HAWAI'I PACIFIC UNIVERSITY

Degree Works
Student User Guide

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# Introduction

What is Degree Works?

Degree Works is an online advising tool to help monitor your progress toward degree completion. Degree Works matches Hawaiʻi Pacific University's degree requirements to the coursework you have completed or have in progress in an easy-to-read worksheet that shows how those courses count toward degree requirements. Degree Works also shows what courses you still need to take.

Disclaimer: You are encouraged to use this degree audit report as a guide when planning your registration and long-term progress toward degree completion. It is not a substitute for academic advising. Be sure to contact your academic advisor for guidance. This audit is not your official academic transcript or a certification of degree completion.

Getting Started

Degree Works is available to all HPU students who are in the Academic Catalog term of Fall 2016 and beyond.

- Access Degree Works via My.HPU.edu, through the sidebar, under "Degree Plan".
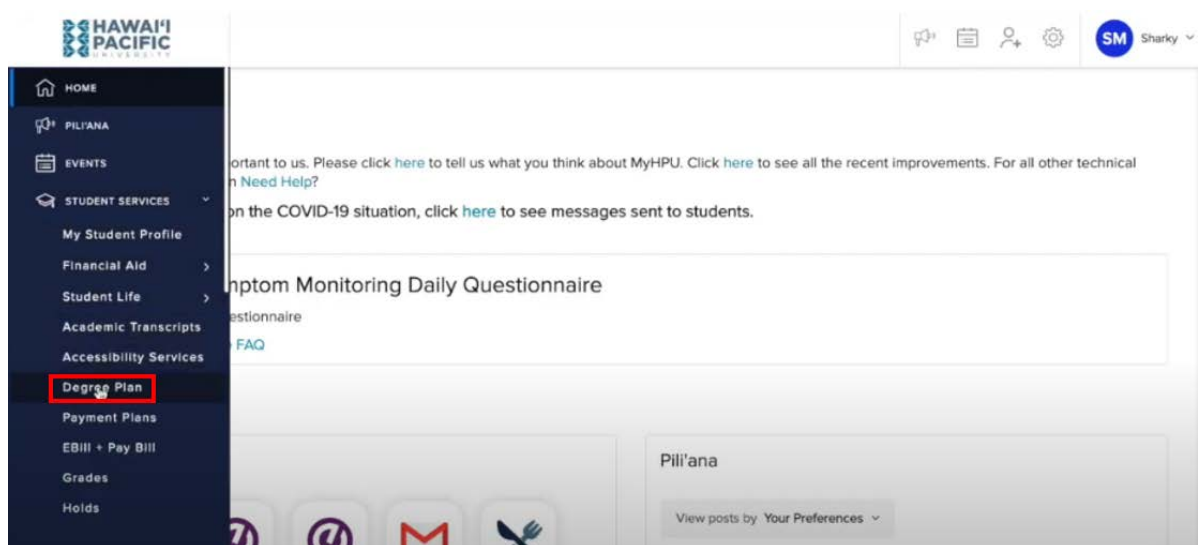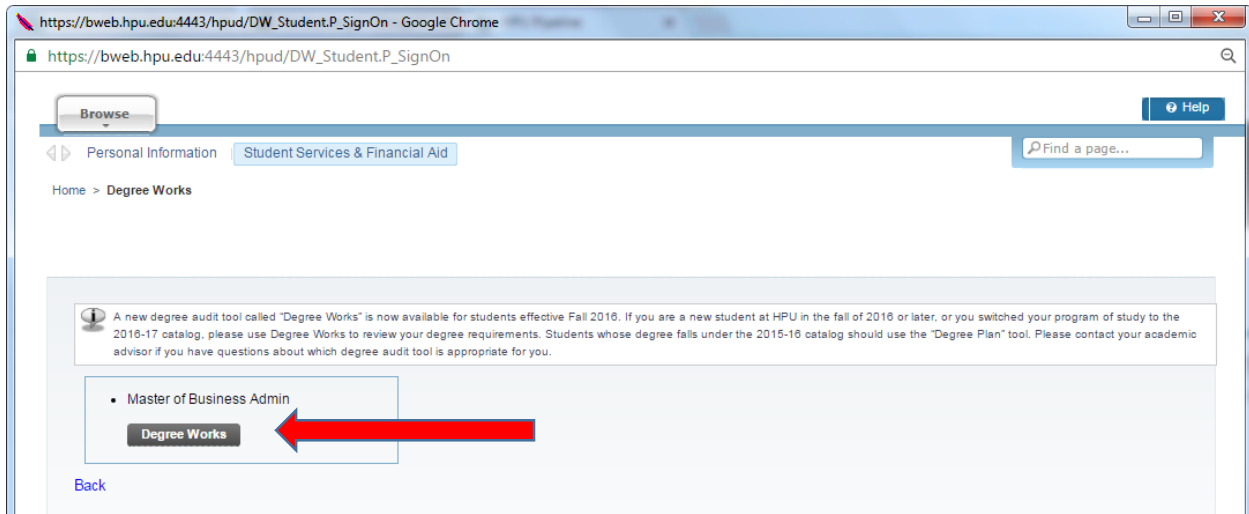
Audit Toolbar

The **audit toolbar** is located at the top. Here, you will find your academic information, which populates automatically when you log in.

Functionalities	
Student ID	Shows your HPU student ID number
Name	Shows your name
Degree	Your current degree will be displayed here.
Major	Your major will be displayed here.
Level	Shows your status as Undergraduate or Graduate level.
Classification	Shows your classification: freshman, sophomore, junior, or senior
Last Audit	Shows the last date an audit was processed for you in Degree Works

Worksheets

Degree Works generates an evaluation worksheet that displays courses taken, transfer credits, courses that will meet degree requirements, and courses in-progress.

The **Worksheets** are located under the audit toolbar mentioned above.
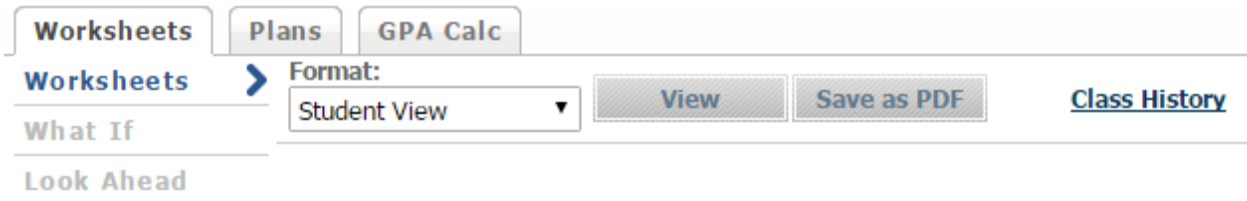
Functionalities	
Student View (default)	Provides information about your coursework and degree progress. All degree requirements are organized in blocks such as Degree, General Education, Major, and Concentration. Depending on your program and activities, you may have other blocks as well.
Graduation Checklist	Provides information with regards to whether a requirement has been met, is in-progress, or has not been met.
Registration Checklist	Shows only the coursework you have left to complete.
View	Click on the View button every time you switch to a different audit format.
Save as PDF	Allows you to save your audit as it appears on the screen. This is usually the preferred view for printing.
Class History	Provides a list, organized by term, of all the courses you have taken with grades and credits. Transfer credits are also listed.
What-If	Allows you to process speculative degree audits using your current class history and analyze how a change of major would affect your progress towards graduation.
Look Ahead	Provides a way to see how planned courses would apply toward your degree.

Formats:

There are three different formats to view a degree evaluation. The view is changed through selecting the view option in the "Format" dropdown. Remember: if you change the format option, you must click the "View" button to see the new format selected.

- **Student View**: This is the default viewing of a degree evaluation. This provides detailed and complete audit information.

- **Graduation Checklist**: This view will only provide information with regards to whether or not a requirement has been met, is in-progress, or has not been met. This format does not include course options.
- **Registration Checklist**: Provides information on requirements still needing to be met. This format does provide information about which courses fulfill each requirement.

Symbols:

Symbols are located throughout the degree plan. A description can be found in the legend.

Green checkmarks: requirement is satisfied
✅ **Cross-Cultural Psychology**   **PSY 3235**   Cross-Cultural Psychology
Blue waves: requirement is in progress
≈ **Technical Communication**   **COM 3500**   Technical Communication
Red check boxes: requirement has not been satisfied
☐ **Biopsychology**   Still Needed: **1** Class in **PSY** 3200*
@: wildcard (For example: PSY 3@ or 4@ means any 3000 or 4000-level PSY course)
☐ **Upper-Division Electives**   Still Needed: **4** Classes in **PSY** 3@ or 4@
Colon between course numbers indicates a range: (For example, PSY 3000:4999 – any 3000- or 4000-level course in Psychology)
*: prerequisite exists for the course
☐ **Statistics in Psychology**   Still Needed: **1** Class in **PSY** 2100*

Legend:

The **legend** is available at the top and bottom of each degree evaluation and is a helpful guide to identify the completion of each requirement.

Legend

✅ Complete	≈ Complete except for classes in-progress	(T) Transfer Class	* Course requires prerequisite(s)
■ Not Complete	≋ See Advisor	@ Any course number	: A range of course numbers

Student Information:

Student information will be displayed in any view option during a degree evaluation. It will indicate the student's Class Standing, their degree program, holds and overall HPU GPA.

Hawaii Pacific University Degree Works

Student View   A0001d6P as of 11/02/2016 at 04:58

Student		Level	Undergraduate
ID	@03(	Degree	Bachelor of Arts
Classification	Junior (Excluding credits in progress)	Major	Psychology
Advisor	Advising, College of Liberal Arts Undergraduate	Concentration	
HPU Cumulative GPA	2.33	Minor	
Academic Standing	Good Standing	Sport	Men's Basketball
Holds	Account Balance Misc Hold		

Degree Progress:

The **degree progress bar** provides information as an ***estimate*** of your progress through your degree requirements. You should look through your entire degree audit to determine where you stand with regards to the requirements.

Degree Progress

Requirements	86%	

NOTE: This is an estimation of your degree progress, which is based on the number of boxes checked below.

Blocks:

Each section on the worksheet is called a **block**. The types and number of blocks can vary from student to student depending on the program.

Different types of blocks:
- Degree
- General Education (undergraduate students only)
- Residential Honors (Residential Honors Students only)
- Major
- Concentration
- Minor
- Unrestricted Electives
- Attempted and Insufficient
- Not Counted

Degree Block

Degree Block is the first block that appears in the degree evaluation. It contains overall information for the degree program, as well as references to individual blocks throughout the worksheet.

- **Catalog Year**: Catalog year for degree will be displayed in the top right hand corner of the block.
- **GPA:** Your current HPU Cumulative GPA is displayed in the top right hand corner of this block.
- **Credits Required:** Indicates the number of credits required for degree completion.
- **Credits Applied:** Indicates the number of credits completed toward the required credits for degree completion.

■ Degree in BS in Business Administration		Catalog Year: 2016-2017 Credits Required: 120 GPA: 0.00 Credits Applied: 0
Unmet conditions for this set of requirements: 120 credits are required. You currently have 0, you still need 120 more credits.		
☐ Last 30 credits must be taken at Hawai'i Pacific University	Still Needed:	Last credits at Hawai'i Pacific University. You have 0 but still need a minimum of 30 credits.
☐ 36 Credits in Upper-Division coursework	Still Needed:	You have taken 0 but still need 36 credits in upper division courses
☐ Minimum 2.0 Overall GPA Required	Still Needed:	When your first term is graded, your overall GPA will be calculated. If your Overall GPA falls below 2.00 it is important to see an advisor to make plans for raising your GPA.
☐ General Education Requirements	Still Needed:	See **General Education Requirements** section
☐ Major Requirements	Still Needed:	See **Major in Business Administration, BSBA** section

General Education Requirements Block

General Education Requirements Block contains all of HPU's General Education requirements.
Note: This block does not apply to Graduate students or those in the Residential Honors program.

- **Catalog Year**: Catalog year for degree will be displayed in the top right hand corner of the block.
- **GPA:** Your current HPU Cumulative GPA is displayed in the top right hand corner of this block.
- **Credits Required:** Indicates the number of credits required for General Education completion.
- **Credits Applied:** Indicates the number of credits completed toward the required credits for degree completion.

■ General Education Requirements		Catalog Year: 2016-2017 Credits Required: 36 GPA: 0.00 Credits Applied: 0
Unmet conditions for this set of requirements: 36 credits are required. You currently have 0, you still need 36 more credits.		
☐ FIRST YEAR COMMON CORE		
☐ Hawai`i and the Pacific	Still Needed:	1 Class in **AL** 1050 or **ARTH** 1001 or **BIOL** 2170 or **ENG** 1101 or **HAWN** 1100 or **HIST** 1558 or **PHIL** 1001
☐ Quantitative Analysis and Symbolic Reasoning	Still Needed:	1 Class in **CSCI** 1534 or **MATH** 1120 or 1123 or 1130 or 1150* or 2214* or **PHIL** 2090* or **PSY** 1100
☐ Written Communication and Information Literacy I	Still Needed:	1 Class in **WRI** 1100* or 1150
☐ Written Communication and Information Literacy II	Still Needed:	1 Class in **WRI** 1200 or 1250
☐ CORE CURRICULUM AREAS		
☐ The American Experience	Still Needed:	1 Class in **AMST** 2000 or **HIST** 1401 or 1402 or **HUM** 1270 or **PSCI** 1400
☐ Creative Arts	Still Needed:	1 Class in **ARTH** 2301 or **ARTS** 1000 or 2150 or **ENG** 2000 or **MUS** 1000 or 2101* or **THEA** 2320 or **WRI** 2601
☐ Critical Thinking and Expression	Still Needed:	1 Class in **COM** 1000 or 2000* or **ECON** 2010 or **GEOG** 2000* or **HIST** 1717 or **MATH** 1116 or **PSY** 1000
☐ Global Crossroads and Diversity	Still Needed:	1 Class in **ANTH** 2000 or **BR** 1020 or **GEOG** 1500 or **HIST** 1002 or **INTR** 1000 or **MULT** 2000 or **REL** 1000
☐ The Natural World	Still Needed:	1 Class in **BIOL** 1000 or **CHEM** 1000 or 2050 or **GEOG** 1000 or **GEOL** 1000 or **MARS** 1000 or 2110 or **PHYS** 1020
☐ The Sustainable World	Still Needed:	1 Class in **ARTS** 1003 or **BIOL** 1500 or **ENVS** 3000* or **HIST** 3650 or **MARS** 2100 or **NSCI** 2000 or 3000 or **SWRK** 2010
☐ Technology and Innovation	Still Needed:	1 Class in **CSCI** 1041 or 1061 or 1555 or 1611 or **HIST** 2630 or **MATH** 1234 or **MIS** 2000 or **MULT** 1100
☐ Traditions and Movements that Shape the World	Still Needed:	1 Class in **AL** 1100 or **ECON** 2015 or **ENG** 2500 or **HIST** 1001 or **CLST** 1000 or **PSCI** 2000 or **SOC** 2600

Major Block

Major Block identifies what courses are required for your program, including completed, remaining, and in-progress requirements. Should a concentration be required for the major program, a reference to view concentration section will be noted at the end of the major block.

- **GPA**: Your current Major GPA is displayed in the top right hand corner of this block.

☐ Major in Business Administration, BSBA		Catalog Year: 2016-2017 Credits Required: 84 GPA: 0.00 Credits Applied: 0
Unmet conditions for this set of requirements: 84 credits are required. You currently have 0, you still need 84 more credits.		
☐ A minimum 2.0 GPA in the Major is required.	Still Needed:	Your Major GPA is 0.00; a GPA of 2.0 is required
☐ LOWER-DIVISION COURSES		
☐ Principles of Microeconomics	Still Needed:	1 Class in **ECON** 2010
☐ Principles of Macroeconomics	Still Needed:	1 Class in **ECON** 2015
☐ Pre-Calculus I	Still Needed:	1 Class in **MATH** 1130
☐ Information Tools for Business	Still Needed:	1 Class in **MIS** 2000
☐ LOWER-DIVISION BUSINESS REQUIREMENTS		
☐ Principles of Accounting I	Still Needed:	1 Class in **ACCT** 2000
☐ Principles of Accounting II	Still Needed:	1 Class in **ACCT** 2010*
☐ Introduction to Business	Still Needed:	1 Class in **BUS** 1000
☐ Applied Methods in the Hotel and Travel Industry Management	Still Needed:	1 Class in **HTM** 2010 or **MGMT** 2000
☐ Statistics	Still Needed:	1 Class in **MATH** 1123
☐ Mathematics for Decision Making	Still Needed:	1 Class in **MATH** 2326
☐ UPPER-DIVISION BUSINESS REQUIREMENTS		
☐ Managerial Economics	Still Needed:	1 Class in **ECON** 3020
☐ Business Finance	Still Needed:	1 Class in **FIN** 3000
☐ The Legal and Regulatory Context for Managers	Still Needed:	1 Class in **MGMT** 3060
☐ Business in Contemporary Society	Still Needed:	1 Class in **MGMT** 3100*
☐ International Business Management	Still Needed:	1 Class in **MGMT** 3300*
☐ fundamentals of Information Systems	Still Needed:	1 Class in **MIS** 3000
☐ Principles of Marketing	Still Needed:	1 Class in **MKTG** 3000*
☐ CAPSTONE REQUIREMENT: Business Policy	Still Needed:	1 Class in **MGMT** 4001
☐ Conc in General Business - Requirements	Still Needed:	See **Conc in General Business** section

Concentration Block

Concentration Block (if applicable), illustrates concentration requirements.

☐ Conc in General Business		Concentration GPA: 0.00 Credits Required: 21 Credits Applied: 0
Unmet conditions for this set of requirements: 21 credits are required. You currently have 0, you still need 21 more credits.		
☐ A minimum of 12 credits in the Concentration must be taken at HPU.	Still Needed:	Minimum credits taken at Hawai'i Pacific University: You have 0 but still need a minimum of 12 credits.
☐ Any 7 Business Upper-Division Electives	Still Needed:	7 Classes in **ACCT** 3@ or 4@ or **ECON** 3@ or 4@ or **FIN** 3@ or 4@ or **HTM** 3@ or 4@ or **MGMT** 3@ or 4@ or **MIS** 3@ or 4@ or **MKTG** 3@ or 4@

Minor Block

Minor Block (if applicable) provides detailed information on that particular minor requirements.

☐ Minor in Psychology		Catalog Year:	2016-2017	Credits Required:	18
				Credits Applied:	0
Unmet conditions for this set of requirements:	18 credits are required. You currently have 0, you still need 18 more credits.				
☐ Minimum credits taken at Hawai'i Pacific University.	Still Needed:	Minimum credits taken at Hawai'i Pacific University: You have 0 but still need a minimum of 6 credits.			
☐ Upper-Division Psychology Courses	Still Needed:	**6** Classes in **PSY** 3@ or 4@			

Unrestricted Electives Block

Unrestricted Electives Block includes a list of all courses that count as unrestricted electives.

Unrestricted Electives				Credits Applied: 14	
ARTH 1XXX	Ancient Art/Arch of Lat Amer		TR	3	Fall 2016
Satisfied by: ART105 - Ancient Art/Arch of Lat Amer - City College of San Francisco					
BIOL 1200	Human Biology		TR	3	Fall 2016
Satisfied by: BIOL100 - Human Biology - San Francisco State University					
MATH 1101	Intermediate Algebra		TR	4	Fall 2016
Satisfied by: MATH60 - Intermediate Algebra - City College of San Francisco					
PE 2XXX	Beginning Yoga		TR	1	Fall 2016
Satisfied by: PE219A - Beginning Yoga - City College of San Francisco					
TRAN 1XXX	Crit Thinking-Latina-o		TR	3	Fall 2016
Satisfied by: LTNS110 - Crit Thinking-Latina/o - San Francisco State University					

Attempted and Insufficient Block

Attempted and Insufficient Block includes repeated courses, withdrawals, and courses with unresolved (Incomplete) or failed grades. Insufficient courses do not count toward the total required credits.

Attempted and Insufficient			Credits Applied: 12	
CSCI 1041	Digit Literacy Global Society	F	3	Spring 2016
MATH 1123	Statistics	W	3	Summer 2016
MATH 1130	Pre-Calculus I	F	3	Spring 2016
PSCI 1400	American Political System	W	3	Summer 2016

Not Counted Block

Not Counted Block is a list of courses that cannot be applied to a degree. An example would be a PE course transferred in that exceeds the limit of PE course credit accepted by HPU.

Not Counted				Credits Applied: 3	
PE 1XX1	CCSF PE 69		TR	3	Spring 2015
Satisfied by: PE69 - Intercol Cross country for Wom - City College of San Francisco					

What-If Audit

The **What-If** option allows you to process a speculative degree audit using your current class history and analyze how a change of major would affect your progress towards graduation. You can view which requirements are complete or incomplete in the student view format. These are not stored in the database, but they can be saved as a PDF and printed if you would like to keep a copy.

Once on the What-If tab, select a combination of:

- Degree
- Catalog Year
- Major
- Concentration (if required)
- Minor

The **Choose Your Future Classes** option allows you to see how planned courses would apply toward your prospective degree program. Enter the subject codes and course numbers in the appropriate fields and click on the **Add Course** button.

Once all fields have been selected, return to the top, and click on **"Process What-If"**.

Note: If you navigate away from this page, the what-if audit cannot be accessed again unless you repeat the process as explained above.

Look Ahead

The **Look Ahead** function allows you to see how certain courses would apply toward your program requirements and is a useful tool for planning future courses.

- Enter a Subject and Course Number in the appropriate fields.
- Click on the **Add Course** button. The course will appear in the box next to those fields.
- Repeat these steps with as many courses as you wish.
- Click the **Process New** button to see the audit with the prospective courses.
- Scroll down to see where each course fits. Look Ahead courses are in blue and highlighted as "planned." If the course(s) do not satisfy any requirements, you will see them under Unrestricted Electives.
- **Important:** You should still consult with your academic advisor when maximizing the Look Ahead function to follow-up on degree completion and requirements.

Worksheets	Plans	Notes	GPA Calc

Worksheets

What If

Look Ahead ➤

Format:
Student View ▼   **Process New**

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   Courses you are considering

Subject [   ]

Number [   ]

Add Course

Remove Course

UPPER-DIVISION COURSES						
Mass Media	COM 3000	Mass Media		PLAN	(3)	Planned Term

Note: The Look Ahead audit is not stored. Make sure you save and/or print before navigating away from the page.

Problems?

If you encounter any problems with your degree evaluation please contact your assigned Academic Advisor.

Helpful Links

Degree Works FAQs

Academic Advising

Academic Calendar