



Degree Works

Student User Guide

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Introduction

What is Degree Works?

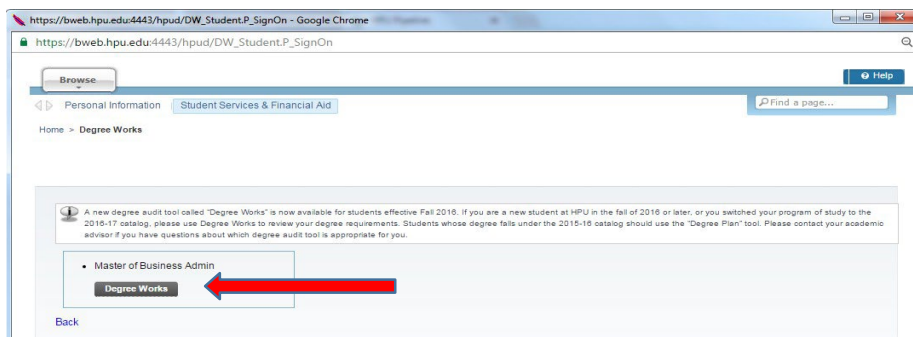
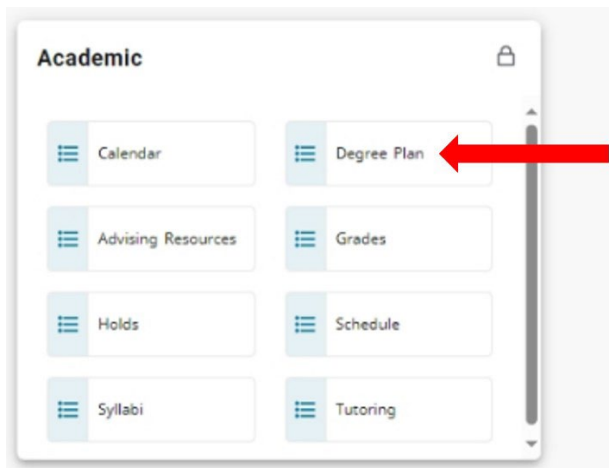
Degree Works is an online advising tool to help monitor your progress toward degree completion. Degree Works matches Hawai‘i Pacific University’s degree requirements to the coursework you have completed or have in progress in an easy-to-read worksheet that shows how those courses count toward degree 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, select “Degree Plan” found under the Academic card.



Degree Audit Worksheet Overview

Degree Works generates a Degree Audit worksheet that contains several sections. This guide will go through each section starting at the top of the page and work down.

Worksheets

Data refreshed: 07/16/2024 7:43 AM

1. GPA Calculator, Class History, Petitions, Notes

3. Student ID: @00000002, Name: Mans, Sharly, Degree: Bachelor of Science

Advanced search

Level: Undergraduate Classification: Freshman Major: Marine Biology College: College of Natural/Comp Sci Residency: Hawaii

Advisor: College of Natural and Computational Sciences Undergraduate Advising

Academic What-If View history audit: 07/16/2024 at 7:43 AM UG/BS

4. Personal Student View

Degree progress

0% 0% Overall GPA: 0.00

Requirements Credits

In-progress classes Prerequisite classes PROCESS

Audit date: 07/16/2024 7:43 AM

Diagnosics Student data Save audit Delete audit Expand all

5. Degree in Bachelor of Science **INCOMPLETE**

Credits required: 120 Credits applied: 0 Catalog year: 2023-2024 GPA: 0.00

First Year Program **INCOMPLETE**

Catalog year: 2023-2024 GPA: 0.00

General Education Requirements **INCOMPLETE**

Catalog year: 2023-2024 GPA: 0.00

Major in Marine Biology **INCOMPLETE**

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

6. Notes

Legend

- Complete
- Complete (with classes in-progress)
- Prerequisite
- Repeated class
- Not complete
- Nearly complete - see advisor
- Any course number

Disclaimer

You are encouraged to use this degree audit report as a guide when planning your progress toward completion of the above requirements. Contact your academic advisor for assistance in interpreting this report or regarding your official degree/certificate completion status. This audit is not your academic transcript and it is not official verification of completion of degree or certificate requirements. Please contact the Registrar's Office to obtain a copy of your official academic transcript.

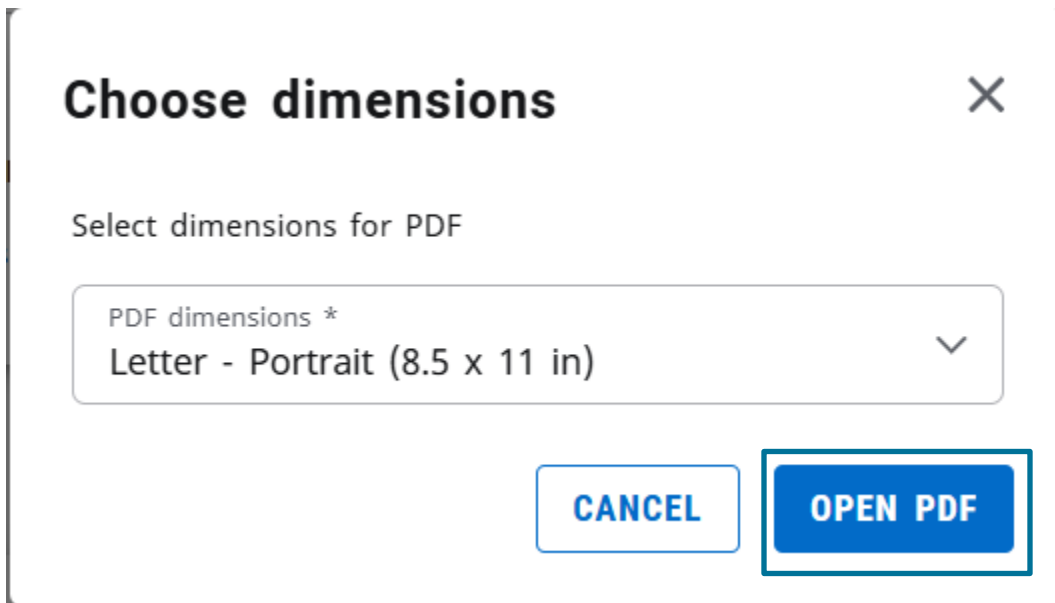
Degree Audit Worksheet Sections	
1	Print/Save an Audit or Contact a Student/Advisor
2	GPA Calculators, Class History, and Notes
3	Student Header
4	What if, Historical Audit, Degree Progress, In-Progress, Preregistered
5	Requirement Blocks
6	Notes and Legend

1 Print/Save your Degree Audit

Select the Print icon to save or print the audit



then click **Open PDF**.



The audit will open in Adobe, and you can print/save from there.

1 Contact a student or advisor

At the upper top right corner of the audit, select the Email icon to display your email address and your advisor's email address.



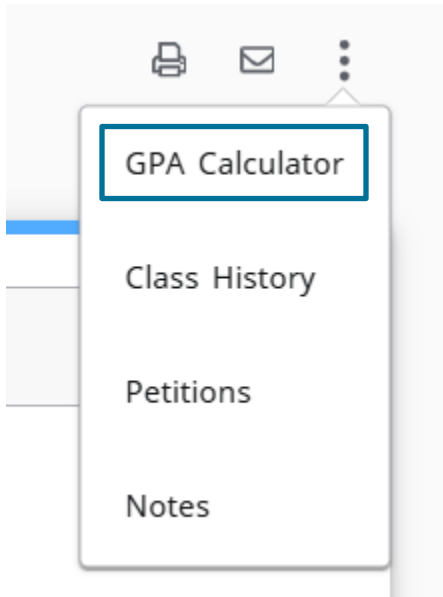
If you have multiple advisors, then all their email addresses will appear.

2

GPA Calculators

Degree Works has three types of GPA Calculators

1. Graduation
2. Term
3. Advice



Graduation Calculator

Used to estimate the average GPA the student needs to maintain in their remaining terms to graduate with a desired GPA.

The student’s current GPA, number of credits remaining, and number of credits required are listed. Enter your desired GPA that you would like to earn upon graduation, then click **Calculate**.

GPA Calculator ×

[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 *
120

Credits required *
120

Desired GPA *

CALCULATE

The average GPA you must maintain to graduate with the desired GPA will be listed at the top of the window. You can click on **Recalculate** if you would like to select another desired GPA.

GPA Calculator



Graduation Calculator

Term Calculator

Advice Calculator

You need to average a 4.000 over your final 120 credits to graduate with your desired GPA.

Current GPA	0.00
Credits remaining	120
Credits required	120
Desired GPA	4.0

RECALCULATE

Term Calculator

The Term Calculator will show you your estimated cumulative GPA after you fill in hypothetical grade information. Your current earned units and current GPA will automatically appear in this calculator.

GPA Calculator



Graduation Calculator

Term Calculator

Advice Calculator

Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term.

Current GPA *
3.0

Credits earned *
12

[Add Course](#)

You do not currently have any courses listed.
Add a course to this term to calculate.

Click on **Add Course** to input your in-progress courses along with the grade you anticipate receiving for

each course. Then click on **Calculate**.

GPA Calculator



Graduation Calculator

Term Calculator

Advice Calculator

Enter the grades you expect to earn for your in-progress classes to calculate your GPA at the end of this term.

Current GPA *
0.00

Credits earned *
0.0

Add Course

Course *
ACCT 2000

Credits *
3

Grade *
B+



Course *
BIOL 2050

Credits *
3

Grade *
A-



CALCULATE

You will see a revised cumulative GPA based on the estimates you provided.

GPA Calculator



Graduation Calculator

Term Calculator

Advice Calculator

Calculated GPA

By achieving the grades listed here, your GPA at the end of the term will be 3.167

Current GPA 3.0

Credits earned 12

Course	Credits	Grade
ACCT 2000	3	B+
BIOL 2050	3	A-

RECALCULATE

Advice Calculator

The Advice Calculator will show how many credits and what grades you must earn to achieve a desired GPA. Your current GPA and current credits earned should automatically populate in the calculator. Enter your desired GPA, then click on **Calculate**.

GPA Calculator



Graduation Calculator

Term Calculator

Advice Calculator

Enter your desired GPA at graduation to see the grades you need to earn to achieve that goal.

Current GPA *

3.85

Credits earned *

28.0

Desired GPA *

CALCULATE

The scenarios to achieve the desired GPA are listed.

GPA Calculator



Graduation Calculator

Term Calculator

Advice Calculator

To achieve your desired GPA, you need one of the following:

5 credits at 4.0 (A) grade average

Note: Results that would require you to take more than 150 credits have been omitted.

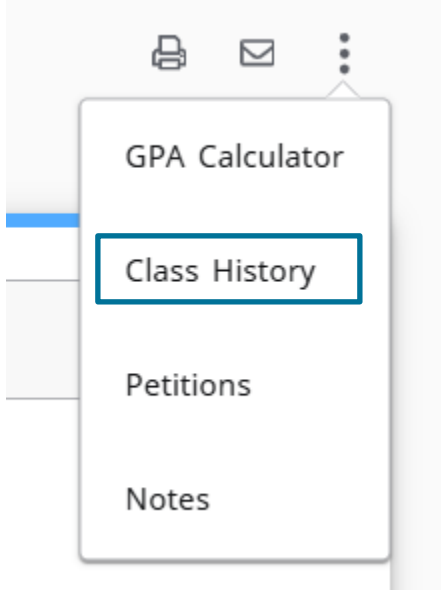
Current GPA	3.85
Credits earned	28.0
Desired GPA	3.87

RECALCULATE

2

Class History

Click on the kebob icon in the top right corner of your degree audit. Then select **Class History**. The class window list will appear with a chronological list of courses that you have taken.



3

Student Header

The student header provides you with useful information such as your degree, major, college, advisor, etc. Below are some examples of what could appear in the Student Header.

Worksheets

Data refreshed 07/17/2025 4:06 AM

Student ID
@0000002 ×

Name
Mano, Sharky

Degree
Bachelor of Science

[Advanced search](#)

Level Undergraduate **Classification** Freshman **Major** Marine Biology **College** College of Natural/Comp Sci **Residency** Hawaii

Advisor College of Natural and Computational Sciences Undergraduate Advising

Functionalities	
Date Refreshed	Shows the last date an audit was processed for you in Degree Works.
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.
Concentration	This will display if you have a declared concentration.
Minor	This will display if you have a declared minor.
Level	Shows your status as Undergraduate or Graduate level.
Classification	Shows your classification: freshman, sophomore, junior, or senior. Based on how many credits you have completed. This does not include in-

	progress courses. (applies to undergraduate students only).
Academic Standing	This will display if you are on Academic Probation or Academic Suspension
Attributes	This will display if you are in any special programs (such as Ho'oko Rising Scholars or Marine Scholars).
Sport	This will display the sport and the term that you last participated in that sport.

4

What-if Audits

The What If function allows you to hypothetically change your major, minor, or concentration. The What If audit will show you what coursework is required for the new major, minor, or concentration, what courses you have taken that satisfy requirements, and what courses are still left for you to take.

Running a What-if audit does not change your major. The What If function is for information purposes only. You will see the header What If Audit displayed at the top of the audit whenever an audit is run on a What If scenario. Select **What-if** to be brought to the What-If Analysis page.

Use the checkboxes to either hide or show your **In-Progress classes** and/or **Preregistered classes** or run a What-If audit using your current curriculum. This option is useful if you want to just see how courses you select in the **Future Classes** section will appear in your current major.

What-If Analysis

Use current curriculum
 In-progress classes
 Preregistered classes

Select the desired program. If you select an undergraduate program (BA, BS, AS), then you will be required to select a major.

Program

Catalog year *
 2023-2024

Program *
 Bachelor of Arts

Level *
 Undergraduate

Degree *
 Bachelor of Arts

Areas of study

Major *

Concentration

Minor

If you would like to add multiple majors or minors to your What-If audit, then select **Additional areas of study**.

Additional areas of study ∨

Click on the + button for each major or minor that you want to add.

Additional areas of study ∧

Select your desired major or minor, then click **Add** to add it your current selection. Click the + sign if you want to add more majors or minors to your selections.

Additional areas of study ∧

Degree *
BS in Business Administration ∨

Major
Business Administration ∨

Concentration
Accounting ∨

Minor
English ∨

Use the **Future Class** section to add courses that you are thinking about registering for. This will allow you to see how courses will fall under your new curriculum or your current curriculum.

Input the subject and course number, then click add. Courses that you have added will appear underneath the **Subject** and **Number field**.

Future classes

After completing all your fields, click on **Process** to generate your What-if Audit.

4

Format

There are three different formats to view a degree evaluation. The view is changed through selecting the view option in the “Format” dropdown.

The screenshot shows the top navigation area of the Degree Works interface. On the left, a dropdown menu labeled 'Format' is open, with 'Student View' selected and highlighted by a blue box. To the right of the dropdown, the 'Degree progress' section displays two circular progress indicators for 'Requirements' and 'Credits', both showing 0%. The 'Overall GPA' is displayed as 0.00. Further right, there are two checked checkboxes for 'In-progress classes' and 'Preregistered classes', and a blue 'PROCESS' button.

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 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.

4

Degree Progress

The Degree Progress shows the percentage complete of the student’s requirements and degree credits. 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 regard to the requirements. **Note: Progress will NOT equal 100% until all courses are complete and graded.**

This screenshot is similar to the one above, but the 'Degree progress' section is highlighted with a blue box. It shows the 'Format' dropdown set to 'Student View', two 0% progress indicators for 'Requirements' and 'Credits', and an 'Overall GPA' of 0.00. The 'In-progress classes' and 'Preregistered classes' checkboxes are checked, and the 'PROCESS' button is visible.

4

In-progress classes and Preregistered classes

Both checkboxes will be automatically check marked. If boxes are check marked, then **In-progress classes** and **Preregistered classes** will appear on your degree audit.

In-progress classes

Classes that you are registered for in the current term.

Preregistered classes

Classes that you are registered for in a future term.

Uncheck the box and click on **Process** if you want to see your degree audit without either of these courses.

Format
Student View

Degree progress

0% 0%

Requirements Credits

Overall GPA
0.00

In-progress classes Preregistered classes **PROCESS**

5 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)
- First Year Program (undergraduate students only)
- Residential Honors (Residential Honors Students only)
- Major
- Concentration
- Minor
- Unrestricted Electives
- Attempted and Insufficient
- Not Counted

Collapse and Expand blocks

You can collapse the blocks for quick navigation through the audit. To collapse all of the blocks in the audit, click on **Collapse All**.

Audit date: 07/16/2025 7:43 AM

Collapse all

Degree in Bachelor of Science INCOMPLETE

Credits required: 120 Credits applied: 0 Catalog year: 2023-2024 GPA: 0.00

You have 0 total transfer credits.

To expand all the blocks in the audit, select **Expand all**. You can also use the arrows within each block to collapse or expand each block individually.

Audit date 07/16/2025 7:43 AM

Expand all

Degree in Bachelor of Science

INCOMPLETE

Credits required: 120 Credits applied: 0 Catalog year: 2023-2024 GPA: 0.00

First Year Program

INCOMPLETE

Catalog year: 2023-2024 GPA: 0.00

General Education Requirements

INCOMPLETE

Catalog year: 2023-2024 GPA: 0.00

Block Status

At top of each block, you will find the status. If the block is marked as **Complete**, then all the requirements within that block have been met.

First Year Program

COMPLETE

Catalog year: 2023-2024 GPA: 0.00

If it's not complete, then one of the following statuses will be listed and that block will require further review.

Major in Marine Biology

INCOMPLETE

Credits required: 74 Credits applied: 16 Catalog year: 2023-2024 GPA: 3.15

Minor in Public Health

SEE ADVISOR

Credits required: 12 Credits applied: 11 Catalog year: 2025-2026 GPA: 0.00

Minor in International Business

IN-PROGRESS

Credits required: 15 Credits applied: 15 Catalog year: 2025-2026 GPA: 0.00

Incomplete: At least one requirement in that block is incomplete

See Advisor: Block is nearly completed, but there is an incomplete requirement that your advisor needs to act on.

In-Progress: There are no incomplete requirements left in the block. Requirements are either marked as complete or in-progress.

Degree Block

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

Degree in Bachelor of Science INCOMPLETE

Credits required: 120 Credits applied: 0 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 0 credits (including in-progress credits), you still need 120 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 0 but still need a minimum of 30 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 0 but still need a minimum of 24 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

Blocks included in this block

[First Year Program](#)
[General Education Requirements](#)
[Major in Marine Biology](#)

Completed Requirements

Your goal is to ensure that all requirements on your Degree Works are met. Completed requirements are denoted by a green check mark.

Quantitative Analysis and Symbolic Reasoning MATH 2214 Calculus I C+ 3 Spring 2025

In-Progress Requirements

In-Progress requirements are denoted by a blue half shaded circle.

Written Communication and Information Literacy II WRI 1200 Rsch, Argmt, and Writing REG (3) Fall 2025

Not Complete

Requirements that are still incomplete are denoted by a red circle. Information on how to satisfy the requirement will be listed to the right.

○ 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**

Unrestricted Electives Block

Unrestricted Electives Block includes a list of all courses that count as unrestricted electives. Unrestricted electives are courses that are not currently being used to fulfill a specific degree requirement. However, the grades and credit hours will factor into your overall GPA and total credit hours earned.

Unrestricted Electives

Credits applied: 3 Classes applied: 1

Course	Title	Grade	Credits	Term	Repeated
CYBS 1000	Cybersecurity Fundamentals	REG	(3)	Summer 2025	

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: 0 Classes applied: 1

Course	Title	Grade	Credits	Term	Repeated
BIOL 2053	General Biology II Lab	F	0	Spring 2025	

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 Classes applied: 1

Course	Title	Reason	Grade	Credits	Term	Repeated
MARS 6050	Marine Ecology	Max of zero classes/credits exceeded	REG	(3)	Fall 2025	

6

Notes and Legend

Notes

This block displays any notes entered by an advisor


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


Legend

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


Legend


 Complete

 Complete (with classes in-progress)

 Prerequisite

(R) Repeated class

 Not complete

 Nearly complete - see advisor

@ Any course number

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](#)