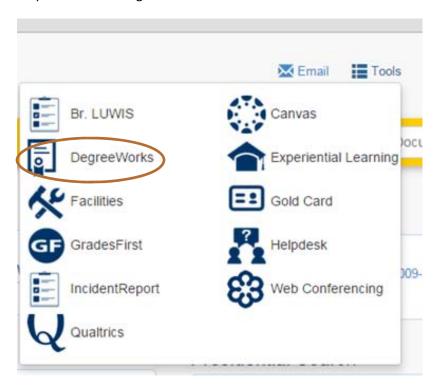
### **Degree Works User Guide: Students**

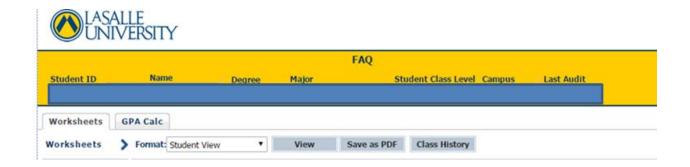
# Logging In

Step 1: Log in to the portal

Step 2: Find the "Degree Works" Icon located under "Tools"

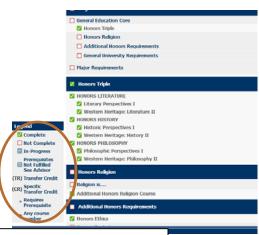


Step 3: Once in Degree Works, you will see your degree audit. If your audit does not appear right away, select the "View" button. If any of your information appears to be inaccurate, please contact your academic adviser right away.



#### Legend

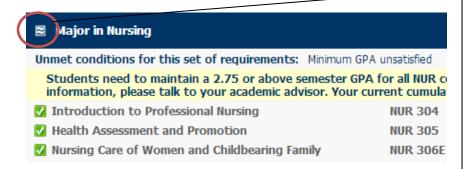
The legend is located in the bottom left corner and follows you throughout the page.



Some areas of your audit will supply additional information such as your major GPA.



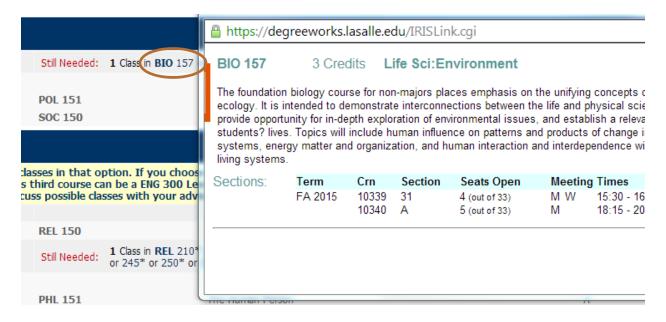
A green check means that you have fulfilled a requirement. A blank red checkbox means that you need to fulfill a requirement.



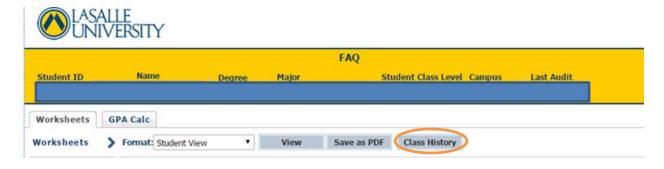
For some areas of the audit, there are specific grade and GPA requirements. Even if you have fulfilled all courses, if you do not meet the requirements expected, you will see this blue mark where your green checkmark should be. Please speak with your adviser if you see this.

## **Course Description**

If you click on one of the courses listed on an unfilled requirement, a course description will pop up as well as a list of sections and enrollment. This includes both day and evening sections as well as BUSCA sections. You may need special permission to register for some of these sections.



### **Class History**



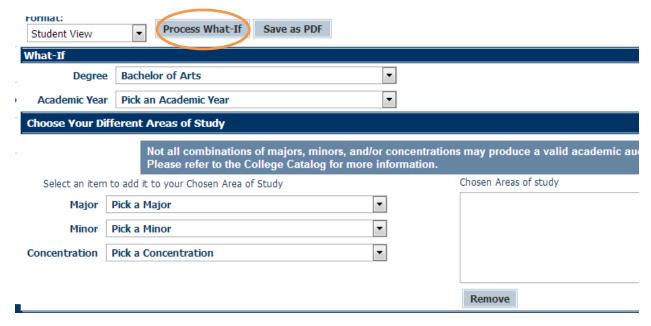
To view a listing of your courses in chronological order, click on "Class History.". This feature provides the viewer a way of seeing how the student progresses from one semester to another.

## **Additional Options**



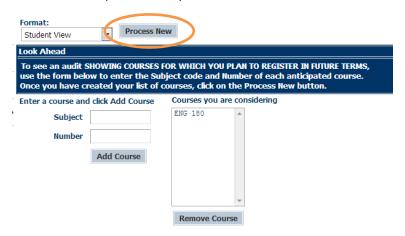
### What-If

If you are thinking about switching majors or adding a double major, the What-If feature allows you to anticipate how your current completed courses would translate to a different major. Once you pick the degree and major of interested, click on "Process What-if." You do not have to enter "future classes" as that is optional. A new temporary audit is generated under the major you selected.



#### **Look Ahead**

If you have some courses that you are interested in taking, you can use the Look Ahead feature to see if they fulfill any requirements within your audit. 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 falls within the audit.



## **GPA Calc**

The GPA calculator is a tool and does not officially calculate GPAs. The calculation does not take into account repeated courses or specific La Salle policy regarding taking courses over again. The GPA calculator is more of a guide to give you an idea of what is needed for progress or to attain certain goals.

#### **Adviser Notes**

Your academic adviser can add notes to your audit. These notes will be saved and viewable at the bottom of your audit.

## Other Things to Keep in Mind

Degree Works is a tool that needs maintenance. If you notice something wrong or if a requirement has not been updated, please let your academic adviser or department chair know.