DEGREE WORKS
General Information & Overview

Accessing Degree Works:
- *Log into the myLewis portal at myLewis.lewisu.edu.*
- *Once logged in, click on the Resources tab.*
- *Click on the icon for Degree Works.*

A Degree Works audit is a review of past, current, and planned coursework that provides information on completed and outstanding catalog requirements necessary to complete a degree/major/minor/concentration. The audit is divided into card requirements such as Degree, General Education, Major Requirements, Minor Requirements, and Concentration requirements. The audit is essentially a checklist of requirements for a degree through Lewis University. Completed and in-progress classes are used to fill spots within the audit showing which requirements have been completed, which are in progress, and what classes/requirements still remain.

The **Student Header** will list information about the student. This section includes information related to level, program, academic standing, holds and graduation status, if applicable.

A **Degree Progress speedometer** follows the Student Header which indicates how far along the student is in regards to the completion of all card requirements of their program.

There is a **Legend** found at the bottom of the Degree Audit which can be used to navigate through a student's audit.

Things to Remember…

➢ Degree Works looks at the student's program holistically, and places each course using a "best fit" scenario. The "best fit" process will not always be perfect, particularly when multiple possibilities exist. Classes may apply to different sections as the students takes more courses.

➢ Banner data pulled into the Degree Works audit is refreshed nightly. However, **you will need to manually pull this data into Degree Works by selecting the Process button**. If a student has just made a change to their schedule within the same day, it will not display until after Banner data has been refreshed overnight. Keep in mind, you will still need to select the Process button when you go to view the updated information.

More information can be found in the *Degree Works Manual* found on the 'Records & Registration' tab of the myLewis portal. An *FAQ* link can also be found within Degree Works.