Student Self Service – Degree Works
Hamad Bin Khalifa University (HBKU)
Registrar’s Office

Prepared by:
Fatema AL-Mannai

Revised by:
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- Select “Degree Audit” option on your Banner account home page.
4- If you want to get your degree audit and you already know the HBKU ID number, please enter it in the field number (1).

Degree Audit

Field (1)

Advanced search

→ **NOTE:** You can click on “Advanced Search” to search by the following fields and get your degree audit:

Find Students

Student ID
First/middle name
Last name

Curriculum
Level
Catalog year
College (0/20)

Concentration (0/15)
Program (0/36)

Example: You can search by your **first name**, then click on “Search”

5- In your courses’ Degree Audit page: The **Student Header** provides useful information includes the **first part**: your 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 you need to fulfill in order to complete your degree.
- Identify what requirements you have completed according to your study plan.
- View individual course grades, cumulative grade-point average (CGPA), and the number of earned credits
- Determine which courses you have taken or transferred, that count toward your degree.
- View transfer credits, substitution, and exceptions applied toward your degree.
- See the courses in progress.
- View the unused courses completed but not counted towards your degree completion.
6- 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 insufficient and audit courses.

7- The “WhatIf” function allows you and your 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 you 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”.
Courses Not Used
Credits applied: 33  Classes applied: 12

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Grade</th>
<th>Credits</th>
<th>Term</th>
<th>Repeated</th>
</tr>
</thead>
<tbody>
<tr>
<td>CYSE 610</td>
<td>Applied Cryptography</td>
<td>A</td>
<td>3</td>
<td>Fall 2019</td>
<td></td>
</tr>
<tr>
<td>CYSE 630</td>
<td>Computer and Network Security</td>
<td>A</td>
<td>3</td>
<td>Fall 2019</td>
<td></td>
</tr>
<tr>
<td>CYSE 640</td>
<td>Security Risk Analysis</td>
<td>A</td>
<td>3</td>
<td>Spring 2020</td>
<td></td>
</tr>
<tr>
<td>CYSE 728</td>
<td>Distributed Systems Security</td>
<td>B+</td>
<td>3</td>
<td>Spring 2020</td>
<td></td>
</tr>
<tr>
<td>CYSE 729</td>
<td>Multimedia Security</td>
<td>A</td>
<td>3</td>
<td>Fall 2020</td>
<td></td>
</tr>
<tr>
<td>CYSE 744</td>
<td>Network Forensics</td>
<td>A</td>
<td>3</td>
<td>Fall 2020</td>
<td></td>
</tr>
<tr>
<td>CYSE 745</td>
<td>Computational Forensics</td>
<td>A</td>
<td>3</td>
<td>Spring 2020</td>
<td></td>
</tr>
</tbody>
</table>

Here are some notes for more clarifications about student’s courses:

Legend
- Complete
- Complete (with courses in-progress)
- Prerequisite
- 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  
    B-  
    3  
    Fall 2020

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

  - Concepts of Mathematics  
    Still needed:  
    3 Credits in CPEG 127

- The half-filled circle with blue color means the course is in-progress and once the current semester is finished and you pass the course, it will be changed to a green checked course (completed).
See the following example.

- **The blue checked square** means: prerequisite course. See the following example.

- **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.

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