



# COLLEGE OF BUSINESS

## **Concurrent Registration at HPU College of Business**

Presentation by Noelia R Paez Huaroto

COB Associate Dean

## CONCURRENT REGISTRATION

- HPU Concurrent Registration, website
- <https://www.hpu.edu/academics/programs-and-resources/concurrent-programs.html>
- Registration form (to be completed AFTER meeting with Undergraduate/Graduate advisors)
- <https://forms.hpu.edu/view.php?id=2254788>

# Concurrent Registration Goals

**\*\* Courses taken as part of the Concurrent Registration Program will count toward you BSBA and Graduate program (MBA, MSBA, MSCMT)!\*\***

- Shorten the time it takes to earn a master's degree
  - COB: Take up to 4 courses (=12 credits) during Senior year
- Save tuition costs
  - Take your approved graduate courses along with your undergraduate courses (Undergraduate students take between 12-17 credits each semester total)
- Take courses that fit your major/concentration
  - Two graduate course can be taken as substitute for Internship requirement, Upper Division Elective, and/or Concentration course
  - The other two graduate courses will stay as Unrestricted Electives (all students need unrestricted electives because of the 120 credits required for graduation)

# ELIGIBILITY

1. Have 90 earned credits towards his or her declared baccalaureate degree (including current term and transfer credits)

Student is classified as 'Senior' on Degree Works.

2. Have a cumulative HPU GPA of at least 3.00 on a minimum of 15 earned HPU credits


**\*\* Check your degree works as soon as course grades are posted by HPU! Classification and GPA are updated at the end of every semester\*\***


# Eligible Graduate Programs And Program Chairs


- Business Administration(MBA)
  - Dr. Noelia Paez (npaez@hpu.edu)
- Business Analytics (MSBA)
  - Dr. Ghazwan Hassan (ghassna@hpu.edu)
- Construction Management (MSCMGT)
  - Dr. Charles Chen (cxchen@hpu.edu)

# STEPS to follow

1. Check your Degree works. You can apply as soon as you are classified as SENIOR.
2. Planning ahead is key
  - You need to leave space for your Graduate courses! Sophomore and Junior students should discuss their options with their Advisor. Find out how graduate courses could fit your BSBA degree plan
  - Make an appointment with your Undergraduate Advisor and be ready to propose grad courses you are interested in!
3. Student and/or Undergraduate Advisor can reach out to the Graduate Advisor with a substitution proposal
  - Example: ECON 6000 (CRN 6472) for ECON 3300 for Fall 2025
  - Emails from student, Undergraduate Advisor, Graduate Advisor will be saved (supporting documentation)
4. Any advisor can fill out the concurrent registration form, or this can be done during a meeting Advisor/Student
  - For example, 15-minute meeting in-person or on Zoom
  - The form is filled out after everything was discussed and agreed upon (email threads might be uploaded for concurrent application)

Find 

Student ID 

Name 

Degree 

BS

Major 

Business Administration

Level 

UG

Classification 


Junior


Last Audit 

06/26/2025

Last Refresh 

07/25/2025 at 4:07 am





Worksheets

Plans

Notes

GPA Calc

Worksheets 

Format: 

Student View

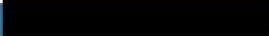

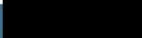
View

Save as PDF

Process New

Class History

- History
- What If
- Look Ahead

Student View A0007uyq as of 06/26/2025 at 04 : 15			
Student		Level	Undergraduate
ID		Degree	Bachelor of Science
Classification	Junior (Excluding credits in progress)	College	College of Business
Advisor	Calvillo, Angelica E	Major	Business Administration
HPU Cumulative GPA		Concentration	Management
Academic Standing		Minor	
Residency	Mainland	Sport	
Holds		Campus	
Attributes			

Degree Progress



Legend

<input checked="" type="checkbox"/> Complete	<input checked="" type="checkbox"/> Complete except for classes in-progress	(T) Transfer Class	* Course requires prerequisite(s)
<input type="checkbox"/> Not Complete	<input checked="" type="checkbox"/> See Advisor	@ Any course number	: A range of course numbers

☐ Degree in Bachelor of Science

Catalog Year: 2022-2023 Credits Required: 120  
GPA:  Credits Applied: 98

☐ 120 credits are required for the Degree.

Still Needed: 120 credits are required. You currently have 98 credits (including in-progress credits), you still need 22 more



# After the FORM is sent

- Student will get a confirmation via email (concurrent registration form confirmation). Save it for your records! (advisors do not get a copy, students can forward the form to advisors for the records)
- The Registrar's Office will process the form; and this is how Undergraduate Students are registered for the Graduate courses
- Check your HPU Portal/Blackboard to see your graduate courses (it might take one week for the courses to show)
- Check your BSBA *Degree Works* to see how the graduate courses fit. Check that the substitutions are in place!
- You are now an UNDERGRADUATE student that is allowed to take GRADUATE courses; you are in the Concurrent Registration Program.



# Undergraduate to Graduate transition

- If you would like to continue with your studies (MBA, MSBA, MSCMT):
  - Apply for the program (as soon as you start your last semester as undergraduate student). HPU Graduate Admissions <https://www.hpu.edu/graduate-admissions/index.html>
  - You can register for your graduate courses as soon as your graduate *Degree Works* is created (see how you have now 2 separate degree plans, one for your BSBA and the other for your Master's program)
  - The courses you took during the Concurrent Registration Program are NOT applied toward the MBA automatically (paperwork is needed). But you know what courses you took during your senior year and what are the remaining courses (see your *Degree Works*). Register for those remaining courses ASAP (two semesters are open for registration at all times). Contact the program advisor as needed.
  - File a Petition to Graduate (PTG) as soon as you are accepted into the graduate program. PTGs are filed 10 months before graduation! (this needed for the **graduate program** diploma, regardless of ceremony participation)

# Undegraduate to Graduate transition (2)

- “Graduate-level credits will not be applied to graduate transcript until the student is accepted, admitted, and enrolled in the graduate degree or graduate certificate program”
- By the end of your FIRST semester as (full) graduate student
  - Send a request to the Graduate Advisor or Associate Dean to file an electronic General Petition (eGP) on your behalf; the electronic General Petition (eGP) is needed to validate your concurrent courses (this is not done automatically!)
- Once the eGP is processed, the courses will ‘move up’ to the ‘Core Courses’ area on your *Degree Works* (courses will no longer appear as **STILL NEEDED**)

# BSBA / MBA

- Visit the MBA website, scroll down to VIEW SAMPLE DEGREE PLAN (blue banner background)

<https://www.hpu.edu/cob/grad-programs/mba/index.html>

- F2F, online, and hybrid courses, 8-week, Fall/Spring/Summer
- Consider courses depending on your concentration (but we could allow some substitution across disciplines...)

MKTG 6001	Strategic Marketing
MGMT 6002	Leadership of Self & Others
ACCT 6001	Financial Info for Managers
MGMT 6331	Mnging Across Nations 21st Cen
MGMT 6900	Strat Mgmt 4th Industrial Rev
BAN 6200	Bus Analytics for Big Data
ECON 6000	Economics for Business

# BSBA/MSCMT

- Master of Science In Construction Management Online
  - Online courses, 8-week, Fall/Spring/Summer
  - <https://www.hpu.edu/cob/grad-programs/mscmgt.html>
- Consider some of the following for your concurrent program plan (courses have no prerequisites!):
  - CMGT 6000 - Construction Project Management
  - CMGT 6100 - Advanced Project Scheduling and Control
  - CMGT 6200 - Construction Cost Management
  - CMGT 6300 - Legal Aspects of Construction Management
  - CMGT 6400 - Risk Management in Construction
  - CMGT 6500 - Construction Safety, Compliance, and Sustainability

# BSBA/MSBA

- MSBA (16-week courses), F2F and online
- Check Sample Degree Plans
- <https://www.hpu.edu/cob/grad-programs/msba.html>

- Questions or Concerns?

- [npaez@hpu.edu](mailto:npaez@hpu.edu)

- MAHALO!