La Sierra UNIVERSITY

Self-Service Degree Works

DegreeWorks is a tool that faculty and advisors can use to track a student's progress toward program completion.
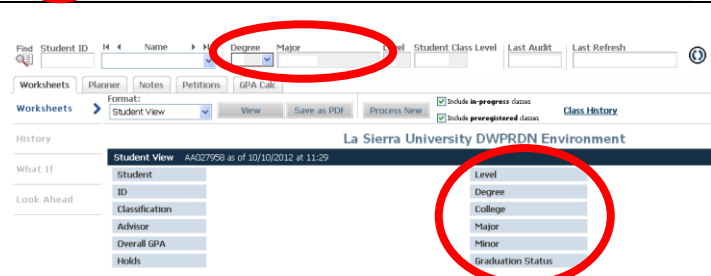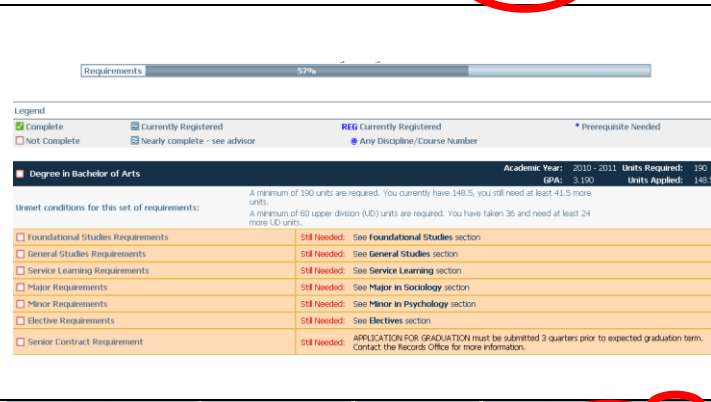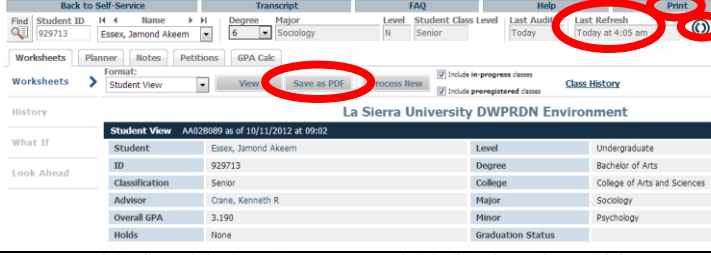
1	Log into your Self-Service account at www.lasierra.edu/selfservice *OR* select **Self-Service** from the **Quick Links** menu on the La Sierra homepage (www.lasierra.edu). To login, use your **Employee ID number** and **Digit-only Password** *OR* your **Digital User Name** and **Password** (e.g. email 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** Display student information; Display your class list; Display waitlisted students; Enter grades; Process registration overrides; 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 E-mail Address Student Schedule Registration Overrides Change Class Options Academic Transcript Electronic Gradebook for a Student Degree Evaluation Active Registrations Registration History Advisee Listing View Test Scores View Holds Concise Student Schedule Student Week at a Glance Degree 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.	Find Student ID ⏮ ◀ Name ▶ ⏭ Degree Major Level Student Class Level Last Audit Last Refresh Worksheets Planner Notes Petitions GPA Calc Format: Worksheets ➤ Student View [View] [Save as PDF] [Process New] ☑ Include in-progress classes ☑ Include preregistered classes Class History History La Sierra University DWPRDN Environment What If Student View AA027958 as of 10/10/2012 at 11:29 Look Ahead Student / Level / ID / Degree / Classification / College / Advisor / Major / Overall GPA / Minor / Holds / Graduation Status

	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**.	
8	**Finding a Different Student without a Student ID#** If you wish to locate information for a student other than the one displayed, you may click the magnifying glass icon beneath **Find**. 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**.	
9	**Reviewing a Student's Program Listing** Review a student's **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 do so by submitting a Change of Major request at www.lasierra.edu/advising.	
10	**Reviewing a Student's 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. The first block is a summary of overall **degree** requirements. Information blocks listing specific details for University Studies (**foundational, general, Service-Learning**) / **University Honors**, **major**, **minor**, **electives**, **current registration**, etc. follow as applicable. 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 in the student's Banner records was 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** consult the **DegreeWorks Training Manual** by clicking here. To view **DegreeWorks FAQs**, click here. For additional information, visit www.lasierra.edu/registrar or www.lasierra.edu/advising.	

Q U E S T I O N S ? Call the **Center for Student Academic Success (C-SAS)** at (951) 785-2452, visit www.lasierra.edu/csas, e-mail us at advising@lasierra.edu, or go to Sierra Vista Hall (SVH) Room 114 for assistance. For campus maps, visit www.lasierra.edu/campusmap.