

Frequently Asked Questions on DegreeWorks Advising Notes

I currently keep my own notes on my advisees. What are the benefits of switching to this new system?

With Advising Notes, any notes you enter become a part of a student's record, and any faculty or administrative staff member who has access to DegreeWorks can view those notes. This allows any individual working with a student – including future advisors – to have a more complete understanding of the student's advising history. This also helps us work together to hold students accountable for following-through on advise they were given. In addition, because DegreeWorks is a secure, web-based product, you can easily access your advising notes from any internet connection.

Will students be able to see the notes I enter?

You can choose. If you click the “Not Available to Student” box that appears over the note entry box, the student will not be able to see the note. If you do not check this box, the student will see your note at the end of his or her worksheet. There may be times when you might split your entry into two notes, part that the student can view and part that the student cannot.

However, any faculty or administrative staff member with access to DegreeWorks will be able to view all the notes on a student's record.

I need to record more specific information on a student. Can I enter notes without using the drop-down menu?

Not at this time. These advising notes are designed to be general in nature, and to record the basic content of an advising session. To ensure consistency, entries are limited to standardized selections from the drop-down menu. For detailed or particularly sensitive information, we recommend that you continue to keep written notes and store them in a secure location.

How did you decide what notes to include in the drop-down menu?

Advisors from across campus were asked to share details about the topics covered during a typical advising session, as well as the types of information that they recorded afterward. These comments were consolidated and grouped into categories to form the current list. While we realize that these topics will not cover every advising situation, we believe they include the most common topics. If you have a suggestion for an item that is not listed, please send it to degreeworks@gcsu.edu.

I'd like to move all my advising records to this new system. Can I enter information on prior advising appointments?

If you do, each note will be stored and ordered using the date you entered the note. We suggest using this system only from this point forward.

I often have advising discussions with students who aren't my assigned advisees. Can I add notes to any student's record?

Yes, and we encourage you to do so.

How can I delete a note that I've entered incorrectly?

Send an email to degreeworks@gcsu.edu or call the Registrar's Office at 478-445-6286, and we will remove it. The functionality to delete the notes you enter is not currently available in DegreeWorks, and we have made a request to have it added in the next upgrade.

What should I do if I have suggestions for improving this feature?

Send an email to degreeworks@gcsu.edu, or contact the Registrar's Office at 478-445-6286. Whenever you have a suggestion about how we can improve DegreeWorks or any of our services, we want to hear it.