
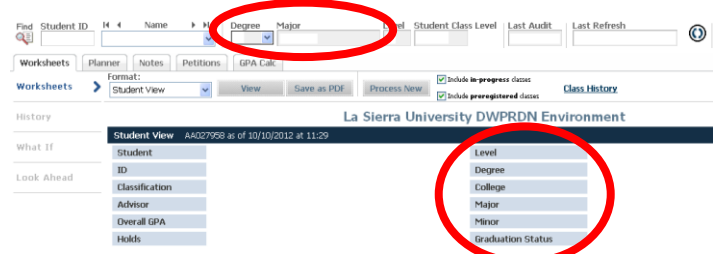


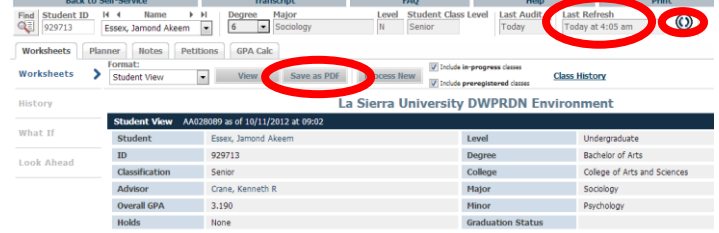


DegreeWorks is a tool students can use to track progress in their programs. **Note: this tool is still under construction and info is subject to change.**

1	<p>Log into your Self-Service account at www.lasierra.edu/selfservice OR select Self-Service from the Quick Links menu on the La Sierra homepage (www.lasierra.edu).</p> <p>To login, use your Student ID number and Digit-only Password OR your Digital User Name and Password (e.g. email username and password).</p>	<p>User Login</p> <p>Please enter your user Identification Number (ID) and your Personal Identification Number (PIN). When finished, click Login. When you are finished, please Exit and close your browser to protect your privacy.</p> <p>USER ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="button" value="Login"/> <input type="button" value="Forgot Password?"/></p>
2	From the Main Menu, select Students .	<p>Main Menu</p> <p>Students Change Personal Information, Register, View your academic records and Financial Aid</p> <p>Faculty & Advisors Display student information; Display your class list; Display waitlisted students; Enter grades; Process registration overrides; Process a student's registration; Display your security setup.</p>
3	From the Students menu, select DegreeWorks .	<p>AT&T Wireless Portal Discount Wireless service for La Sierra University Students</p> <p>Degree Works Degree Works</p>
7	Your program audit (i.e. Worksheet) should now appear.	
9	<p>Reviewing Program Listing</p> <p>Review major, degree, etc. to ensure accuracy. To view multiple programs, choose from the pull-down menu beneath Degree and select a different degree program Banner code ("5" for B.S., "6" for B.A., "3" for Pre-Professional Program).</p> <p>Students needing to change programs, advisors, or bulletin (catalog) years may submit a Change of Major request at www.lasierra.edu/advising. NOTE: Students changing to or from the Criminal Justice degree program MUST contact Office of Admissions directly: (951) 785-2176.</p>	
10	<p>Reviewing a Degree Audit (i.e. Worksheet)</p> <p>A progress bar estimates a student's progress toward completion of the currently displayed program(s) below.</p> <p>The legend explains what each symbol means.</p> <p>Each section in the audit Worksheet (called a block) lists the requirements for that specific section.</p> <p>If you need clarification on requirements listed, contact Dahlie Conferido at dconferi@lasierra.edu or (951) 785-2452. If you believe requirements are listed incorrectly, contact the Office of the Registrar at (951) 785-2006.</p>	
11	<p>Printing, Saving, and Refreshing</p> <p>To print, click the Print link located near the top right-hand corner of the screen. To save, click the Save as PDF button near the top middle portion of the screen. If an update has been made after the date of Last Refresh, you may perform a manual Refresh by clicking .</p>	
12	<p>To learn about other DegreeWorks features including</p> <ul style="list-style-type: none"> • Planner • Notes • What If <p>visit www.lasierra.edu/registrar.</p>	