Logging In

Step 1: Log in to the portal

Step 2: Find the “Degree Works” Icon located under “Tools”

Step 3: Once in Degree Works, your advisees are listed in the drop down menu in alphabetical order. Choose the student that you are interested in viewing:
Some areas of the audit will supply additional information such as the student’s major GPA.

A green check means that the requirement has been fulfilled. A blank red checkbox means that there is a missing requirement.

For some areas of the audit, there are specific grade and GPA requirements. Even if the student has fulfilled all courses, if he/she did not meet the requirements, you will see a blue double squiggle mark where your green checkmark should be. Please review the requirements and speak with your advisee.
PINs

PINs are located by using the drop down option and clicking on “View”.

Class History

To view an unofficial transcript that lists courses taken in chronological order, click on “Class History.” This feature provides the viewer a way of seeing how the student progresses from one semester to another.
Course Descriptions

If you click on one of the courses listed as an unfulfilled requirement, a course description will pop up as well as a list of sections and enrollment within those sections. These include both day and evening sections as well as BUSCA sections.

Additional Options

When you view one of your students, the audit defaults to the worksheet which shows the current student record and progress based on classes taken, classes transferred in and classes registered. Addition features of DGW include:

- “What If,” that shows you how a student’s audit would look if a change of major occurs
- “Look Ahead,” where you can plug in classes and see where they fall in the audit
- “Notes,” where you can add notes specifically on that student
- “GPA Calc,” a guide that lets students see the type of progress they will need to graduate
What-If

Once you pick the degree and major the student is interested in, click on “Process What-if”. Entering “future classes” is optional.

Look Ahead

You can add as many courses as you want with the “Look Ahead” option. Once you have entered the courses, click on “Process New.”

The course now appears as “planned” and shows where it would fall in the audit.
GPA Calc

The GPA Calc does not take into account repeated courses or any other La Salle policies that affect cumulative GPA calculations. This feature is more of a guide to give students and idea of what would be needed for them to progress or reach certain GPA goals.

Notes

There are two ways to add notes:

1) Click on the “Notes” tab and add a note. You can start with a pre-selected option or you can just start typing into the text box provided.

2) You can also add a note by clicking on the small note pad icon located on the top of the screen. This allows you to write a note while working on a student’s audit.

*Please keep in mind that all notes are viewable by the student as well as any advisers/staff who have access to view that particular student’s audit. You cannot delete other people’s notes and a student cannot delete your note on them.
Other Things to Keep in Mind

Degree Works is a tool that needs maintenance. If something is wrong or if a requirement has not been updated, please inform the Registrar’s Office. You can email any questions, issues, or concerns to registrar@lasalle.edu.

Degree Works can include exceptions. If a student is supposed to have an exception, please communicate with your chair regarding the exception.