DegreeWorks should be used in coordination with your advisor as the best way to complete your degree requirements in a timely manner.

**Accessing DegreeWorks**

- Log into MyLMU
- Click on the DegreeWorks link
  - The DegreeWorks degree audit worksheet for your declared degree and major will automatically display; if you have not declared a major then only a list of your courses will display.

Alternatively, you may also access DegreeWorks through PROWL.

Once logged in, you will see the **student information bar** at the top of the page. This displays the following details about your status as a LMU student:

- Student ID number
- Student name
- Degree
- Major
- Level (undergraduate or graduate)
- Classification (based solely on your current number of credit hours)
- Last Audit

The audit will default to the first priority program as declared in Banner. If you do not see the degree you expected, click on the drop-down arrow under degree.

If you are pursuing two different degrees, the second one can be viewed here as well.

*If your major declaration is incorrect, but you have submitted the appropriate paperwork, please contact the Registrar's Office.*

DegreeWorks gives you the ability to do a “Degree Audit,” which means you can visually see how the classes you are taking or planning to take fulfill the various requirements needed for your degree. The Degree Audit has a “dynamic refresh” capability, which means there is no need to hit refresh when any new date is entered; any changes you made will automatically be reflected in your audit.

Toward the top of the page, you will see two possible tabs: **Worksheets** and **Plans**.

**Plans Tab**

This tab is not currently functional for LMU students, but will be added during the 2017-2018 school year.

**Worksheets Tab**

This is the first tab visible for students. From here you can access the **Worksheets** tool, **What If** tool and **Look Ahead** tool. There are two formats available that you can choose from the “Format” drop-down menu.

**Worksheets Tool**

From the Worksheets tool, an actions toolbar will be visible above the Degree Audit. The following are accessible here:

"Format” Drop-Down Box:
- You can choose either “Student View” audit (the default) or “Registration Checklist” audit.

"View" Button:
- If you want to view a different type of audit, select the option from the “Format” dropdown menu and then click the "View" button.
“Save as PDF” Button:
- This will allow you to save your current audit.
- To best retain formatting, it is recommended to save as a PDF and then print rather than trying to print your audit straight from Degree Works.

Class History:
- Lists completed coursework by term in a new window.
*This is NOT an official transcript and should not be treated as such.

**Degree Audit: Student View**
Through the Worksheets tool’s “Student View” you can see the requirements you must meet for your degree. It applies the courses you have taken in the most advantageous manner.

A **green checkmark** in the box to the left of the requirement indicates that requirement has been met. If it has not, the box will empty and “Still Needed” will be noted in red text.

A **squiggly mark (~)** in the box indicates the requirement is in progress and assumes it will be met once that course is complete (this means finishing the course and receiving a passing grade). Credit hours will also be shown in parenthesis for any in-progress courses until they are completed.

There are few different sections in the Degree Audit:

- **Student View Block:** Presents the basic student information as well as all advisors assigned to you.
  - Each name is hyperlinked so you can email your advisor directly from this page (for MS Outlook users).
  - The overall GPA is extracted from Banner. If a major, minor or other program (or advisor) is not listed then you have not declared a major, minor or other in that particular area.
  - Alternatively, you may need to click the refresh arrows and process new button. Please note "Other" encompasses areas of emphases, concentrations, and interdisciplinary programs.

- **Degree Block:** Here you will find information specific to your specific degree (e.g., bachelor of arts in English), which includes what is required for your particular major.
  - Some examples of information included here are minimum semester hours, minimum GPA, etc.

- **University Core Curriculum Block:** This section goes into depth about specific types of courses for meeting the LMU’s core curriculum requirements.
• **Flagged Course Requirements Block:** Courses in writing, oral skills, information literacy, quantitative reasoning and engaged learning that build on and reinforce the skills and critical thinking that students have obtained in the Foundation courses. Flagged courses may be found in the requirements for the major, minor, other Core classes or in an elective course.

• **Major Block:** Coursework and other specific requirements necessary for your specific major are displayed here.

• **Concentration Block:** Coursework and other specific requirements necessary for your major concentration (i.e., emphasis or track) are displayed here.

• **Minor Block:** Coursework and other specific requirements necessary for your specific minor are displayed here.

• **Upper Division Block:** This section displays what specific upper division courses are required, based on number of courses and semester hours granted.

• **Fallthrough Courses Block:** Courses, such as electives or baseline courses such as Math 101, which you may take and count toward your degree but do not meet specific requirements for your major or degree.

• **In-Progress Block:** Here you can see a list of the courses you are currently enrolled in, but have not yet completed.

• **Insufficient Grades:** Those courses in which the grade does not allow for passing credit for the course (for example, F's, W's, NR, and “Incompletes”). Once the final grade for a course has been received, the course will move into the appropriate spot within the degree audit; if the course does receive a passing final grade, it will remain in this area with the final grade attached.

• **Exceptions:** This notes any exceptions related to your courses or other degree requirements.

• **Legend:** Located at the bottom of the page and displays an interpretation of the most commonly used symbols in the audit.

### Degree Audit: Registration Checklist

From the Worksheets tool, you can choose Registration Checklist from the format dropdown menu. It will display a list of every requirement that you still need to complete within the various Degree Audit sections. These are the same sections, or blocks, that were visible in the Student View, but only show the requirements still needed.
What-If

If you have declared a major, but are considering other majors, minors, programs, concentrations and/or emphases, the “What-If” function will display the courses you have taken and where they would fit into a new field of study. If you are an undeclared student, this will help you see what is required for general education. The system starts with a blank slate, so you must select all degree, major, minor and other options. Current program declarations do not feed over from the audit worksheet.

How to use “What-If” Tool

1. Click “What-If” and select your BA or BS from the “Degree” drop-down menu (only the majors associated with each degree will populate).
   - If you are undeclared and only want to see the general education requirements, click the “Process What-If” button at the top after selecting the degree.
2. Select the catalog year.
   - Banner and DegreeWorks will automatically select the catalog year you first enrolled at LMU. It is possible to complete your requirements under a more recent catalog if preferred, but your major declaration would need to be updated with the Registrar's Office.
3. Select a major, minor and concentration, as appropriate.
   - Some majors also require the selection of a specific program; these majors have different tracks which have significantly different requirements.
4. Optional: enter any relevant future courses.
5. Click the “Process What-if button.”

6. A Degree Audit will display with your updated information pertaining to the proposed major or minor.

**Look Ahead**

The **Look Ahead** tool is the last one on the Worksheets tab. This tool can help you plan for the future by allowing you to add courses you are considering registering for in future semesters and seeing how they affect and interact with your current degree requirements.

To use the Look Ahead tool, follow the following steps:

1. Enter a course by subject and number on the first screen and click “Add Course” button. Repeat for additional courses if desired.
2. Once your list of courses is complete, click the “Process New” button at the top of the page (located next to the “Format” dropdown menu).

3. A new, proposed Degree Audit page will display, showing your “look ahead courses” included throughout each section as appropriate. They will be denoted in blue font, with “Planned Term” written at the end of each course’s respective row.