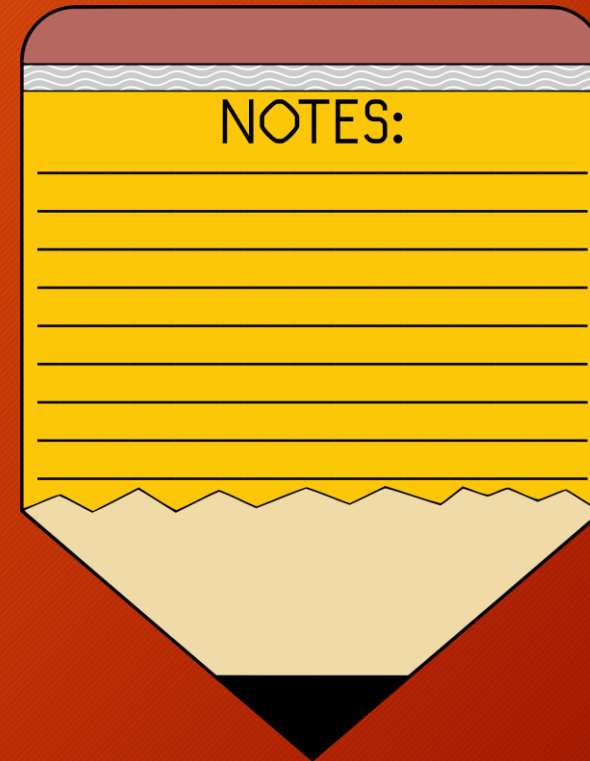


Degree Works Notes

Sally Dingee, Associate Director, Advisement and Transfer Services
Amanda Rampe, Coordinator, Pathways and Academic Technologies

The evolution of notes at Monroe Community College...

- Paper notes were scanned into Image Now (now called Perceptive Content)
- No visibility between advising center and faculty advisors
- Integrated Advising Board - one of the charges was to create the use of college wide advising notes




Notes are easy - lots of places for help

Advisement Tools

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Schools Advising Module

NEW! Online Advisor Handbook!



Advisor Handbook

Why take notes?

- Creates a record of student's advising contacts and advice provided.
- Creates institutional memory.
- Increases advisor efficiency and effectiveness.
- Refreshes advisor memory prior to return visits and helps when planning next steps.
- Communicates critical information to other College personnel.
- Personalizes the advising experience.

Professional and Ethical Responsibility

- The professional and ethical responsibilities for viewing, entering, changing, and sharing academic information about a student are described in the National Academic Advising Association's Statement of Core Values of Academic Advising:
 - Advisors respect the rights of students to have information about themselves kept confidential. Advisors share information with others about students and their programs only when both advisor and student believe that information is relevant and will result in increased information or assistance, assessment, and provision of appropriate services to the student.
 - Advisors gain access to and use computerized information about students only when that information is relevant to the advising they are doing with that particular student. Advisors enter or change information on students' records only when legitimately authorized to do so.
 - Advisors need to document advising contacts adequately to aid subsequent advising interactions.

Joint Statement from Academic and Student Services:

- *"Academic Advising plays a significant role in enrolling and retaining our students, and our ability to use Degree Works as a shared system for advising notes will provide a comprehensive record for each student. As we focus on student pathways to support our guided pathway model, it is important that each faculty and professional advisor use this tool after each advising session. The ability for advisors to have access to shared notes will ensure students have a complete understanding of their academic requirements and provide students with documented advisement to stay on their pathway. We are sure that this shared responsibility between Academic Services and Student Services will have a positive impact on our students."*

Codes

- 111 Pathway/Program: Documents the student's pathway and program in the current term (this is SO important, Degree Works is not term based!)
- 11A *Pathway/Program/Major/Change (if a change took place as part of the advising session)
- Location codes
- 300 Courses Advised:
- Mutually exclusive advising codes
- Remember, anything is better than nothing!

How to put a note in Degree Works

- https://monroecommunity.zoom.us/rec/share/lul_YneDLWNMz9AGMMutBSFBXz-okH3nrT1Y4XDnavSXiEfsi582pCebJDg8IMv9.K_TR0qcMNkAtHc1D

Guidelines for Advising Notes

- Include notes that will help the student.
 - *Reminded student to get OCC transcript to Admissions as soon as possible*
- Include notes that will help future advisors understand the student or the advice that you gave.
 - *Student is not seeking a degree, taking pre-requisite courses for OT school*
- Include notes that will facilitate the relationship with the student
 - *Commended student for excellent grades last semester*
- Include possible consequences of not following advice given.
 - *MTH 098 must be completed during the summer to meet program entrance requirements for Fall start*
- Include referrals of a non-sensitive nature.
 - *Student interested becoming a campus tour guide, referred to FYE for application*
- Include comments that help you in future interactions with student.
 - *Student has consistently expressed in attending Dental School at UB*

Please make sure to -

- Exclude your subjective judgments about the student, especially when they are negative.
 - *Student is struggling in all classes. He is better off dropping out*
- Exclude comments regarding student's instructors, especially when they are negative.
 - *Student would like to drop ENG 101 because they say the professor is terrible*
- Exclude personal concerns of the student.
 - *Her parents are going through a divorce this year*

SPACMNT and Degree Works notes

- *SPACMNT is a form in Banner 9. It is a useful way of knowing if an override or confidential comment has been entered for a student.*
- *View Student Comments* link in self-serve Banner. At this link, you can see the comments that have been entered into SPACMNT
- You can find the *View Student Comments* in **Faculty Services/ Student Information Menu/View Student Comments**.
- Origin codes 'BURS', 'HOLD', 'SSD' and 'UNKN' are excluded from view in Self-Service Banner.

SPACMNT

- Departments that work primarily in Banner 9 will use SPACMNT for notes
- Registration and Records does not use Degree Works for student comments

Person Comment SPACMNT 9.3 23 (PROD)

PERSON COMMENT

Comment Type: **GEN** General Comment

Originator: **REGR** Registration and Records

Contact: [Redacted]

Contact Date: 10/05/2021

From Time: [Redacted]

To Time: [Redacted]

Confidentiality:

Add Date: 10/05/2021

Activity Date: 10/06/2021

Last Updated by: JPLUMART

Comments

From: [Redacted]
Sent: Monday, October 4, 2021 4:45 PM
To: Greenslips <Greenslips@monroecc.edu>
Subject: addition

Hello,
Please add [Redacted] back into my [Redacted]

Narrative Comments

From: [Redacted]
Sent: Wednesday, October 6, 2021 3:00 PM
To: Greenslips <Greenslips@monroecc.edu>
Subject: Re: Drop for Non-Attendance

Thank you, [Redacted]

1 of 3 Per Page Record 1 of 1

Student Comments in Self-Service Banner

Information for [REDACTED]

STUDENT COMMENTS:

Comment Type	Originator	Comment Date	Updated By	Confidential?	Comments
GEN	Registration and Records	Oct 06, 2021	JPLUMART		From: [REDACTED], Sent: Monday, October 4, 2021 4:45 PM To: Greenslips Subject: addition Hello, Please add [REDACTED] Thanks!
GEN	Advising & Transfer Services	Aug 20, 2021	PORNT		Student is waiting for official transcript from CCC. for her ENG grade. Using unofficial copy. pao
GEN	Registration and Records	Aug 20, 2021	JPLUMART		From: [REDACTED], Sent: Friday, August 20, 2021 9:07 AM To: Greenslips Subject: addition Good Morning, Please add student [REDACTED] Thank you!

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RELEASE: 8.3

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Degree Works Notes Reporting

- Basic reporting features are available in Argos
- Helps to quantify advising at MCC
- Supports the work of advising to secure grant funding
- Anyone can request a report of their advising notes


Remember where to go for help...

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Schools Advising Module

NEW! Online Advisor Handbook!



Advisor Handbook

Questions?

- Thank you for attending today's workshop!
- Please feel free to reach out with any questions -
 - sdingee@monroecc.edu
 - arampe1@monroecc.edu