

Faculty Self Service – Degree Works

Hamad Bin Khalifa University (HBKU)

Registrar's Office



Prepared by:

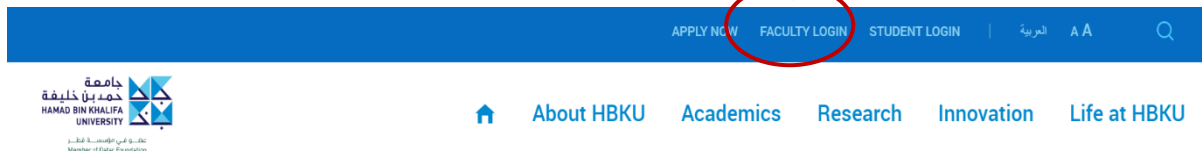
Fatema AL-Mannai

Revised by:

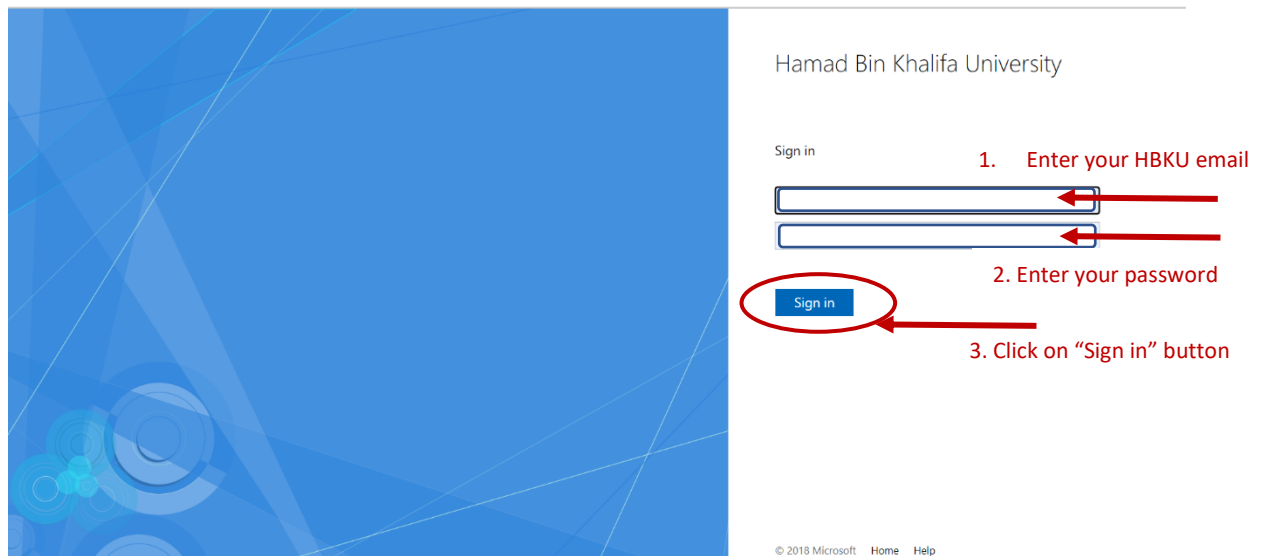
Nijaz Valiyandy

Fatma Ammari

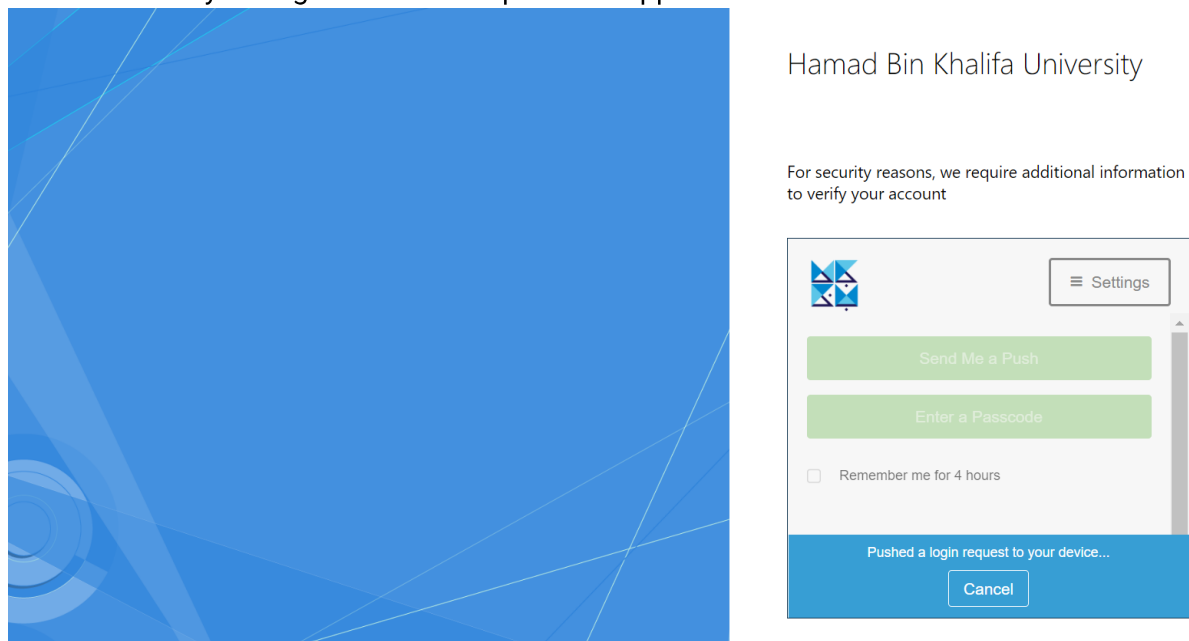
- 1- Login to your BANNER account through the following link:
<https://www.hbku.edu.qa/en>



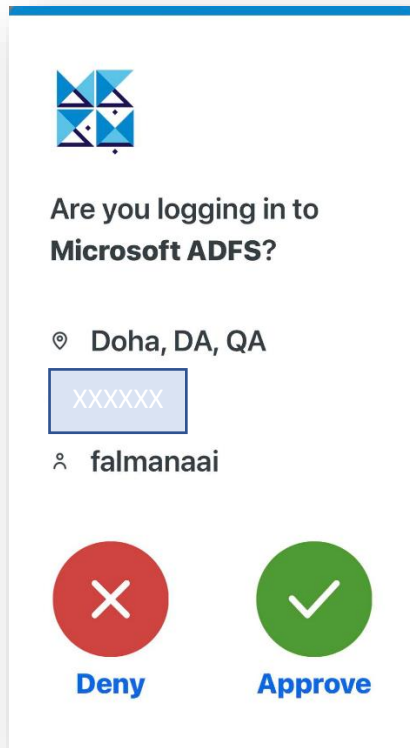
- 2- The link will direct you to the following screen to enter your BANNER credentials (username and password), then press on "Sign In" button.



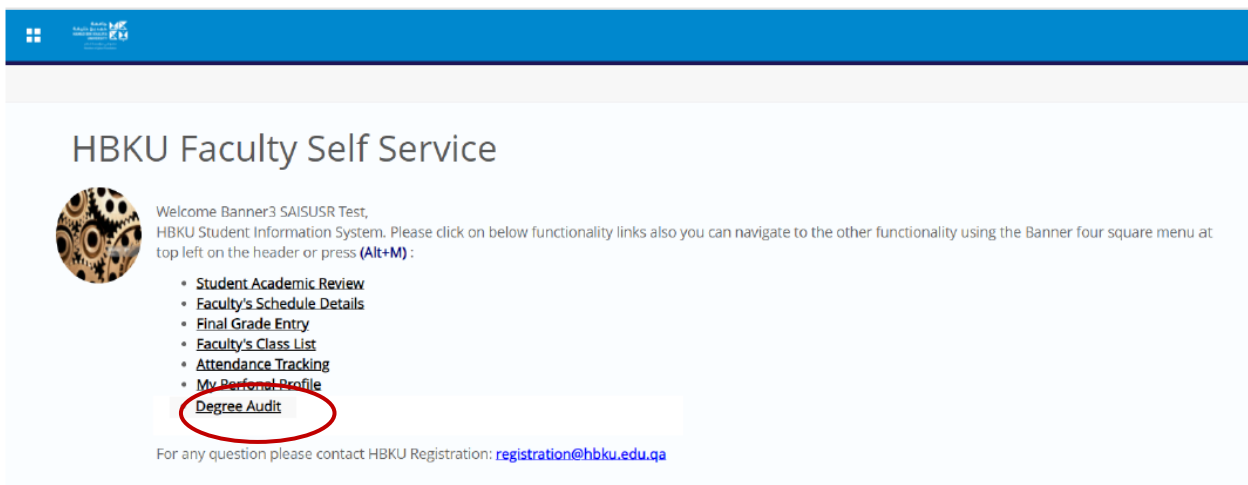
- 3- You will be directed to the following screen and at the same time, you will receive a notification on your registered mobile phone to approve the access.



Press on "Approve" to be able to access your BANNER account.



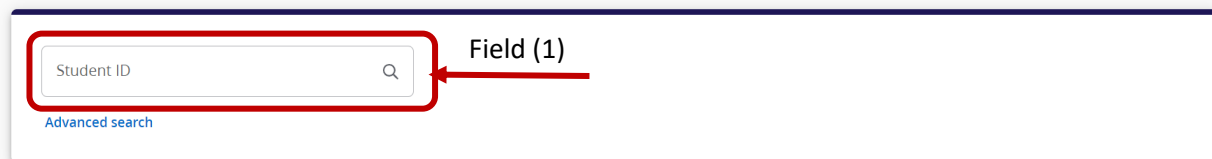
4- Select "Degree Audit" option on your Banner account home page.



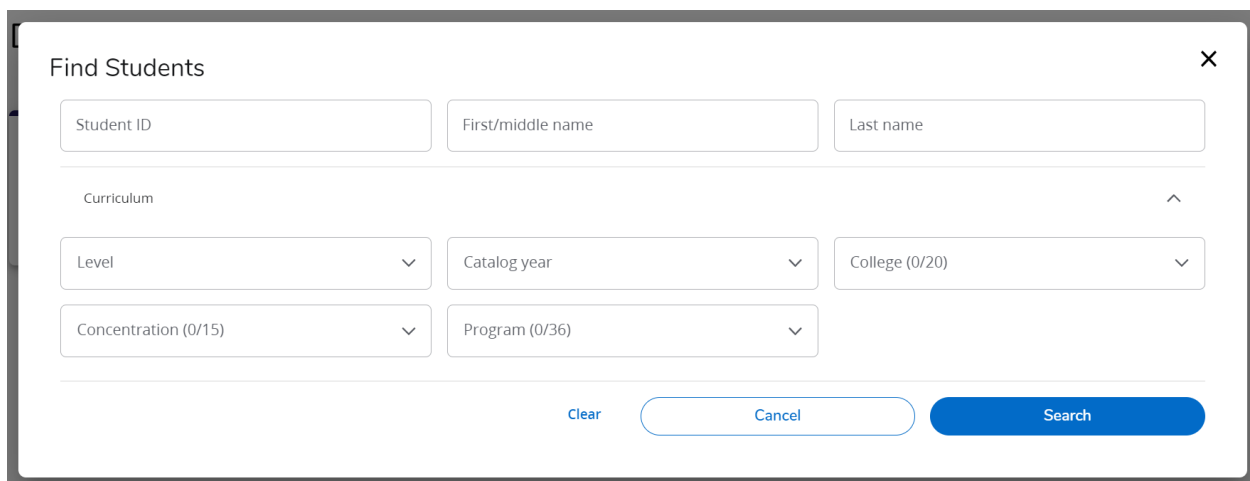
- 5- If you want to get the degree audit for a specific student and you already know the HBKU student ID number, please enter it in the field number (1).

If you want to get the degree audit for a list of students, or you don't have the HBKU student number, click on ["Advanced search"](#).

Degree Audit



You will get the following screen for ["Advanced Search"](#). Enter/ select the required parameters to search for the either a specific student or for a list of students. Then press on ["Search"](#).



- 8- The Student Header provides useful information includes the **first part**:
the student's HBKU ID, full name, degree, level, classification (set for Undergraduate level only) major, program, college and concentration.

The second part (under Academic) gives you an audit in line with current catalog year to:

- Determine what HBKU requirements that student needs to fulfill in order to complete his/her degree.
- Identify what requirements student has completed according to his/her study plan.
- View individual course grades, cumulative grade-point average (CGPA), and the number of earned credits
- Determine which courses student has have taken or transferred, that count toward his/her degree.
- View transfer credits, substitution, and exceptions applied toward student's degree.
- See the courses in progress.
- View the unused courses completed but not counted towards student's degree completion.

Degree Audit

Part 1

Data refreshed 9/5/2022 10:27 AM

Student ID

Select Student

Degree

Advanced search

Level Graduate

Classification {goal}

Major Cyber Security (CY)

Program Cybersecurity (MS_CY)

College Science & Engineering

Academic

What-If

Part 2

View historic audit

Format
Student View

Degree progress

0%

Requirements

0%

Credits

Cumulative GPA
3.11



In-progress classes



Preregistered classes

Process

- 9- Scroll down the student's degree audit, to view more details about the following:
student's catalog year, completed courses, not completed courses, in progress courses, the not used courses and in-sufficient and audit courses.

Graduate Student

INCOMPLETE

Catalog year: Fall 2019 GPA: 0.00

○ Requirements for Student Catalog Not in Degree Works **Still needed:**

The requirements for your catalog are not available in Degree Works. Please consult CAPP for your degree requirements. You are welcome to use the what-if functionality to see the requirements for more recent catalogs.

Courses Not Used

Credits applied: 9 Classes applied: 4

Course	Title	Grade	Credits	Term	Repeated
CYSE 610	Applied Cryptography	B	3	Fall 2019	
CYSE 630	Computer and Network Security	B	3	Fall 2019	
ICT 601	Research Methods and Ethics	B+	3	Fall 2019	

10- The “What-If”, function allows student and advisor to hypothetically change the major, concentration or catalog year.

The What If audit will show what coursework is required for the new major, concentration or different catalogue year of the same program, what courses your students have taken that satisfy requirements, and what courses are still left to be taken. Select: 1. catalog year / 2. Degree / 3. Areas of study / 4. Concentration (if any) → then press on “Process”.

Student ID

Name

Degree

Advanced search

Level Graduate

Classification {goal}

Major Cyber Security (CY)

Program Cybersecurity (MS_CY)

College Science & Engineering

Academic

What-If

View historic what-if audit

Use current catalog

Fall 2022

Spring 2022

Fall 2021

Spring 2021

Fall 2020

Program

Catalog year *

Biomedical Biological and Sc (BIO)

Computer Science & Engineering (CD)

Genomic and Precision Medicine (GENO)

Humanities and Social Sciences (HSS)

Islamic Finance and Economy (IFE)

Logistics & Supply Chain Mgmt (LSC)

Sustainable Energy (SUST)

Sustainable Environment (SENV)

Areas of study

Major *

Preregistered classes

Degree *

Master of Science

Concentration

Number

Bachelor of Science

Doctor of Juridical Science

Juris Doctor

Master of Arts

Master of Data Analytics

Master of Information Systems

Master of Law

Master of Public Policy

Master of Science

PHD

None

Islamic Banking & Risk Mgmt (IBRM)

Islamic Corp Fin & Asset Mgmt (IFAM)

Islamic Finance

Sustainable Finance

Add

Reset

Process

11- You will get the details for the used/ not used courses as shown:

Bachelor of Science

INCOMPLETE

Program Requirements

Still needed: See [Computer Engineering](#) section

Computer Engineering

INCOMPLETE

Credits required: 129 Credits applied: 0 Catalog year: Spring 2022

Minimum Total Credits Required

Still needed: You currently have 0 credits including both earned and in-progress courses. To graduate, you need to successfully complete a minimum of 129 additional credits and all graduation requirements.

Minimum Credits Earned from HBKU

Still needed: You currently have 0 credits. You still need a minimum of 64 additional credits.

Minimum Credits in Upper-Division Coursework Earned from HBKU

Still needed: You have taken 0 upper-division credits. You still need a minimum of 32 more upper-division credits.

Minimum 2.0 Cumulative GPA met

Courses Not Used

Credits applied: 33 Classes applied: 12

Course	Title	Grade	Credits	Term	Repeated
CYSE 610	Applied Cryptography	A	3	Fall 2019	
CYSE 630	Computer and Network Security	A	3	Fall 2019	
CYSE 640	Security Risk Analysis	A-	3	Spring 2020	
CYSE 728	Distributed Systems Security	B+	3	Spring 2020	
CYSE 729	Multimedia Security	A-	3	Fall 2020	
CYSE 744	Network Forensics	A	3	Fall 2020	
CYSE 745	Computational Forensics	A	3	Spring 2020	

[Here are some notes for more clarifications about student's courses:](#)

Legend

Complete

Complete (with courses in-progress)

Prerequisite


(R) Repeated course

Not complete


Nearly complete - see advisor

@ Any course number

- The **green checked course** means the course is already completed and graded. See the following example.

	Principles of Computing	CPEG 110	Principles of Computing	B-	3	Fall 2020
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

- The **red empty circle** means the course is not taken yet and the student has to complete it. See the following example.

	Concepts of Mathematics	Still needed:	3 Credits in CPEG 127
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- The **half-filled circle with blue color** means the course is in-progress and once the current semester is finished and the student passes the course, it will be changed to a **green checked course** (completed). See the following example.

	Humanities, Social, and Political Science Elective	HIST 105	History of the U.S.	NA	(3)	Fall 2022
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- The **blue checked square** means: prerequisite course. See the following example.


	Engineering Electives	Still needed:	15 Credits in CPEG 418  or 460  or 462  or 453  or CS 440 or 487 or 313 or 282 or 411 or ECEN 420 or 448 or 489 or 438 or 446 or 314 or 325 or MATH 414 or RO 311
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- The **insufficient courses** include the courses: with grades: **D/ F / W /Au (audit)**.

The repeated courses can be noticed by **(R)** on the right side. See the following example.

Insufficient and Audit Courses

Credits applied: 0 Classes applied: 7

Course	Title	Grade	Credits	Term	Repeated
CPEG 127	Concepts of Mathematics	W	0	Spring 2021	
CPEG 151	End of Programming & CS	F	0	Fall 2021	
ECEN 248	Intr to Digital Systems Design	W	0	Fall 2021	
ENGR 217	Exp Phy & Eng LaB III	W	0	Fall 2021	
MATH 152	Engineering Mathematics II	D	0	Spring 2021	(R) 
MATH 251	Engineering Mathematics III	W	0	Fall 2021	
PHYS 207	Elec & Mag for Eng & Sc	W	0	Fall 2021	

The course with (@) sign means: the student can take any course in this category. See the following example.

○	Free Elective	EXSC 732	Applied Biomechanics	NA	(3)	Fall 2022
Still needed:		3 Credits in BIOS @ or EPID @ or EXSC @ or GPM @ or LS @ or PUBH @ or CLS@ Except EXSC 695				