

CENTER FOR STUDENT ACADEMIC SUCCESS Self-Service Degree Works

DegreeWorks is a tool that faculty and advisors can use to track a student's progress toward program completion.

1	Log into your Self-Service account at <u>www.lasierra.edu/selfservice</u> OR select Self-Service from the Quick Links menu on the La Sierra homepage (<u>www.lasierra.edu</u>). To login, use your Employee ID number and Digit-only Password OR your Digital User Name and Password (e.g. email username and password).	User Login 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. USER ID: Password: Login Forgot Password?			
2	From the Main Menu, select Faculty & Advisors.	Main Menu Students Change Personal Information, Register, View your academic records and Financial Aid Faculty & Advisors Sicilay student information, Display your class list; Display waitlisted students; Enter grades; Process registration overndes; Process a student's registration; Display your security setup.			
3	From the Faculty & Advisors menu, select Student Information Menu .	Faculty and Advisors Student Information Menu Term Selection CRN Selection Faculty Detail Schedule Week at a Glance			
4	From the Student Information menu, select DegreeWorks .	Student Information Term Selection ID Selection Student Information Student Address and Phones Student T-mail Address Student T-mail Address Student T-mail Address Student T-mail Address Change Class Options Academic Transcript Electronic Gradebook for a Student Degree Evaluation Active Registrations Registration History Advisee Listing View Holds Concise Student Schedule Student Works Degree Works			
5	Search for an academic record by Student ID Number or Student Name then select Submit .	Student or Advisee ID: OR Student and Advisee Query Last Name: First Name: Search Type: © Students © Advisees © Both @ All Submit: Reset			
6	If the name displayed is correct, select Submit .	Jane Doe is the name of the student or advisee that you selected. Submit			
7	Student's audit (i.e. Worksheet) should now appear.	Field Student ID H Name H Degree Major Level Student Class Level Last Audit Last Refresh Worksheets Planner Notes Petroner GPA Calc Class Henry Class Henry History Student Vew Vew Eave as PDV Process New Dodds leveregard data Class Henry What If Student Vew AA027969 as of 10/10/2012 at 11:20 Level Degree What If Student Vew AA027969 as of 10/10/2012 at 11:20 Level What If Student Over AA027969 as of 10/10/2012 at 11:20 What If Student Over AA027969 as of 10/10/2012 at 11:20 What If Student Over AA027969 as of 10/10/2012 at 11:20 What If Bioden Degree Look Ahread Degree Advisor History Henry Bioden Degree Hotor Degree Collegee Advisor Bioden Bior			

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		Worksheets Planner Notes Petitions	GPA Calc	
	Finding a Different Student with a Student ID# If you wish to locate information for a student other than the one displayed, you may enter the student's ID# in the field below Student ID.	Worksheets > Student View	View Save as PDF Process New View Class History	
		History	La Sierra University DWPRDN Environment	
		Student View AA027958	as of 10/10/2012 at 11:29	
		What If Student ID	Level Degree	
		Look Ahead Classification	College	
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	Finding a Different Student without a Student ID# If you wish to locate information for a student other than the one	Worksheets Planner Notes Petitions Format:	GPA Calc	
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	displayed, you may click the magnifying glass icon beneath Find.	Overall GPA	Minor	
		Holds	Graduation Status	
	This will open a new Find Students dialog box. Use one or more search parameters to locate a student's records then select Search. Once search results are listed at the bottom of the dialog box, you may place a checkmark beside the name you wish to view then select OK .	Find Students	Student ID First Name Last Name	
		Degree	Major Sport	
		All Degree Codes	All Major Codes No Sport selected Minor Graduation Status	•
	······································	All Level Codes	All Minor Codes No Graduation Status selected	•
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	Reviewing a Student's Program Listing	Find Student ID H Name H	Degree Major Del Student Class Level Last Audit Last Refresh	()
	Review a student's major, degree, etc. to ensure accuracy. To view multiple	Worksheets Planner Notes Petitions	GPA Calc	
	programs, choose from the pull-down menu beneath Degree and select a	Worksheets > Student View	View Save as PDF Process New Class History	
	different degree program Banner code ("5" for B.S., "6" for B.A., "3" for		✓ Include preregistered disses	
	Pre-Professional Program).	History Student View A4027958	La Sierra University DWPRDN Environment	
		What If Student	as of 10/10/2012 at 11.29	
	Students needing to change programs, advisors, or bulletin (catalog) years			
		Look Ahead	Degree	
	may do so by submitting a Change of Major request at	Look Ahead Classification	College	
		Look Ahead		
	may do so by submitting a Change of Major request at	Look Ahead Classification Advisor	College Major	
	may do so by submitting a Change of Major request at <u>www.lasierra.edu/advising</u> .	Look Ahead Classification Advisor Dverall GPA	College Major Minor	
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