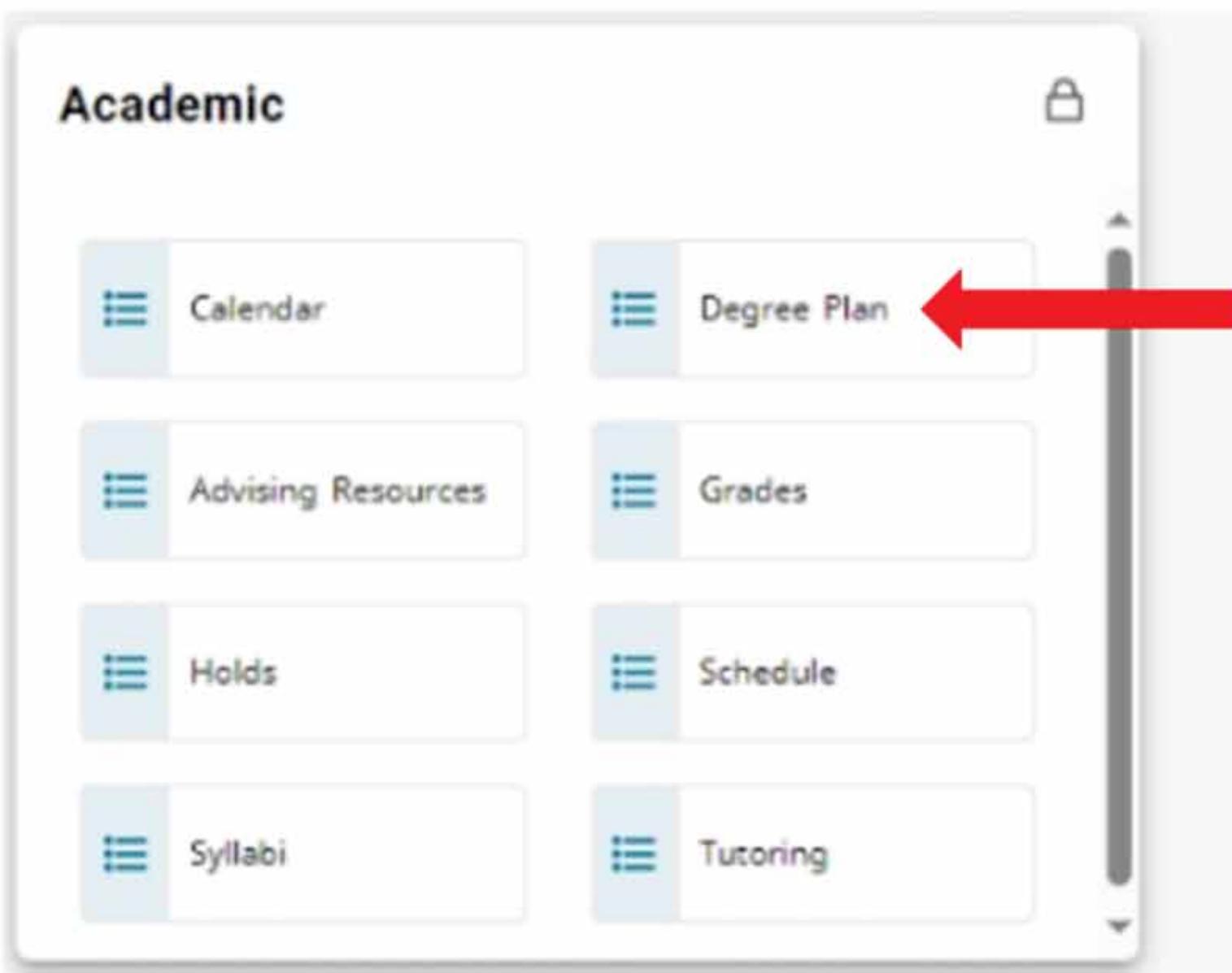


WHAT IS DEGREE WORKS?

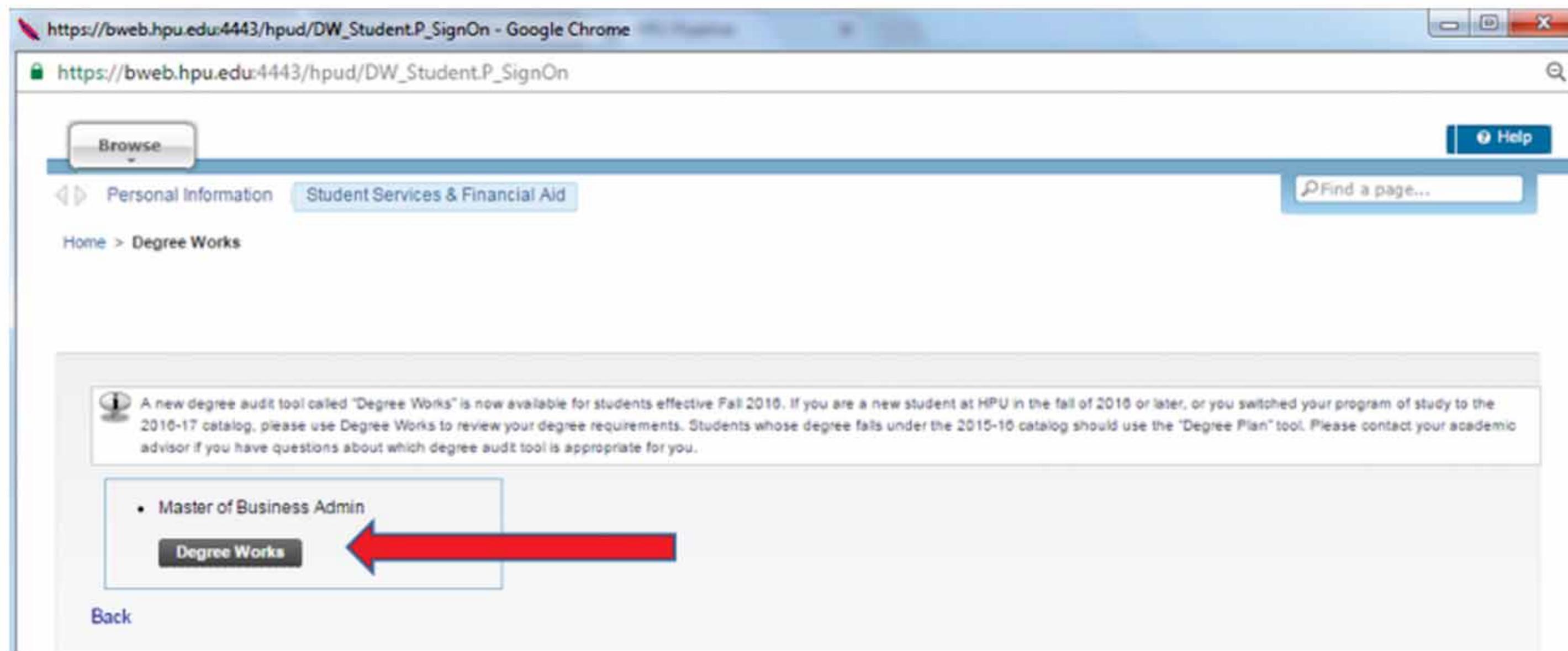
Degree Works is an advising tool for students to monitor their academic progress toward degree or certificate completion. It allows students and their advisors to plan future academic coursework.

To access Degree works, log in to your **MyHPU.edu** Portal and select “Degree Plan” found under the Academic card.



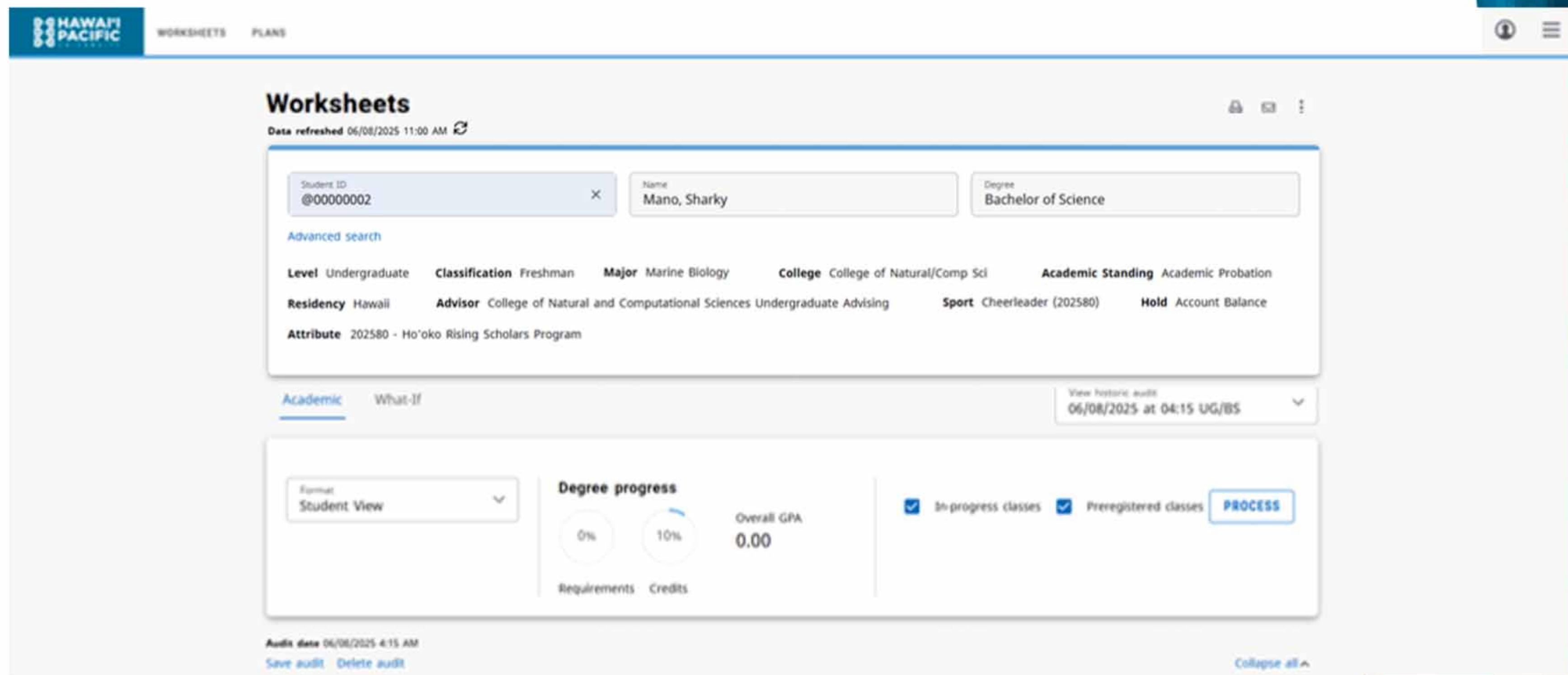
HOW TO ACCESS DEGREE WORKS

A new window/tab will open. Your current degree program will be listed. **Click on the Degree Works button to continue.**



HOW TO ACCESS DEGREE WORKS

Your Degree Works profile will be displayed.



The screenshot shows the Hawaii Pacific University Degree Works profile for a student named Mano, Sharky. The profile is displayed on a web-based application with a blue header and sidebar.

Header: HAWAII PACIFIC UNIVERSITY

Navigation: WORKSHEETS (selected), PLANS, HELP, and a three-line menu icon.

Section: Worksheets

Search and Filter: Student ID: @00000002, Name: Mano, Sharky, Degree: Bachelor of Science. Advanced search and filter buttons are available.

Student Information:

Level: Undergraduate	Classification: Freshman	Major: Marine Biology	College: College of Natural/Comp Sci	Academic Standing: Academic Probation
Residency: Hawaii	Advisor: College of Natural and Computational Sciences Undergraduate Advising	Sport: Cheerleader (202580)	Hold: Account Balance	
Attribute: 202580 - Ho'oko Rising Scholars Program				

Academic Section: Academic (selected) and What-If tabs. View historic audit: 06/08/2025 at 04:15 UG/BS.

Degree Progress: Format: Student View. Degree progress: 0% and 10%. Overall GPA: 0.00. Requirements and Credits buttons. In-progress classes and Preregistered classes checkboxes, and a PROCESS button.

Audit Information: Audit date: 06/08/2025 4:15 AM, Save audit, Delete audit, and Collapse all.

UNDERSTANDING DEGREE WORKS

The top section displays your student information.

Data refreshed 06/08/2025 11:00 AM 

Student ID @00000002	X	Name Mano, Sharky	Degree Bachelor of Science	
Advanced search				
Level Undergraduate	Classification Freshman	Major Marine Biology	College College of Natural/Comp Sci	Academic Standing Academic Probation
Residency Hawaii	Advisor College of Natural and Computational Sciences Undergraduate Advising	Sport Cheerleader (202580)	Hold Account Balance	
Attribute 202580 - Ho'oko Rising Scholars Program				

Level: Specifies level of classes (i.e., undergraduate, graduate)

Classification: e.g., Freshman, sophomore, etc. Based on how many credits you have **completed**. This does not include in-progress courses.

Major/College: Your declared major and the college it is nested under.

Concentration/Minor: If you have a declared concentration or minor, it will be listed here.

Academic Standing: This will be blank unless you are on Academic Probation or Academic Suspension.

Advisors: Usually your Professional Advisor will be listed first, then your Faculty Advisor.

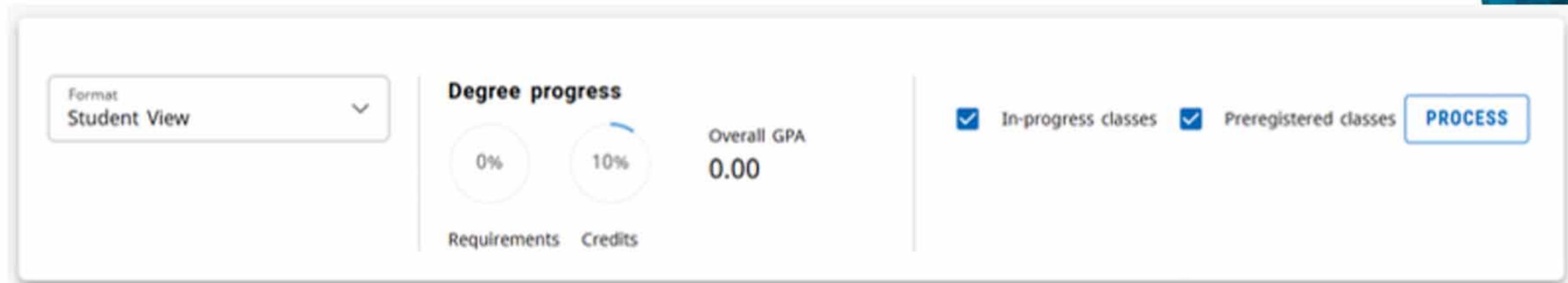
Sport: If you are a student athlete, your sport will be listed here.

Holds: If you have a hold on your account that may prevent you from certain processes, that will be listed here.

Attributes: If you are in any special programs (such as Ho'oko Rising Scholars or Marine Scholars) it will be listed here.

UNDERSTANDING DEGREE WORKS

The next block displays your degree progress and overall GPA.



Degree Progress: The two charts show your progression in completing your specific program requirements and completing the 120 credits required to graduate. Both charts must be 100% to be eligible for degree conferral.

NOTE: By default, your degree progress will include classes you have in-progress. This will update after a given semester is completed and you will be given credits based on the grade earned.

Overall GPA: A calculation of your cumulative GPA from completed semesters.

In-progress Classes/Preregistered Classes: These boxes can be checked on or off to toggle currently registered but incomplete classes and future classes you add to your list for future terms.

UNDERSTANDING DEGREE WORKS

The next section lists the requirements to complete a Bachelor Degree at HPU; in this case, a Bachelor of Science degree.

Students must complete all listed requirements and have a minimum of 120 credits total completed, with 36 credits of upper-division coursework.

Students also must have a minimum 2.00 GPA to graduate (unless your major requires a higher GPA).

HPU Residency Policy: Students must complete a minimum of 30 credits at HPU. Of the last 30 credits completed, 24 credits must be taken at HPU. In other words, only 6 credits in a student's last year can be transfer credits or credits earned by examination.

Degree in Bachelor of Science

INCOMPLETE

Credits required: 120 Credits applied: 12 Catalog year: 2023-2024 GPA: 0.00

You have 0 total transfer credits.

<input type="radio"/> 120 credits are required for the Degree.	Still needed:	120 credits are required. You currently have 12 credits (including in-progress credits), you still need 108 more credits.
<input type="radio"/> Minimum 30 Semester credits taken at Hawai'i Pacific University.	Still needed:	Minimum credits taken at Hawai'i Pacific University: You have 12 but still need a minimum of 18 credits.
<input type="radio"/> Last 24 of 30 credits must be taken at Hawai'i Pacific University	Still needed:	Last credits at Hawai'i Pacific University. You have 12 but still need a minimum of 12 credits.
<input type="radio"/> 36 Credits in Upper-Division coursework.	Still needed:	You have taken 0 but still need 36 credits in upper division courses.
<input type="radio"/> Overall GPA	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="radio"/> First Year Program Requirements	Still needed:	See First Year Program section
<input type="radio"/> General Education Requirements	Still needed:	See General Education Requirements section
<input type="radio"/> Major Requirements	Still needed:	See Major in Marine Biology section
<input type="radio"/> Graduation Requirements		
<input type="radio"/> Electronic Petition to Graduate (ePTG) has not been submitted	Still needed:	Please click here to view more information on ePTGs
<input type="radio"/> Grad Audit has not been processed	Still needed:	Will be marked as completed when Grad Audit has been processed

UNDERSTANDING DEGREE WORKS

The next two sections lists the First Year Program and General Education Requirements.

First Year Program

INCOMPLETE

1

Catalog year: 2023-2024

First Year Seminar

Still needed: 1 Credit in [UNIV 1000](#)

UNIV 1000 can be waived for: Transfer Students who have completed more than 24 credits at another institution post high-school graduation, transfer students who have fewer than 24 completed credits but who have successfully passed a course like UNIV 1000 at their prior institution, students who are completing 100% online degree programs, students in the Military, and students who have completed a dual-credit Associates Degree program while in high school. Please consult with your advisor for more information.

1. First Year Program: New Freshmen students are required to complete UNIV 1000 First Year Seminar in their first semester. A waiver can be requested if you meet the criteria described. Contact your advisor if you think you may be eligible for this waiver.

2. General Education Requirements: Students must complete one course per category. An exception to this is if a requirement has been waived due to a previous degree, for example. Another exception to this is for Residential Honors Students, who take Honors Seminar courses.

HELPFUL TIP: Some majors have requirements that can also apply to general education requirements. It can be an advantage to overlap requirements this way, so consider consulting with your advisor.

General Education Requirements

INCOMPLETE

2

Catalog year: 2023-2024

FIRST YEAR CORE CURRICULUM AREAS

Hawaii and the Pacific Still needed: 3 Credits in [AL 1050](#) or [ANTH 1500](#) 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: 3 Credits in [CSCI 1534](#) or [MATH 1123](#) or [1130](#) or [1150](#) or [2214](#) or [MC 2100](#) or [PHIL 2090](#) or [PSY 1100](#)

Written Communication and Information Literacy I Still needed: 3 Credits in [WRI 1100](#) or [1150](#)

Written Communication and Information Literacy II Still needed: 3 Credits in [WRI 1200](#) or [1250](#)

CORE CURRICULUM AREAS

The American Experience Still needed: 3 Credits in [AMST 2000](#) or [HIST 1401](#) or [1402](#) or [HUM 1270](#) or [PADM 1000](#) or [PHIL 2500](#) or [PSCI 1400](#) or [SOC 1000](#)

Creative Arts Still needed: 3 Credits 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: 3 Credits in [COM 1000](#) or [2000](#) or [ECON 2010](#) or [ENG 2100](#) or [GEOG 2000](#) or [HIST 1717](#) or [PSY 1000](#)

Global Crossroads and Diversity Still needed: 3 Credits in [AL 2000](#) or [ANTH 2000](#) or [GEOG 1500](#) or [HIST 1002](#) or [INTR 1000](#) or [MULT 2000](#) or [PH 2060](#) or [REL 1000](#)

The Natural World Still needed: 3 Credits in [BIOL 1000](#) or [1300](#) or [2050](#) or [CHEM 1000](#) or [2050](#) or [GEOG 1000](#) or [GEOL 1000](#) or [MARS 1000](#) or [PHYS 1020](#)

The Sustainable World Still needed: 3 Credits in [AQUA 1200](#) or [ARTS 1003](#) or [BIOL 1500](#) or [ENVS 1000](#) or [1030](#) or [INTR 1100](#) or [MARS 1500](#) or [SWRK 1010](#)

Technology and Innovation Still needed: 3 Credits in [CSCI 1041](#) or [1061](#) or [1611](#) or [ENGR 1000](#) or [MIS 2000](#) or [MULT 1050](#) or [1100](#)

Traditions and Movements that Shape the World Still needed: 3 Credits in [AL 1100](#) or [CLST 1000](#) or [ECON 2015](#) or [ENG 2300](#) or [HIST 1001](#) or [PH 1200](#) or [PSCI 2000](#) or [SOC 2600](#)

UPPER-DIVISION GENERAL EDUCATION CURRICULUM AREAS

Upper-Division Writing Still needed: 3 Credits in [AL 4960](#) or [BIOL 3020](#) or [CHEM 4095](#) or [4910](#) or [CJ 4900](#) or [COM 3420](#) or [3500](#) or [CSCI 3211](#) or [ED 3200](#) or [ENGR 3501](#) or [ENVS 4100](#) or [4400](#) or [HIST 3910](#) or [HRD 3400](#) or [HUM 3900](#) or [MARS 4100](#) or [4600](#) or [4910](#) or [4930](#) or [MATH 3000](#) or [MULT 4590](#) or [NUR 3710](#) or [PADM 4000](#) or [PH 4920](#) or [SWRK 4960](#) or [WRI 3420](#)

Upper-Division Values Still needed: 3 Credits in [AL 3500](#) or [ARTS 3000](#) or [ED 4511](#) or [NUR 4781](#) or [PSY 4950](#) or [WRI 3510](#) or [BIOL 3060](#) or [3110](#) or [CHEM 3040](#) or [CSCI 3911](#) or [CJ 3000](#) or [ENGR 3500](#) or [ENVS 3630](#) or [INTR 3350](#) or [LAW 3720](#) or [MARS 3100](#) or [MATH 3470](#) or [MGMT 3061](#) or [MULT 3710](#) or [PH 3015](#) or [PHIL 3631](#) or [PSY 4900](#) or [4925](#) or [SWRK 4910](#)

UNDERSTANDING DEGREE WORKS

This section lists your Major Requirements. If you have a concentration, there will be an additional block below this section.

Major in Marine Biology

INCOMPLETE

Credits required: 74 Credits applied: 0 Catalog year: 2023-2024 GPA: 0.00

<input type="radio"/> Major Credits Required.	Still needed:	74 to 77 credits are required. You currently have 0, you still need 74 more credits.
<input type="radio"/> 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 12 credits.
<input type="radio"/> A minimum 2.0 GPA in the Major is required.	Still needed:	Your GPA is 0.00; a GPA of 2.0 is required.
LOWER-DIVISION MAJOR REQUIREMENTS (35 CREDITS)		
<input type="radio"/> General Biology I	Still needed:	1 Class in BIOL 2050
<input type="radio"/> General Biology I Laboratory	Still needed:	1 Class in BIOL 2051
<input type="radio"/> General Biology II	Still needed:	1 Class in BIOL 2052
<input type="radio"/> General Biology II Laboratory	Still needed:	1 Class in BIOL 2053
<input type="radio"/> General Chemistry I	Still needed:	1 Class in CHEM 2050
<input type="radio"/> General Chemistry I Laboratory	Still needed:	1 Class in CHEM 2051
<input type="radio"/> General Chemistry II	Still needed:	1 Class in CHEM 2052
<input type="radio"/> General Chemistry II Laboratory	Still needed:	1 Class in CHEM 2053
<input type="radio"/> Oceanographic Field Techniques	Still needed:	1 Class in MARS 1020
<input type="radio"/> Calculus I	Still needed:	1 Class in MATH 2214
<input type="radio"/> Calculus II	Still needed:	1 Class in MATH 2215

Note that this may not be necessarily the order you take these classes.

If you're unsure of what classes to take each semester, consult with your advisor or the Sample Degree Plan for your program found here:

<https://hpu.edu/registrar/academic-catalog/degree-plans.html>

UNDERSTANDING DEGREE WORKS

This last section lists your Unrestricted Electives. If you have a minor, there will be a block above this one.

Unrestricted Electives

Credits applied: 85 Classes applied: 27

Course	Title	Grade	Credits	Term	Repeated
ARTH 2000	The Art of Asia	A	3	Spring 2015	
ARTH 3351	Art of India and SE Asia	A	3	Spring 2016	
ARTH 3711	Superheroes in Manga & Anima	A	3	Spring 2016	
COM 3400	Communicating Professionally	A	3	Fall 2014	
CSCI 1011	Intro to Computer Info Systems	A	3	Spring 2013	
ECON 1010	Intro Global Economic Issues	B	3	Spring 2014	

Unrestricted Electives are courses that do not apply to your general education, major, or any other requirements. However, they can count toward the 120 credits needed to graduate.

Students can opt to declare a minor, which will take from this “pool” of unrestricted electives. Or students can also pick and choose their unrestricted electives freely.

Every major has a different number of unrestricted electives available. Check with your advisor to confirm this number and to see how declaring a minor could affect your timeline to graduate.

OTHER TOOLS IN DEGREE WORKS

The What-If Analysis tool lets students see how their degree requirements will change and how their current coursework would apply if they changed their major.

1. Select the desired program (for example Bachelor of Arts). The level and degree will fill in automatically.
2. Select the desired major.
3. Select the desired concentration (if applicable).
4. Choose a minor if you would like to see its requirements.
5. This option is used to see how a class you would like to take would apply to your current major or new major.
6. After you have all your desired selections, click on Process to run the What-If Analysis.

The screenshot shows the 'What-If Analysis' tool interface. At the top, there are two tabs: 'Academic' and 'What-If', with 'What-If' being the active tab and circled in red. Below the tabs are three checkboxes: 'Use current curriculum' (unchecked), 'In-progress classes' (checked), and 'Preregistered classes' (checked). The 'Program' section includes a 'Catalog year *' dropdown set to '2023-2024', a 'Program *' dropdown circled in orange and labeled '1', and a 'Level *' dropdown. The 'Areas of study' section includes a 'Major *' dropdown circled in orange and labeled '2', a 'Concentration' dropdown circled in orange and labeled '3', and a 'Minor' dropdown circled in orange and labeled '4'. The 'Additional areas of study' section includes a 'Future classes' section with a 'Subject' dropdown circled in orange and labeled '5', a 'Number' dropdown, and an 'ADD' button. At the bottom right are 'RESET' and 'PROCESS' buttons, with the 'PROCESS' button circled in orange and labeled '6'.

OTHER TOOLS IN DEGREE WORKS

PLANS

Worksheets

Data refreshed 06/08/2025 11:00 AM 

Student ID
@00000002

Name
Mano, Shelly

Degree
Bachelor of Science

[Advanced search](#)

Level Undergraduate

Classification Freshman

Major Marine Biology

College College of Natural/Computational Sciences

Academic Standing Academic Probation

UH Hawaii

Advisor College of Natural and Computational Sciences Undergraduate Advising

Sport Cheerleader (202580)

Hold Account Balance

UH Rising Scholars Program

1

2

3



⋮

1. [Print](#): Allows you to select a document size and download a PDF version of your Degree Works.
2. [Contacts](#): Lists your student email and the emails of your advisors.
3. [GPA Calculator](#), [Class History](#), and [Notes](#) options: Tools will be explained in further detail in the next slides.

OTHER TOOLS IN DEGREE WORKS

The GPA Calculator provides three types of calculators for students to use.

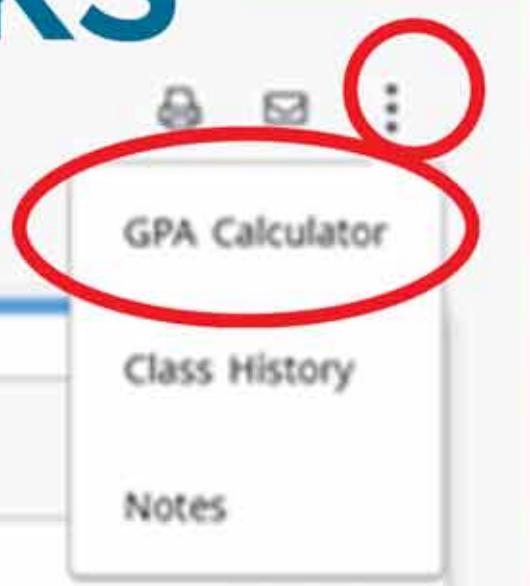
Data refreshed 06/08/2025 4:05 AM 

Student ID
@00000002

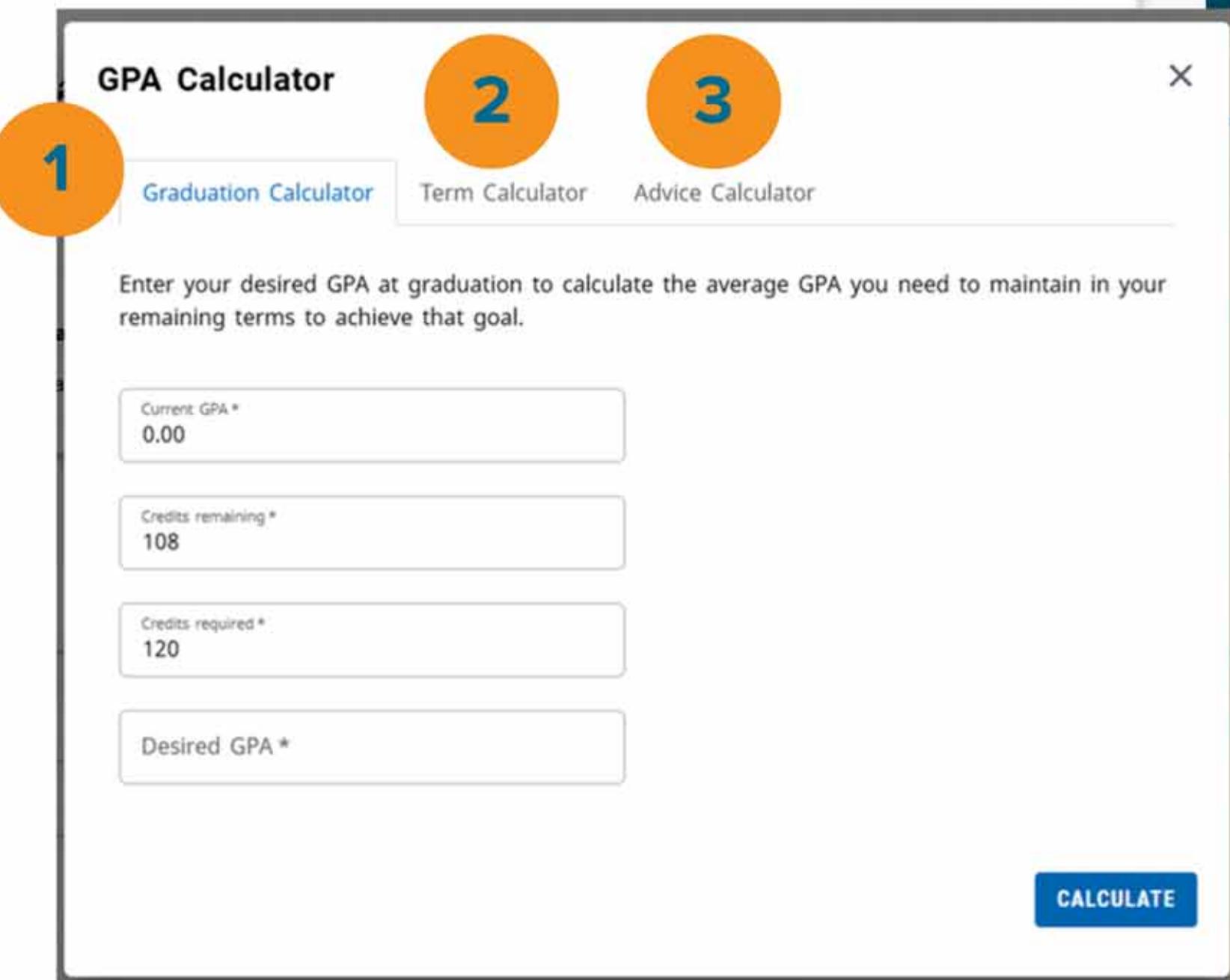
Name
Mano, Sharky

Degree
Bachelor of Science

[Advanced search](#)



- 1. Graduation Calculator:** Used to estimate the average GPA a student needs to maintain in their remaining terms to graduate with a desired GPA. Your current GPA, number of credits remaining, and number of credits required will be listed.
- 2. Term Calculator:** Shows your estimated cumulative GPA after you fill in your expected grades for in-progress classes. Your current GPA and number of credits earned will be listed. Your in-progress courses will also be listed. Select the expected grade for each class, then click calculate.
- 3. Advice Calculator:** Shows how many credits and what grades you must earn to achieve a desired GPA. Your current GPA and number of credits earned will be listed.



GPA Calculator

1

2

3

Graduation Calculator

Term Calculator

Advice Calculator

Enter your desired GPA at graduation to calculate the average GPA you need to maintain in your remaining terms to achieve that goal.

Current GPA *

0.00

Credits remaining *

108

Credits required *

120

Desired GPA *

CALCULATE

OTHER TOOLS IN DEGREE WORKS

Class History will show a chronological list of courses you have taken.

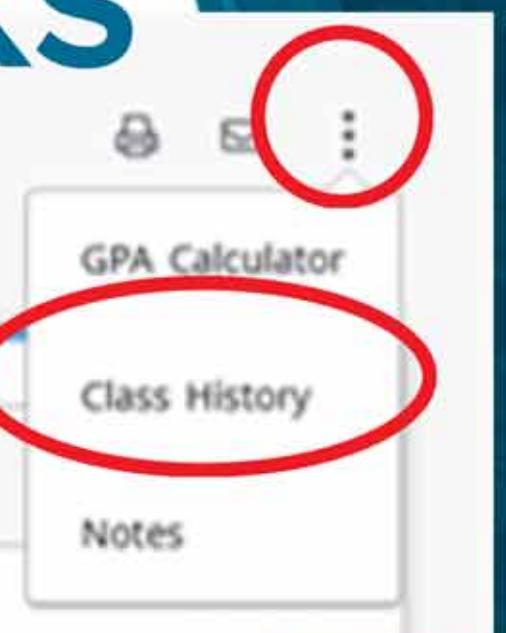
Data refreshed 06/08/2025 4:05 AM 

Student ID
@00000002

Name
Mano, Sharky

Degree
Bachelor of Science

[Advanced search](#)



Class History

Fall 2012

Course	Title	Grade	Credits
JPE 1100	Beginning Japanese I	A-	4
MATH 1115	Survey of Math	A	3
PSY 1000	Introduction to Psychology	A	3
WRI 1150	Literature and Argument	A	3

Spring 2013

Course	Title	Grade	Credits
ARTS 1000	Introduction to Visual Arts	A	3
CSCI 1011	Intro to Computer Info Systems	A	3
JPE 1200	Beginning Japanese II (HYBRID)	A-	4
MULT 1050	Point, Shoot, Edit	A-	3
WRI 1200	Rsch, Argmt, and Writing	A-	3

OTHER TOOLS IN DEGREE WORKS

Notes will show a list of notes created by an advisor.

Data refreshed 06/08/2025 4:05 AM 

Student ID
@00000002

Name
Mano, Sharky

Degree
Bachelor of Science

[Advanced search](#)



[GPA Calculator](#)

[Class History](#)

[Notes](#)

Notes

Status	Description	Created on	Created by
	Student plans to apply for graduation in Fall 2025	07/21/2025	Sumulong, Sigmund C
	Will register for ACCT 2000 in the next term	03/19/2025	Sumulong, Sigmund C

More questions? Contact us!

Academic Advising Center

Waterfront Plaza, Tower 4, Suite 575 (WP4-575)
500 Ala Moana Blvd.
Honolulu, HI 96813

Email: advising@hpu.edu

Phone: (808) 544-1198

Who is my advisor? - <https://www.hpu.edu/academic-advising/meet-your-academic-advisor/index.html>

Schedule an Appointment - <https://www.hpu.edu/academic-advising/schedule-an-advising-appointment.html>

Sample Degree Plans - <https://hpu.edu/registrar/academic-catalog/degree-plans.html>

Hours of Operation:

Monday to Friday, 8:00AM-5:00PM (Hawaii Standard Time)

Saturday, Sunday and all University Holidays, CLOSED

HELPFUL TIP: If emailing, use your @my.hpu.edu email account and provide your Student ID.

[Click here to return to first slide](#)

HAWAII PACIFIC UNIVERSITY