



HAWAI'I PACIFIC
UNIVERSITY



Degree Works

Advisor User Guide

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Introduction

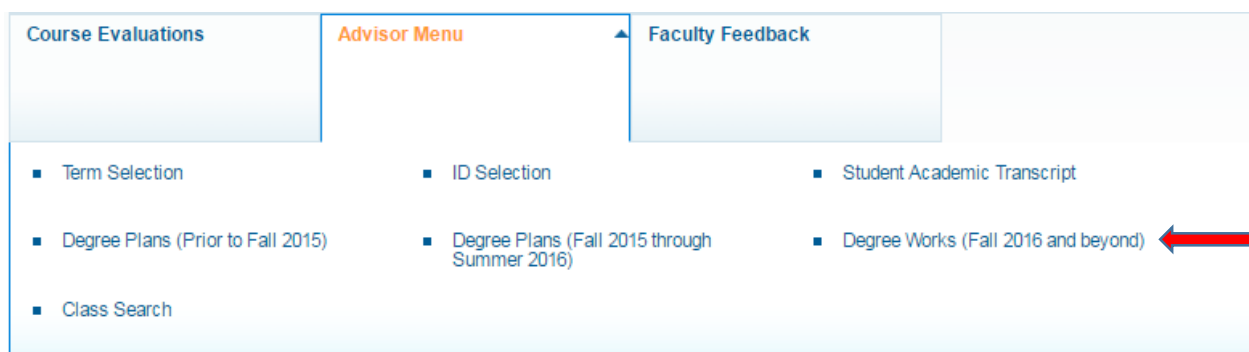
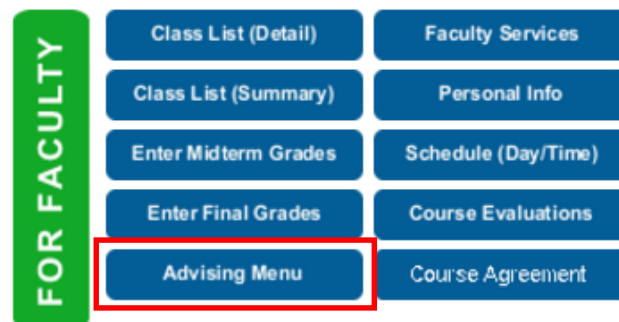
What is Degree Works?

Degree Works is an online advising tool to help monitor student progress toward degree completion. Degree Works matches Hawai'i Pacific University's degree requirements to the coursework students 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 students still need to take.

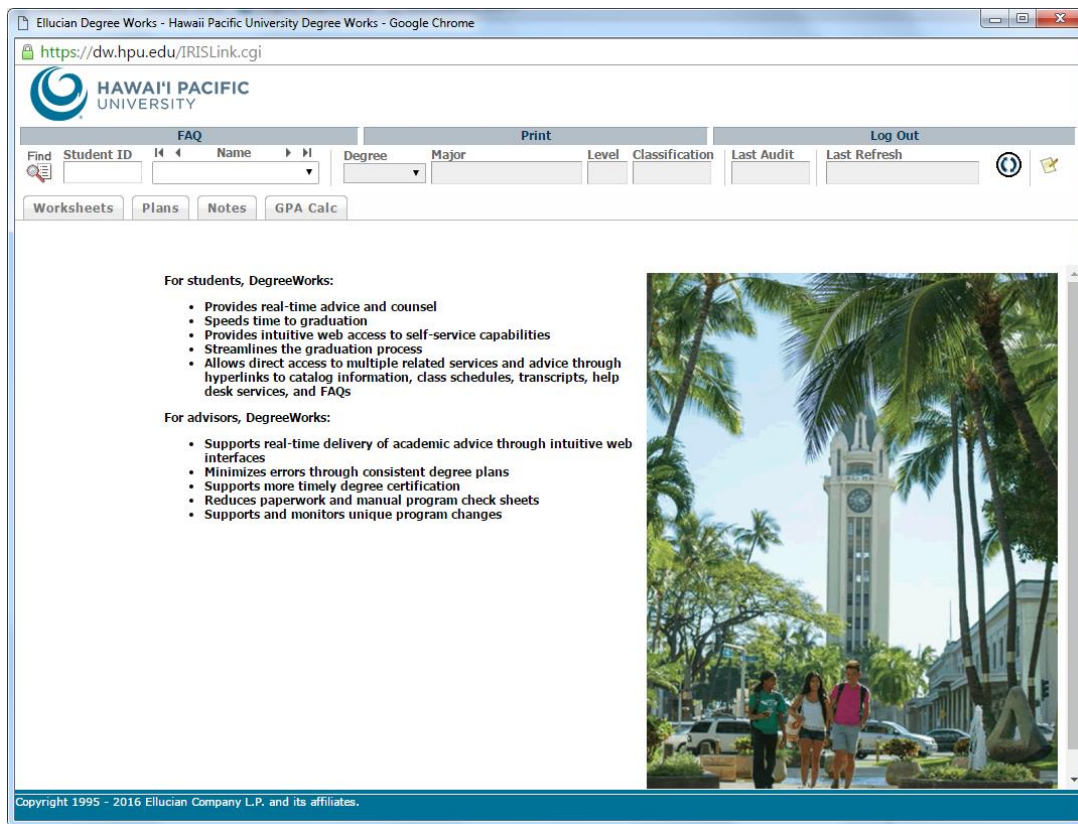
Getting Started

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

- Access Degree Works via Pipeline, through your My Quick Links, under “Advising Menu,” “Degree Works (Fall 2016 and beyond).”




- Once you are able to access Degree Works, you will be at its main interface (see below). You will be able to access degree plans, notes, worksheets, and GPA calculations. It is important to understand how to maximize Degree Works for student success and graduation, as well as efficiency in Academic Advising.



- Once logged in, at the top of the screen you will see the **Audit Toolbar**. Displayed are fields for the Student ID, Name, and program information as well as the last time the audit was run and when the student's information was last refreshed from Banner. If you know the Student ID (@0300XXXX) you want to look up you can enter it in the Student ID field, otherwise you will be able to use the "Find" button to maximize multiple searching fields to identify the student you want to work with. Please refer to "How to Find Students" (pg. 14) for more information on how utilize this search function.



-  A shortcut to add notes is available on this bar. **Notes cannot be edited or deleted once saved, and are visible to both advisors and students.**

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 student's coursework and degree progress. All degree requirements are organized in blocks such as Degree, General Education, Major, and Concentration. Depending on the 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 the student's current class history and analyze how a change of major would affect their 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			
Student	STUDENT, UGD	Level	Undergraduate
ID	@	Degree	BS in Business Administration
Classification	Freshman	Major	Business Administration
Advisor		Concentration	General Business
HPU Cumulative GPA	0.00	Minor	
Academic Standing		Sport	
Holds			

Degree Progress:

The **degree progress bar** provides information as an estimate of a student's progress through their degree requirements. This is used as a guide and visual; however, students and advisors should look through an entire degree audit within the various blocks to identify what requirements have not been met.



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:** 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.			
<input type="checkbox"/> 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.	
<input type="checkbox"/> 36 Credits in Upper-Division coursework	Still Needed:	You have taken 0 but still need 36 credits in upper division courses	
<input type="checkbox"/> 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.	
<input type="checkbox"/> General Education Requirements	Still Needed:	See General Education Requirements section	
<input type="checkbox"/> 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:** 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.			
<input type="checkbox"/> FIRST YEAR COMMON CORE			
<input type="checkbox"/> 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	
<input type="checkbox"/> 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	
<input type="checkbox"/> Written Communication and Information Literacy I	Still Needed:	1 Class in WRI 1100* or 1150	
<input type="checkbox"/> Written Communication and Information Literacy II	Still Needed:	1 Class in WRI 1200 or 1250	
<input type="checkbox"/> CORE CURRICULUM AREAS			
<input type="checkbox"/> The American Experience	Still Needed:	1 Class in AMST 2000 or HIST 1401 or 1402 or HUM 1270 or PSCI 1400	
<input type="checkbox"/> 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	
<input type="checkbox"/> 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	
<input type="checkbox"/> 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	
<input type="checkbox"/> 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	
<input type="checkbox"/> 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	
<input type="checkbox"/> 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	
<input type="checkbox"/> 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 the courses required for the 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:** 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.					
<input type="checkbox"/> 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			
<input type="checkbox"/> LOWER-DIVISION COURSES					
<input type="checkbox"/> Principles of Microeconomics	Still Needed:	1 Class in ECON 2010			
<input type="checkbox"/> Principles of Macroeconomics	Still Needed:	1 Class in ECON 2015			
<input type="checkbox"/> Pre-Calculus I	Still Needed:	1 Class in MATH 1130			
<input type="checkbox"/> Information Tools for Business	Still Needed:	1 Class in MIS 2000			
<input type="checkbox"/> LOWER-DIVISION BUSINESS REQUIREMENTS					
<input type="checkbox"/> Principles of Accounting I	Still Needed:	1 Class in ACCT 2000			
<input type="checkbox"/> Principles of Accounting II	Still Needed:	1 Class in ACCT 2010*			
<input type="checkbox"/> Introduction to Business	Still Needed:	1 Class in BUS 1000			
<input type="checkbox"/> Applied Methods in the Hotel and Travel Industry Management	Still Needed:	1 Class in HTM 2010 or MGMT 2000			
<input type="checkbox"/> Statistics	Still Needed:	1 Class in MATH 1123			
<input type="checkbox"/> Mathematics for Decision Making	Still Needed:	1 Class in MATH 2326			
<input type="checkbox"/> UPPER-DIVISION BUSINESS REQUIREMENTS					
<input type="checkbox"/> Managerial Economics	Still Needed:	1 Class in ECON 3020			
<input type="checkbox"/> Business Finance	Still Needed:	1 Class in FIN 3000			
<input type="checkbox"/> The Legal and Regulatory Context for Managers	Still Needed:	1 Class in MGMT 3060			
<input type="checkbox"/> Business in Contemporary Society	Still Needed:	1 Class in MGMT 3100*			
<input type="checkbox"/> International Business Management	Still Needed:	1 Class in MGMT 3300*			
<input type="checkbox"/> fundamentals of Information Systems	Still Needed:	1 Class in MIS 3000			
<input type="checkbox"/> Principles of Marketing	Still Needed:	1 Class in MKTG 3000*			
<input type="checkbox"/> CAPSTONE REQUIREMENT: Business Policy	Still Needed:	1 Class in MGMT 4001			
<input type="checkbox"/> 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.			
<input type="checkbox"/> 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.	
<input type="checkbox"/> 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.					
<input type="checkbox"/> 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.			
<input type="checkbox"/> 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 the student's current class history and analyze how a change of major would affect their 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 the 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"**.

Worksheets
History
What If
What If History
Look Ahead

Format:
Student View ▼ Process What-If Save as PDF

This What If audit allows you to hypothetically change your major, minor, or concentration. The What If function is for information purposes only. Running a What If report does NOT change your academic program. If you wish to officially change your major, minor, or concentration, please see your academic advisor to complete a Change of Program form.

Select your primary area of study

Catalog Year	(pick a Catalog Year) ▼	Major	(pick a Major) ▼
Program	(pick a Program) ▼	Concentration	(pick a Concentration) ▼
Level	(pick a Level) ▼	Minor	(pick a Minor) ▼
Degree	(pick a Degree) ▼		

Choose Your Future Classes

Enter a course and click Add Course
Courses you are considering

Subject
Number
Add Course

Remove Course

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 the 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.

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

Subject
Number
Add Course

Courses you are considering

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.

Notes

Notes serve as a useful reference for students and advisors to keep track of a student's progress. There are pre-defined notes that can be used through the drop-down menu.

View Notes

Add Note >

Add New Note

Enter your note and click the Save Note button

Choose a predefined note from the list below ▼

- Below is an example of pre-defined note options.
- Pre-defined notes can be edited. The note will populate into the text box, but cannot be customized.
- Once you have completed the note, click "Save Note". CAUTION: **Notes cannot be edited or deleted once saved to a student's record, and are always visible to both the student and advisor.**

Add Note >

Modify Notes

Delete Notes

Add New Note

Enter your note and click the Save Note button

Choose a predefined note from the list below ▼

Choose a predefined note from the list below

Student was advised to register for the courses listed on the Planner.

Student and advisor discussed student's career plans.

Student was advised to submit Petition to Graduate before Deadline

Student was advised to consider financial aid consequences before withdrawing from any course.

Faculty advisor referred the student to the Financial Aid Office.

Student was advised to submit General Petition.

General Petition was submitted.

Advised student of Prerequisites for future courses

Student and advisor discussed students academic standing.

How to Find Students

Once logged in, you will be able to use the search function, through the “Find” icon to find students and conduct degree evaluations. The “Find” button is located in the upper left of the screen. Should you know the student’s ID#, you’ll be able to insert it into the field and press Enter to begin a degree evaluation.



- Below is an example of the “Find Students” screen where you can select students based on a number of different search criteria.

- This example does not show the results of a search, however, there are multiple fields and search criteria you may use to conduct a search. **Please note the maximum a query will display is 200 records.** It is recommended to be as specific as possible when conducting a search.
- Wildcard (@) can be used in the fields as well. Such as last names that begin with “M” (M@).
- Upon conducting a search, all students who meet the criteria will be displayed in the “Student Search” field. All selected students will be imported to the main window and be available in the “Name” drop-down menu.

Problems?

If you encounter any problems with the degree evaluation please do not hesitate to contact Catalog and Capp at catalogandcapp@hpu.edu or Academic Advising at advising@hpu.edu.

Helpful Links

[Degree Works FAQs](#)

[Academic Advising](#)

[Academic Calendar](#)