Registration Waitlisting

Some course sections will be offering a waitlist that students can sign up for via AppalNet once the section is closed. The purpose of waitlisting is to allow students the ability to more easily monitor courses they need that are closed as opposed to frequently checking back on AppalNet.

Waitlisting will not be available for every course and being on a waitlist for a section does not guarantee the student will get a seat in that course.

A tutorial on how to add oneself to a waitlist once a course is closed as well as a list of waitlisting frequently asked questions (FAQ) can be found at:

http://registrar.appstate.edu/registration/waitlisting.html

Advising Notes

Anytime advisors meet with or talk to a student about his/her academic progress, a record of what was discussed should be documented. These notes can help both parties remember what was discussed, what tasks need to be accomplished, what courses need to be taken, what offices need to be contacted, etc. All advising notes should be kept in the DegreeWorks system so there is one common place for all information regarding student academic progress.

Writing notes in DegreeWorks is easy!

1. In the top information bar, you will see an icon at the end that looks like a piece of paper and a pencil.
2. Click on that icon and a pop-up box will open. This box has a drop-down menu with predefined notes from which to select OR you may place your cursor in the large box and type your own notes. You can move the box around on top of the worksheet so you can still see the student's information.
3. The NOTES tab (next to the WORKSHEETS tab is not as easy to use. The worksheet disappears when this NOTES box opens and there is a glitch in it: when you hit RETURN, your note disappears! This will not happen using the icon above.
4. Your name and the date the note was written will automatically be added so it is not necessary to write these.
5. Once your note is the way you want it, click on the SAVE button. You must then click on the PROCESS NEW tab so the note will be visible to everyone.

You may not modify or delete any note after saving. If you make a mistake, write a new note updating the information with correct information. If you really mess up, your dean's office can help you.

6. Scroll to the bottom of the audit and you will see your note there. These notes are immediately viewable by the student, the advisor, and anyone else with access to the student's record (e.g., dean's office, financial aid, registrar's office). Please remember to keep these notes professional and factual.

Since these notes can be added by many people across campus, it is a great habit to always start each advising session in DegreeWorks by scrolling to the bottom of the worksheet to see if the student has notes that were added since the last time you saw him/her. Important information may be here for you to review.