

Degree Works Note as Major/Minor & Certificate Evaluation Approval

Purpose: Use Degree Works **Notes** to *remotely* document departmental approval for a student's graduation from their program of study and for a student's completion of their certificate, this does not include teaching certificates. (no additional departmental evaluation paperwork required).

Department-specific Major/Minor & Certificate Evaluation forms can still be used to document approval instead of Degree Works Note or electronically-signed Degree Works worksheet. The student must be able to submit any department-specific major/minor & certificate evaluations electronically when they apply to graduate or complete a certificate via email (e.g., scanned copy, PDF).


Notes in Degree Works provide specific information that contribute 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.

Reminder: While students do not have access to enter **Notes**, they will see all notes in the **Notes Block** at the bottom 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 Uncheck boxes to exclude **in-progress** and **preregistered** classes from the student's worksheet. Click **Process New** to view all completed requirements.

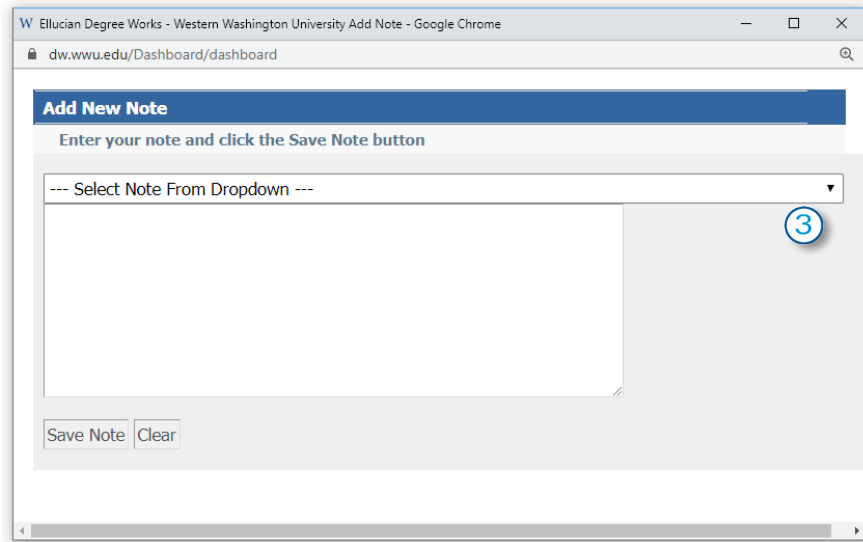
Note: Degree Works algorithms attempt to find a place to use every course, if at all possible. This means that students may think they need a course that they do not. Running without In Progress and Preregistered courses will show more clearly what requirements are completed versus remaining especially in elective areas, GUR and upper division credit requirements.

The screenshot shows the top navigation bar of the Degree Works system. It includes fields for Student ID (W99999999), Name (Viking, Vicki), Degree (BA), Level (UG), Classification (Junior), Last Audit (Today), and Last Refresh (Today at 2:28 pm). Below this are tabs for Worksheets, Plans, Notes, and GPA Calc. The 'Notes' tab is active. In the 'Notes' section, there are checkboxes for 'Include in-progress classes' and 'Include preregistered classes', both of which are checked. A blue circle with the number '2' is placed over the 'Process New' button. Other buttons include 'View', 'Save as PDF', and 'Class History'.

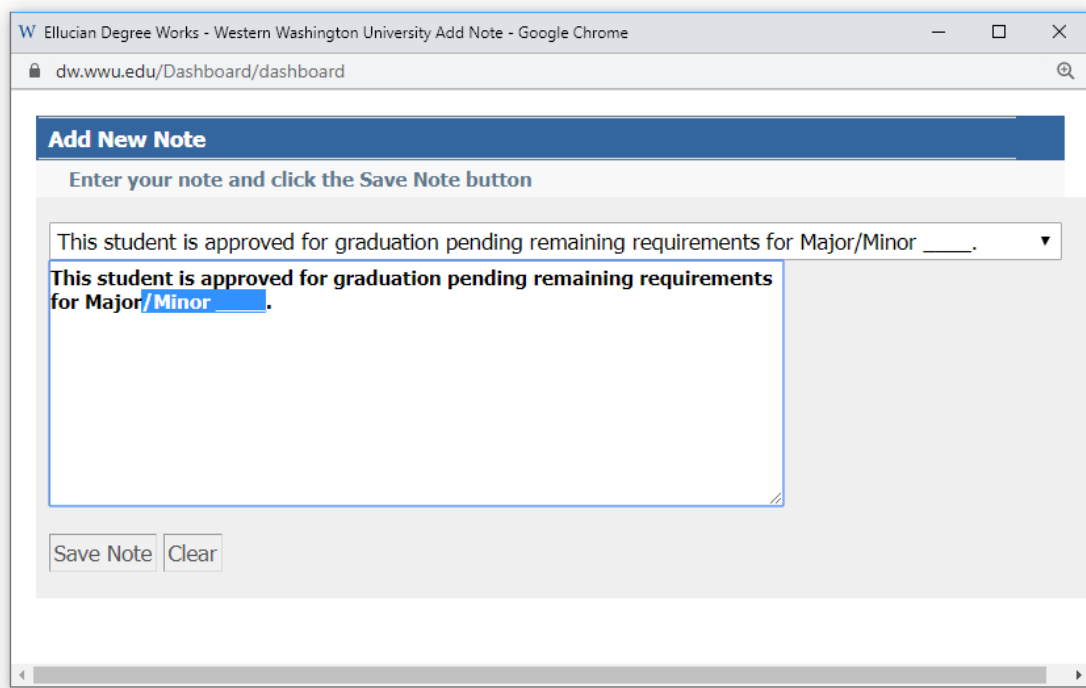
- 3 Recheck the **in-progress** and **preregistered** boxes and **Process New** to see all current and upcoming courses applied toward the requirements. Verify the courses remaining for the student.
- 4 Click on the note icon  located in the upper left hand corner to document any exceptions (e.g., course substitutions, advisor-approved electives) to program requirements that have not previously been communicated to the Registrar's Office.

The screenshot shows the top navigation bar of the Degree Works system, similar to the previous one, but with a blue arrow pointing to the 'Log Out' button in the top right corner. The 'Note' icon (a yellow notepad) is also visible in the top right corner, next to the 'Log Out' button.

- 5 Select the most appropriate template language from the dropdown list. This is free text and can be edited, as needed (Examples: replace the “___” with the course number or title of major). Proofread your Note content, as you will not be able to modify or delete the Note once it has been saved. Click **Save Note** to save the note to the student's worksheet.



- ⑥ Document major/minor & certificate evaluation approval by selecting the appropriate Note from the drop down and editing the text to specify the program of study.



- ⑦ To view the note(s) on the student's worksheet, 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, including your name and date of authorization.

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

Exception requests and Major/Minor & Certificate Evaluations entered with Notes are processed on the following business day by the Registrar's Office or Graduate School Degree Evaluation team.

If an error is made on a student's note, please contact Degree Works Support at Degree.Works@wwu.edu.