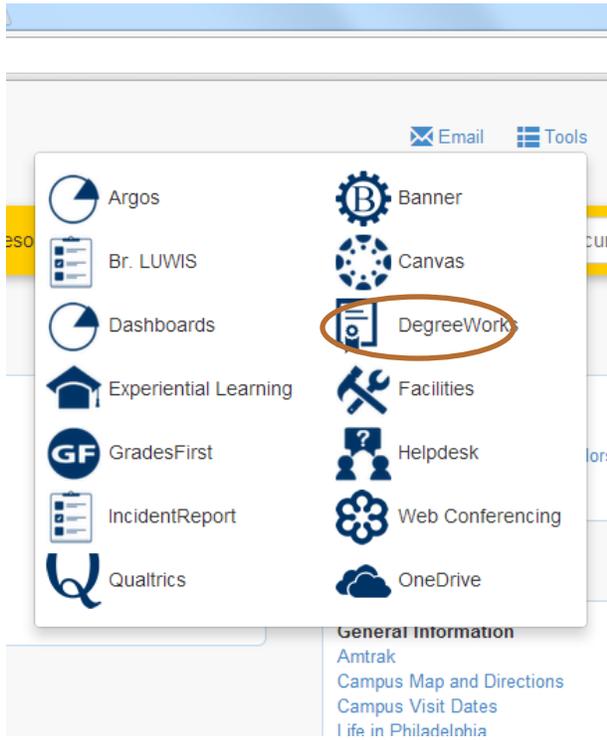


Degree Works User Guide: Advisers

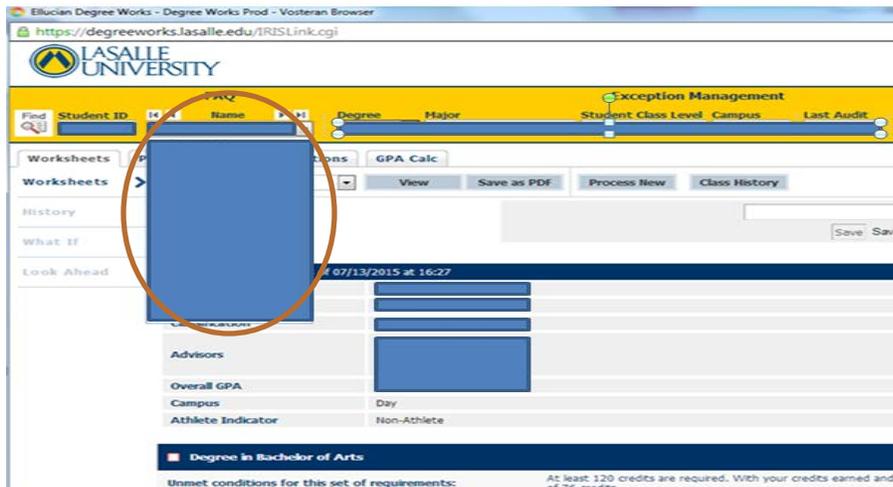
Logging In

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:



Legend

The legend is located on the bottom left corner and follows you throughout the page:

The legend is located in the bottom left corner of the audit page. It includes the following categories and their corresponding symbols:

- General Education Core
- Honors Triple
- Honors Religion
- Additional Honors Requirements
- General University Requirements
- Major Requirements
- Honors Triple
 - HONORS LITERATURE
 - Literary Perspectives I
 - Western Heritage: Literature II
 - HONORS HISTORY
 - Historic Perspectives I
 - Western Heritage: History II
 - HONORS PHILOSOPHY
 - Philosophic Perspectives I
 - Western Heritage: Philosophy II
- Honors Religion
 - Religion is...
 - Additional Honors Religion Course
- Additional Honors Requirements
 - Honors Ethics

Legend symbols:

- Complete
- Not Complete
- In Progress
- Prerequisite
- Not Fulfilled
- See Advisor
- (TR) Transfer Credit
- (CR) Specific Transfer Credit
- Requisite
- Prerequisite
- Any course number

Some areas of the audit will supply additional information such as the student's major GPA.

Major in Communication		
Your major GPA is 3.		
<input checked="" type="checkbox"/> Presentation Skills	COM 150	Presentation Skills
<input type="checkbox"/> Introduction to Mass Media	Still Needed:	1 Class in COM 101
<input type="checkbox"/> Theory and Research	Still Needed:	1 Class in COM 205*

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

Major in Nursing	
Unmet conditions for this set of requirements: Minimum GPA unsatisfied	
Students need to maintain a 2.75 or above semester GPA for all NUR courses. For more information, please talk to your academic advisor. Your current cumulative GPA is 2.75.	
<input checked="" type="checkbox"/> Introduction to Professional Nursing	NUR 304
<input checked="" type="checkbox"/> Health Assessment and Promotion	NUR 305
<input checked="" type="checkbox"/> Nursing Care of Women and Childbearing Family	NUR 306E

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”.

The screenshot shows a student portal interface. At the top, there is a search bar with 'Find' and a magnifying glass icon. Below it, there are fields for 'Student ID', 'Name', 'Degree' (set to 'BA'), 'Major' (set to 'English'), and 'Student Class Level' (set to 'Freshman'). Below these fields, there are tabs for 'Worksheets', 'Notes', and 'GPA Calc'. Under the 'Worksheets' tab, there is a 'Format:' dropdown menu with options: 'Student View', 'Student View', 'Registration Checklist', and 'Registration Pins'. The 'View' button is highlighted with a red circle. To the right of the 'View' button are 'Save as PDF' and 'Class History' buttons. Below the 'View' button, there is a section titled 'Student View' with the text 'Audit as of 03/16/2015 at 10:38'. Below this, there is a table with the following data:

Student	[REDACTED]
ID	[REDACTED]
Classification	Freshman

Class History

The screenshot shows the Lasalle University student portal. At the top left is the Lasalle University logo. Below it, there is a yellow banner with 'FAQ'. Below the banner, there is a table with the following columns: 'Student ID', 'Name', 'Degree', 'Major', 'Student Class Level', 'Campus', and 'Last Audit'. Below the table, there are tabs for 'Worksheets' and 'GPA Calc'. Under the 'Worksheets' tab, there is a 'Format:' dropdown menu with options: 'Student View', 'View', 'Save as PDF', and 'Class History'. The 'Class History' button is highlighted.

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.

<https://degreeworks.lasalle.edu/IRISLink.cgi>

BIO 157 3 Credits Life Sci:Environment

The foundation biology course for non-majors places emphasis on the unifying concepts of ecology. It is intended to demonstrate interconnections between the life and physical sciences, provide opportunity for in-depth exploration of environmental issues, and establish a relevance to students' lives. Topics will include human influence on patterns and products of change in ecosystems, energy matter and organization, and human interaction and interdependence with living systems.

Sections:	Term	Crn	Section	Seats Open	Meeting Times
	FA 2015	10339	31	4 (out of 33)	M W 15:30 - 16:30
		10340	A	5 (out of 33)	M 18:15 - 20:00

Still Needed: 1 Class in BIO 157

POL 151

SOC 150

Still Needed: 1 Class in REL 210* or 245* or 250* or 260*

PHL 151

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.

Additional 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.

Format:

What-If

Degree

Academic Year

Choose Your Different Areas of Study

Not all combinations of majors, minors, and/or concentrations may produce a valid academic audit. Please refer to the College Catalog for more information.

Select an item to add it to your Chosen Area of Study

Major

Minor

Concentration

Chosen Areas of study

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.”

Format:

Look Ahead

To see an audit SHOWING COURSES FOR WHICH YOU PLAN TO REGISTER IN FUTURE TERMS, use the form below to enter the Subject code and Number of each anticipated course. Once you have created your list of courses, click on the Process New button.

Enter a course and click Add Course

Subject

Number

Courses you are considering

ENG 180

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

LITERATURE						
<input checked="" type="checkbox"/>	Introduction to Literary Study	ENG 180	Intro to Literary Study	PLAN	(3)	Planned Term
<input checked="" type="checkbox"/>	...	ENG 215	(3)	...

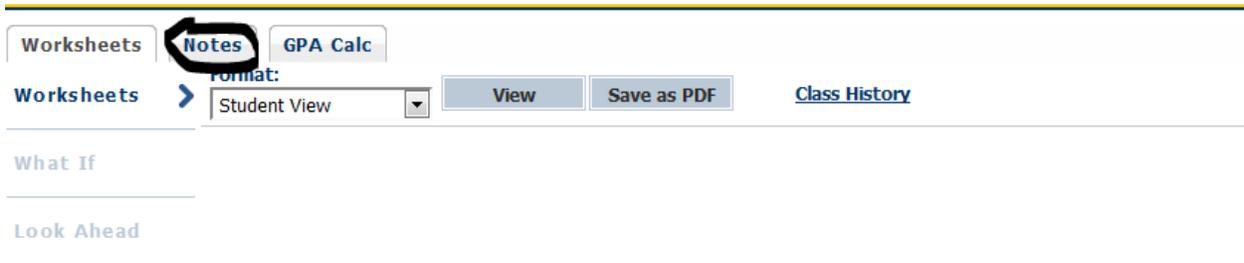
GPA Calc

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 an idea of what would be needed for them to progress or reach certain GPA goals.

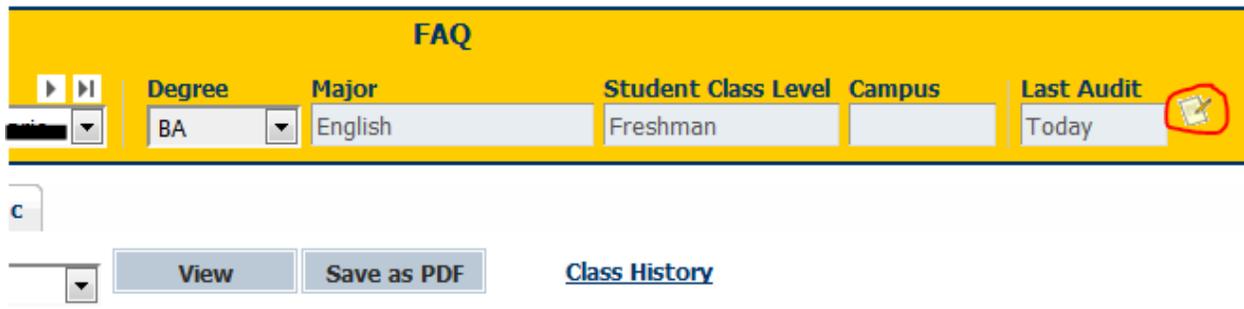
Notes

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.



Audit as of 03/16/2015 at 10:38

****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.