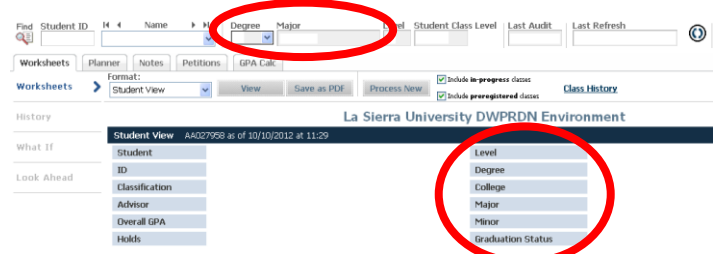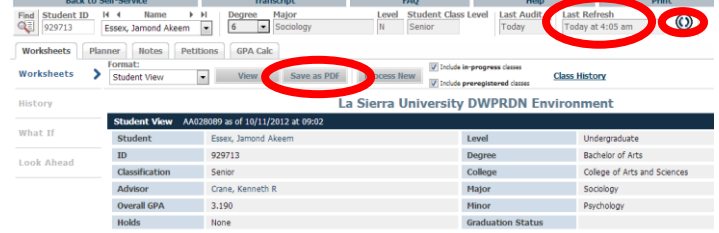DegreeWorks is a tool students can use to track progress in their programs. Note: this tool is still under construction and info is subject to change.

1	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). To login, use your **Student ID number** and **Digit-only Password** *OR* your **Digital User Name** and **Password** (e.g. email username and password).	
2	From the Main Menu, select **Students**.	
3	From the Students menu, select **DegreeWorks**.	
7	Your program audit (i.e. **Worksheet**) should now appear.	
9	**Reviewing Program Listing** 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). 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.**	
10	**Reviewing a Degree Audit (i.e. Worksheet)** A **progress bar** estimates a student's progress toward completion of the currently displayed program(s) below. The **legend** explains what each symbol means. Each section in the audit **Worksheet** (called a block) lists the requirements for that specific section. 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.	
11	**Printing, Saving, and Refreshing** 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 ⟨◉⟩ .	
12	To learn about other DegreeWorks features including • **Planner** • **Notes** • **What If** visit www.lasierra.edu/registrar.	