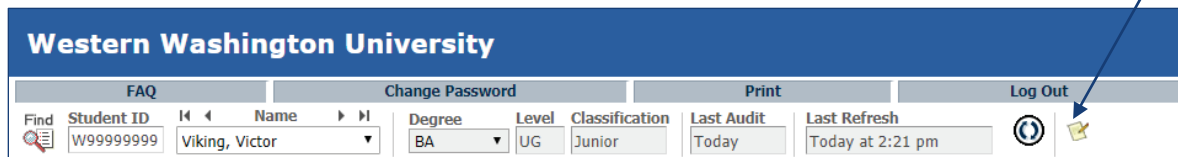


# Notes in Degree Works Quick Start Guide

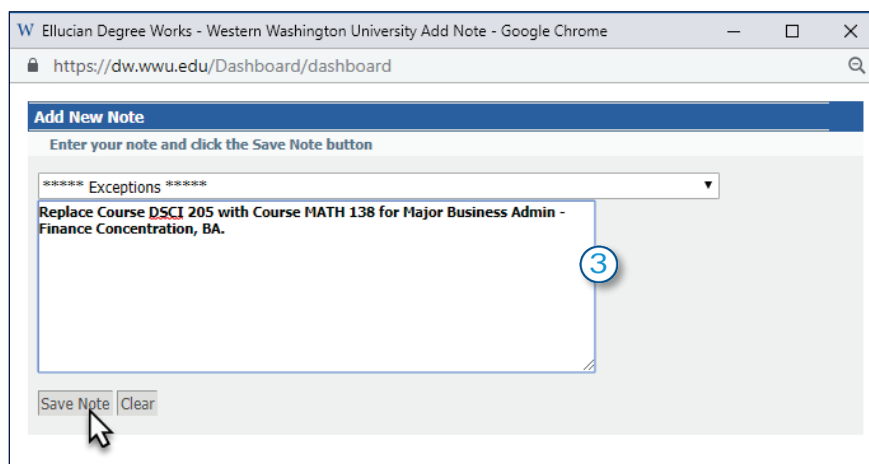
Notes in Degree Works are to be commentary that specifically contributes to the official degree completion narrative, and as such, can be used officially by the Registrar's Office or Graduate School in the degree evaluation and awarding process. Notes created by advisors in Degree Works are available to the student through the student's Degree Works portal and appear at the bottom of the student's worksheet.

**Note:** While students do not have access to the **Notes Tab**, students will see all notes in the **Notes Block** of their worksheet. All notes are viewable both by the student and all authorized users that have access to the student's information within Degree Works. **Advisors may create notes, but do not have access to edit or delete notes.**

- 1 Navigate to the student's Degree Works worksheet in which you wish to add a note.
- 2 Click on the note icon  located in the upper left hand corner of the Degree Works header, next to the refresh data button.



- 3 Enter the content of the note. Click **Save Note** to save the note to the student's worksheet.



Once a note has been saved, click **Process New** at the top of the student's worksheet and the newly entered note will appear in the **Notes Block** at the bottom the student's worksheet.

Notes	Entered by	Date
Replace Course DSCI 205 with Course MATH 138 for Major Business Admin - Finance Concentration, BA.	Miller, Dennis	01/16/2019

**Note:** You may also view and enter notes via the **Notes Tab** in the Degree Works header.


## Request an Exception with Notes

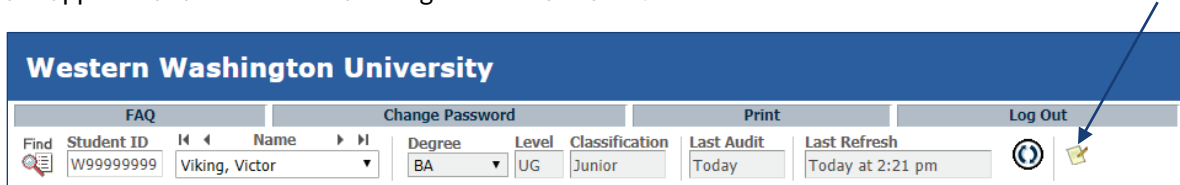
Notes in Degree Works provide authorized academic department users with a convenient method to request exceptions for a student's program of study. Requesting an exception with Notes is easy for advisors, and ensures

that all users viewing the student's Degree Works worksheet – including the student – are able to see who requested the exception, the content of the exception, and when the exception was requested.

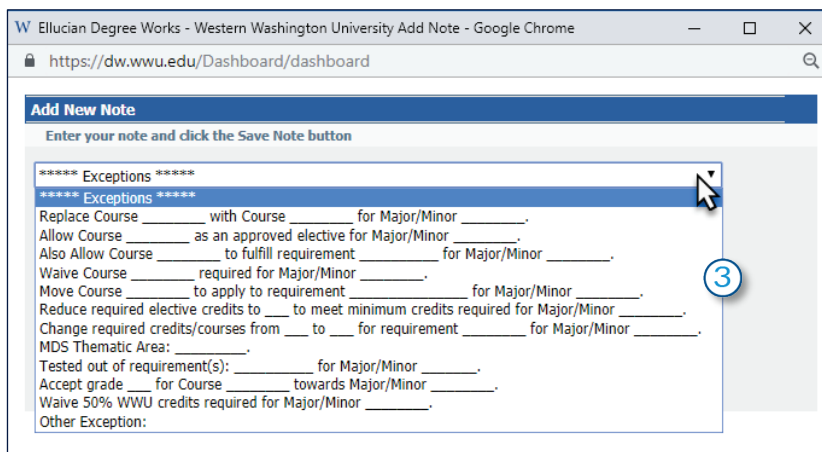
Exception requests entered with Notes are processed on the following business day by the Registrar's Office or Graduate School Degree Evaluation team.

## How to Request an Exception with Notes

- 1 Navigate to the student's Degree Works worksheet in which you have approval to request an exception.
- 2 Start a new note for the student. The easiest method to add a note is by clicking the note icon  located in the upper left hand corner of the Degree Works header.



- 3 Review the pre-defined exception wording to determine which wording is best for your needs. If you do not see pre-defined wording fitting your needs, you can always enter an "Other Exception:" with ad-hoc text.



- 4 Use the note text to request the exception for the student. You can double-click on any of the \_\_\_\_\_ portions to highlight the area and type in the course/major/requirement/etc. Please be sure to include the full name of the major or minor in which you are requesting the exception to aid Degree Evaluation staff in processing the exception.
- 5 If you accidentally choose the incorrect pre-defined wording for your needs, delete the wording and reselect from the drop-down the correct exception.
- 6 Click **Save Note**. If you wish to enter multiple exception requests, you can continue to enter notes, clicking on **Save Note** after each new note is entered.
- 7 To view the note(s) on the student's worksheet, simply click **Process New** on the student's Degree Works header. Your note(s) will be available at the bottom of the audit in the **Notes** block.
- 8 Degree Evaluators will be notified the next business day that a note has been added to the student's audit. At that time, a staff member in the Degree Evaluation team will review the note and add the exception.

**Note:** If an error is made on a student's note, please contact Degree Works Support at [Degree.Works@wwu.edu](mailto:Degree.Works@wwu.edu).