Academic Essentials

The Academic Essentials tab allows you to see the student’s progress towards their degree program in a glance. As an advisor, you can view the student’s grades, the classes they have taken to fulfill requirements, and which classes apply to their requirements to help them plan accordingly. You can also view their graduation requirements, financial aid status, academic requirements, non-applicable courses, advisor notes, events/actions on their record, and their graduation goals. Advisors with the correct permission may enter advisor exceptions; see How to do Exceptions help documents for more information.

To view the Academic Pathway Report, click on the print icon on the right hand side of the Academic Essentials. This report shows the student’s degree program requirements, which you can print or save as a PDF. You may also choose to view all of the report details, limit the report details, and/or remove Advisor Overrides for printing. The Academic Pathway Report also includes an audit of all advisor exceptions.
**Graduation Requirements Totals**

The column on the left in the Academic Essentials allows you to view the student’s progress in graduation requirements. The requirements for graduation are shown with their current status in each of them. A graph of the student’s progress and educational goals will appear in this column.

<table>
<thead>
<tr>
<th>Graduation Requirements Totals</th>
<th>View All</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required</strong></td>
<td><strong>I have</strong></td>
</tr>
<tr>
<td>GPR Requirements</td>
<td></td>
</tr>
<tr>
<td>Cumulative GPA</td>
<td>2.0</td>
</tr>
<tr>
<td>Nursing GPA</td>
<td>2.0</td>
</tr>
<tr>
<td>Credit Requirements</td>
<td></td>
</tr>
<tr>
<td>Total Earned Credits</td>
<td>124.00</td>
</tr>
<tr>
<td>In-Progress Credits</td>
<td>12.00</td>
</tr>
<tr>
<td>Additional Credit Requirements</td>
<td></td>
</tr>
<tr>
<td>Earned Manoa Credits</td>
<td>30.00</td>
</tr>
<tr>
<td>Transfer Credits</td>
<td>35.00</td>
</tr>
<tr>
<td>Non Intro (NI) / Upper Division (UD)</td>
<td></td>
</tr>
<tr>
<td>Earned NI Credits</td>
<td>60.00cr</td>
</tr>
<tr>
<td>In-Progress NI Credits</td>
<td>12.00cr</td>
</tr>
<tr>
<td>Focus Requirements</td>
<td></td>
</tr>
<tr>
<td>Total WI</td>
<td>5</td>
</tr>
<tr>
<td>Non Nursing WI</td>
<td>2</td>
</tr>
<tr>
<td>HAP</td>
<td>1</td>
</tr>
<tr>
<td>Ethical Issues</td>
<td>1</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>1</td>
</tr>
</tbody>
</table>

There is additional information pertaining to this degree program. Please click inside the View All box to see more details.

View all shows courses used in attribute/focus requirements.

The blue check mark shows that the requirement is met / complete.

An “X” shows that the requirement is not met / incomplete.

A yellow check mark shows that the requirement is tentatively complete (includes in-progress courses).
This graph shows their progress towards graduation and includes their projected time of completion.

You can hover over the points to see the exact percentage at that semester.

Please note the dotted vertical line shows changes in degree program.

Educational Goals

Spring 2011  Immediate goals: Earn a bachelor's degree
            Highest ed. goals: Eam a bachelor's degree
            (4-yr)
            at: My Home Campus

Spring 2009  Immediate goals: Earn a bachelor's degree
            Highest ed. goals: Eam a bachelor's degree
            (4-yr)
            at: My Home Campus

Fall 2008   Immediate goals: Earn a bachelor's degree
            Highest ed. goals: Not sure (I am not sure any of the above statements apply to me)
            at: My Home Campus

Each semester, students are asked via MyUH what their educational goals are, immediate and highest educational degree goals, and where they intend on completing their goals.

Please note the education goals survey through MyUH is optional.
### General Education Requirements and Degree Requirements

The middle column allows you to see the student’s general education (GenEd), major, and/or minor requirements for their degree program.

<table>
<thead>
<tr>
<th>General Ed Foundations-Written Communication</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring 2010 (FW) WRITT...</td>
<td>ENG 100</td>
</tr>
<tr>
<td></td>
<td>B</td>
</tr>
<tr>
<td></td>
<td>3.00</td>
</tr>
<tr>
<td>Western Dakota Tech Institute: ENGL 101T (Composition)</td>
<td>3 B .. Focus: FW,</td>
</tr>
</tbody>
</table>

Place your mouse over the campus of a transfer course to view the original course information including grade received. All in-progress transfer courses will appear in purple.

**Manoa: MATH 203 (Calculus for Bus & Social Sci) 3 *** .. Focus: FS,**

Check the view all box to see further details of the classes taken.

Click any of the underlined links (Complete, Tentatively Complete, Incomplete) to see what is required and what classes are approved for the requirement. You may also see a description of the requirement by placing your mouse over the requirement name.
Area Requirements

Upon clicking the underlined link (Complete, Tentatively Complete, Incomplete) or the requirement name, a new window will open showing the area requirements.

This shows the status of the requirement and its description.

This will show the classes they have taken that apply to this requirement.

The courses available to fulfill the requirement will be listed in this column. You can filter these classes by campus.

Place your mouse over the course to view details of when the course was offered in the past (semester and year).
Courses, Advisor Notes, and Events

The far right column shows the courses not yet classified, non-applicable courses, courses that may not transfer the student’s advisor notes, and events and actions.

The Courses Not Yet Classified section contains courses that have not yet been classified into a General Education, Major, or Minor course requirement, although it could potentially apply. These courses may be applicable as elective credits and count towards total earned credits. The initial view of the Courses Not Yet Classified section only shows their in-progress courses.

Courses Not Yet Classified

You can expand the section and view all courses they have taken that have not yet been classified.
Non-Applicable Courses

The Non-Applicable courses section will show courses that are considered repeated, courses with non-passing grades, and courses placed there by an advisor.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Name</th>
<th>Gr</th>
<th>Cr</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2010</td>
<td>Western Dakota Tech Institute: FFP 100 (Paramedic Prep I) 6 &quot;F&quot;</td>
<td></td>
<td></td>
<td>Western Da...</td>
</tr>
<tr>
<td>Spring 2010</td>
<td>Western Dakota Tech Institute: CPR 103 (Introduction to Emergency Medi) 6 &quot;A&quot;</td>
<td></td>
<td></td>
<td>Western Da...</td>
</tr>
</tbody>
</table>

Courses that are not OR do not transfer(ed) into your college

Another section may appear if there are courses that were taken at another institution that have not been officially evaluated for transfer by the current campus. For clarification of the eligibility of transfer of these courses, students should contact their admission and records office or academic advisor/counselor.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Name</th>
<th>Gr</th>
<th>Cr</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2011</td>
<td>HWST 107</td>
<td>W</td>
<td>0.00</td>
<td>U of Hawaii Ma...</td>
</tr>
<tr>
<td>Spring 2011</td>
<td>ASL&amp; 122</td>
<td>W</td>
<td>5.00</td>
<td>Olympic Colleg...</td>
</tr>
</tbody>
</table>
**Advisor Notes**

The Advisor Notes section appears in the far right column and can be expanded for further information. Advisors with correct permission may add notes by clicking on the icon or the blue underlined link.

If the student has been assigned an academic advisor, the advisor’s name will appear here.

Click on the underlined Advisor Note to create a new note.

By clicking on the icon or “Advisor Note”, the option to insert an advisor note will appear.

You may choose to notify the student of your new note via email. Click “Submit” when you are finished creating your note.

You may edit your own advisor notes by clicking the edit button.
**Events and Actions**

The Events and Actions section appears in the far right column and can be expanded for further information.

By expanding the column, all of the student’s events and actions will be listed in order of latest to earliest dates.
**Reports**

On the very bottom of Academic Essentials, additional report options are listed by campus, transfer, combination, and individual. Each report differs individually by information included and formatting.

The combination report by semester in particular includes the in-progress courses for all campuses, meaning, all of the courses the student is currently enrolled in will appear at the bottom of the report.
Graduation Pathway

Selecting A Requirement

Clicking on a requirement opens the information panel that loads all information related to the requirement clicked.

Past Semester
Semesters with requirements already completed will show “Read Only” information.

Current Semester
Courses that you are currently registered in will show specific course information in a “Read Only” format. You will also be able to view your favorite courses for that requirement.
**Future Semester**

Semesters with requirements not completed will show applicable course information and details for the requirement. You will also be able to view your favorite courses for that requirement.

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**Haw/Second Lang 102**

*Tip:* To bookmark or favorite a course you're interested in, please choose a course below and click the ★. That way, it will be easy to review later.

- ★ ARAB 101: Elem Modern Standard Arabic
- ★ ARAB 102: Elem Modern Standard Arabic
- ★ ARAB 201: Int Modern Standard Arabic
- ★ ARAB 202: Inter Modern Standard Arabic
- ★ CAM 101: Intro to Modern Khmer
- ★ CAM 102: Intro to Modern Khmer
- ★ CAM 107: First Year Khmer
- ★ CAM 112: Intensive Elementary Khmer
- ★ CAM 201: Inter Modern Khmer

**Contributes to:**

Hawaiian/Second Language (Grad. Req.):
HAWAIIAN/SECOND LANGUAGE GRAD REQUIREMENT:
Complete one of the following options: 1) a four-semester sequence (usually 101, 102, 201, and 202) in a single language; 2) a two-semester accelerated sequence in a single language.

**Courses Taken/Taking:** JPN 101
Information Panel Course Details

Click on a course in the course box to load the course details.

Course information will load below the course search menu. Information such as course description, historical course statistics, and respective requirement information will be shown. Course Statistics include the average percentage full, the average students per section, average sections offered in the past, and the days and times offered.

Favoring a Course
From here, you can **favorite** a course to refer back to in the future. To favorite a course, click on the ⭐.

To **un-favorite** a course, click on the ✗ next to the favorite course button.
Filter course

Type a course (ex. “Jap”) into the search box.

More Options

Click the down arrow in the search box to select another campus or exclude used courses.

Hide the Information Panel

Click the Icon/Button at the top-right of the Information Panel.
**Editing and Adding Semesters**

**Moving Requirements**
To move requirements, click and drag a requirement from one semester to another; the requirement should move and the credits should update.

![Semester Move Example](image)

**Add a Summer Semester**
Click “Add Semester” located on the right side of current/future semesters. This will add a Summer semester to your plan.

![Add Summer Semester](image)

**Add an Academic Year**
Click “Add Academic Year” located below all semesters. This will add another Fall and Spring semester to your plan.

![Add Academic Year Example](image)
Personal Choice Courses
To add a Personal Choice, click the plus icon in the semester header and select a choice.

To remove, click the ‘x’ in the personal choice.

Change Credits for a Semester
To change the allotted credits for a semester, click the ‘CR’ icon in the semester header and select a value; the planner should reload following the change.

Change Credits for All Semesters
To change the allotted credits for all semesters, click the change/set credits menu option in the top right header menu.

There, you can set the amount of credits per semester. The planner will then reload with the set credits.
Semester Notes
To add a note for a semester, click the edit icon in the semester header (the last icon to the right); a sticky note will pop up. Once you enter text into the note, the icon will change to yellow and remain so until you delete the note.

To remove a note, delete the contents of the note; the icon will change to grey.

Academic Events
To add an Academic Event, type into the 'Add academic event' text box and hit 'enter'.

To removed an Academic Event, click the ✗ to the right of the academic event.
Using the Sandbox

To add a course into the sandbox, click and drag a requirement into the sandbox.

To reconstitute the courses from the sandbox into your plan, click on the icon in the sandbox header then select the requirements you wish to reconstitute.

Once you have selected the desired courses to be reconstituted, click the ‘push to plan’ button.

The planner will reload and the courses should no longer be in the sandbox.
View Changes

To view all changes made to the plan, click the view changes menu option in the planner header on the right.

Any changes made to the planner will appear as a colored annotation next to the courses moved.
Remove all changes

To remove all user changes on the plan, click the ‘Remove all changes’ option in the top right menu.

Click the ‘Remove’ button to confirm your decision. The planner will then reload.
What if Journey

This tab allows one to match the academic record of a student against other degree programs. It checks the requirements necessary for the option of switching into another degree program.

<table>
<thead>
<tr>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting - BBA</td>
</tr>
<tr>
<td>Accounting &amp; Entrepreneurship (Db Major) - BBA</td>
</tr>
<tr>
<td>Accounting &amp; Finance (Db Major) - BBA</td>
</tr>
<tr>
<td>Accounting &amp; Human Resources Management (Db Major) - BBA</td>
</tr>
<tr>
<td>Accounting &amp; International Business (Db Major) - BBA</td>
</tr>
<tr>
<td>Accounting &amp; Management (Db Major) - BBA</td>
</tr>
<tr>
<td>Accounting &amp; Management Information Systems (Db Major) - BBA</td>
</tr>
<tr>
<td>Accounting &amp; Marketing (Db Major) - BBA</td>
</tr>
</tbody>
</table>

Switch to Advanced View to select several majors or minors.

The dropdown boxes are dynamically generated. Hence, as you choose the first dropdown box, the next one becomes populated.

You must select from the choices in each dropdown box.

When you have selected the program that you want to test run, click the submit button.
Additional Information

Search for Students

In the upper right corner in the drop menu buttons, you can search for students by clicking on the “Search for Students” tab. Provide the last name and/or first name in the pop up box then click “Find Student.” Results from your search will appear below the search menu including the student’s Last Name, First Name, Middle Name, Student ID, Birth Year, and Campus. Clicks on the Student ID number link then click submit in the search bar to go to their Academic Pathway.

Student Information

You may view student details by clicking the student’s name in the upper right hand corner. The student’s personal information, residency status, academic journey degree information, academic holds, and financial aid records will then be provided in a pop up window. You are able to print this information by clicking “Print.”

Are You Stuck

Have a question or an issue? Click on the Are you Stuck link on the upper right drop down menu to open up a pop up menu where you can submit a question or issue. The STAR help desk will then be notified of your submission and get back to you as soon as possible.