

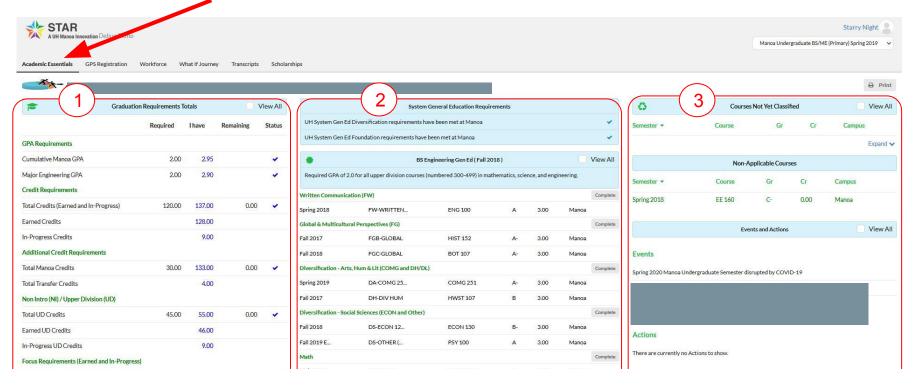
# **Graduation Check/Audit**

College of Engineering

Last updated 7/2025 - JN

### **Graduation Requirements**

Check STAR Academic Essentials Page for any red or missing requirements.



### 1st Column: Graduation Requirements Totals

Check STAR Academic Essentials Page for any red or missing requirements.

If all of the sections are showing as Completed (Grey/Blue) or Tentatively Complete (Yellow), then you are ready to graduate.

If there are any red, X's, or missing requirements like missing courses or low overall or major GPAs, then contact Director of Academic Affairs (DAA) right away (<u>engr@eng.hawaii.edu</u>).

F (1) Graduation Re	Graduation Requirements Totals			View All	
	Required	I have	Remaining	Statu	
GPA Requirements					
Cumulative Manoa GPA	2.00	2.95		*	
Major Engineering GPA	2.00	2.90		~	
Credit Requirements					
Total Credits (Earned and In-Progress)	120.00	137.00	0.00	~	
Earned Credits		128.00			
In-Progress Credits		9.00			
Additional Credit Requirements					
Total Manoa Credits	30.00	133.00	0.00	~	
Total Transfer Credits		4.00			
Non Intro (NI) / Upper Division (UD)					
Total UD Credits	45.00	55.00	0.00	~	
Earned UD Credits		46.00			
In-Progress UD Credits		9.00			
Focus Requirements (Earned and In-Pro	ogress)				
Total WI	5	6	0	~	
Upper Division WI	2	6	0	~	
НАР	1	1	0	~	
Ethical Issues	1	1	0	~	
Oral Communication	1	1	0	* 😺	

### 2nd Column: General Education Requirements

Check STAR Academic Essentials Page for any red or missing requirements.

If all of the sections are showing as Completed (Grey/Blue) or Tentatively Complete (Yellow), then you are ready to graduate.

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UH System Ge	n Ed Foundation requiremen	ts have been met at Mano	a			~
٠		BS Engineering Gen E	d (Fall 2018	)		View All
Required GPA	of 2.0 for all upper division co	ourses (numbered 300-49	99) in mather	natics, scier	nce, and engineering.	
Written Commu	nication (FW)					Complete
Spring 2016	FW-WRITTEN	ENG 100	CR	3	Advanced P	
Global & Multicu	Iltural Perspectives (FG)					Complete
Spring 2021	FGA-GLOBAL	SUST 115	A	3.00	Manos	
Fall 2018	FGC-GLOBAL	GEOG 151	A+	3.00	Manoa	
Diversification -	Arts, Hum & Lit (COMG and	DH/DL)				Complete
Fall 2019	DA-COMG 25	COMG 251	B+	3.00	Manoa	
Spring 2018	DH-DIV HUM	REL DH	CR	3	University	
Diversification -	Social Sciences (ECON and (	Other)			Tent	atively complete
Fall 2018	DS-ECON 12	ECON 191	A	3.00	Manoa	
Fall 2021	DS-OTHER (	LING 150C	***	3	Manoa	
Math						Complete
Fall 2017	MATH 241	MATH 241	CR	4	University	
Spring 2018	MATH 242	MATH 242	CR	4	University	
Fall 2018	MATH 243	MATH 243	в	3.00	Manoa	
Spring 2019	MATH 244	MATH 244	в	3.00	Manoa	
Chemistry						Complete
Fall 2018	CHEM 171	CHEM 171	в	4.00	Manoa	
Fall 2018	CHEM 171L	CHEM 171L	B+	1.00	Manoa	
						Complet
Physics			CR	3	University	
	PHYS 170	PHYS 170				
Spring 2018	PHYS 170 PHYS 170L	PHYS 170 PHYS 170L	CR	1	University	
Physics Spring 2018 Spring 2018 Spring 2019				1 3.00	University Manoa	

### 2nd Column cont'd: Major Requirements

Check STAR Academic Essentials Page for any red or missing requirements.

If all of the sections are showing as Completed (Grey/Blue) or Tentatively Complete (Yellow), then you are ready to graduate.

If there are any **red** or missing requirements like missing courses or low overall or major GPAs, then contact Director of Academic Affairs (DAA) right away.

				Incomplet
CEE 489B	CEE 489B		2	Manoa
CEE 489C	CEE 489C		1	Manoa
CEE 455	CEE 455	***	3	Manoa
	CEE 489C	CEE 489C CEE 489C	CEE 489C CEE 489C ***	CEE 489C CEE 489C *** 1

Required 2.0 GPA	for all upper division (300+	) mathematics, sciences,	and engine	ering course	s. See Bachelor Degree	e Program
Sheets for more in	nfo.					
ME Lower						Complete
Fall 2018	CEE 270	CEE 270	CR	3	U of Hawai	
Fall 2018	EE 211	EE 211	CR	4	U of Hawai	
Fall 2019	ME 213	ME 213	CR	3	U of Hawai	
Spring 2019	PHYS 274	PHYS 274	CR	3	U of Hawai	
Fall 2016	EE 160/EE	EE 160	CR	3	U of Hawai	
Summer 2019	CEE 271/ME	CEE 271	A	3.00	Manoa	
ME Upper 300-Leve						Complet
Fall 2019	ME 311	ME 311	B+	4.00	Manoa	
Spring 2020	ME 331	ME 331	B+	3.00	Manoa	
Fall 2020	ME 374	ME 374	C+	3.00	Manoa	
Summer 2020	ME 322	ME 322	A	4.00	Manoa	
Fall 2020	ME 341	ME 341	в	4.00	Manoa	
Fall 2020	ME 372	ME 372	в	3.00	Manoa	
Fall 2020	ME 375	ME 375	A-	4.00	Manoa	
Spring 2020	ME/PHYS/MA	ME 360	A-	3.00	Manoa	
Fall 2019	ME 371/CEE	ME 371	A+	3.00	Manoa	
Summer 2018	MATH 302/3	MATH 307	в	3.00	Manoa	
ME Upper 400-Leve	el				Tental	iively complet
Spring 2021	ME 422	ME 422	A-	4.00	Manoa	
Spring 2021	ME 481	ME 481	A	4.00	Manoa	
Fall 2021	ME 482	ME 482	***	3	Manoa	
ME Technical Electi	ve				Tental	tively complet
Spring 2021	ME TE-400	ME 448	В+	3.00	Manoa	
Fall 2021	ME TE-400	ME 491	***	3	Manoa	
Spring 2021	METE-NON	BIOL 171	в	3.00	Manoa	

### 3rd Column:

You do <u>not</u> need to check this third column because it does not include any requirements in the "Courses Not Yet Classified", "Non-Applicable Courses", and "Events and Actions" sections.

If there is any red here, you can ignore it.

0	3 Courses	Not Yet Classi	fied		View All
Semester 🝷	Course	Gr	Cr	Campus	
					Expand 💊
	Non-A	pplicable Cour	ses		
Semester 💌	Course	Gr	Cr	Campus	
Spring 2018	EE 160	C-	0.00	Manoa	
	Eve	nts and Actions			View All
Events					
Spring 2020 Manoa Un	dergraduate Semester dis	rupted by COVI	D-19		
2	017 Standard Undergrad		· · · · · · · · · · · · · · · · · · ·	00 0047 1441	

#### Actions

There are currently no Actions to show.

If all of your columns in Academic Essentials are complete or tentatively complete, go to the GPS Registration tab. Find the Petition to Graduate link near the bottom of GPS Registration.

Otherwise, if you have incompletes on your Academic Essentials then contact the CoE Advising Team at <u>engr@eng.hawaii.edu</u> to clear up any missing graduation requirements before Petitioning to Graduate.



Graduation

### **Career Resources and Reminders**

CoE Career webpage - https://www.eng.hawaii.edu/student-opps/

Intern and Full-time position listings CoE Semi-Annual Career Expo Information & CoE LinkedIn Group

#### **Resume & Cover Letter Help**

Manoa Career Center - https://manoa.hawaii.edu/careercenter/

#### **References & Letters of Recommendation**

If you haven't done so yet talk with and try to stay in touch with Engineering Faculty, Mentors, Project Advisors, Employers, etc.





### **Graduation Ceremonies**

#### **Commencement - UH Manoa Cap and Gown Ceremony** for all UHM majors.

Participation is optional (not required to graduate). If you do plan to participate you will need to register by deadline.

Tentatively Scheduled: Saturday after finals week Location: Stan Sheriff Center Attire: Cap and Gown More Information and Registration/Deadline: https://manoa.hawaii.edu/commencement/

**Convocation - College of Engineering Ceremony** for the engineering majors only.

Participation is required to take the Oath of the Engineer during the ceremony *only if you would like to receive the* Order of the Engineer Ring.

Otherwise, participation is optional (not required to graduate).

If you do plan to participate you will need to register by deadline.

Tentatively Scheduled: Friday evening of finals week Location: On-campus (Fall) and Larger Off-campus Venue (Spring) Attire: Aloha attire More Information and Registration/Deadline sent by email to all prospective grads. If you do not receive the email to register by mid-semester please email engr@eng.hawaii.edu.

**ORDER** OF THE ENGINEER



There are 2 ceremonies you can participate in!

### The Order of the Engineer

When you graduate from the UHM College of Engineering you are invited to join the Order of the Engineer!

UH Manoa College of Engineering is the 51st link in this national Order.

Read more about the Order of the Engineer: https://order-of-the-engineer.org/about-the-order/history/

#### **Obligation of an Engineer**

Similar to the *Hippocratic oath* and taken with your classmates to uphold the standards and dignity of the engineering profession

Oath/Ring ceremony held during Convocation (UHM Engineering Graduation Ceremony)

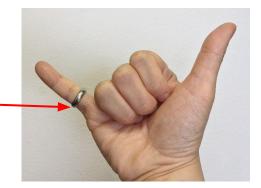
#### **Engineer's Ring**

Stainless steel ring, worn on the fifth finger of the working hand to remind you of your obligation to uphold the standards and dignity of the engineering profession

Ring is free but participation in Convocation required to receive the ring

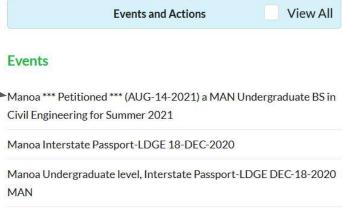


ORDER OF THE ENGINEER



### Mid Semester ACTIONS required Fall (Oct - Nov) | Spring/Summer (Mar - Apr)

- Check STAR Academic Essentials Page to see that you are "Petitioned" to graduate under the Events and Actions section.
- 2) Pay your \$30 Manoa Diploma Fee which should be showing in your account balance in MyUH or STAR once you are showing as "Petitioned".
- 3) Fill out the CoE Teaching Award ballot Sent by email during October(Fall) or March(Spring/Summer).
- 4) Register for the graduation ceremonies
  - UHM Commencement
  - CoE Convocation



#### Expand 🗸

#### Mandatory Advising is not required!

- As a graduating senior, you do **NOT** need to do mandatory advising in your final semester.
- You will still get the emails for mandatory advising because you are still on the email listserv but you can ignore it.

### **End of Semester**

#### **Finals Week**

Friday - Convocation Saturday - Commencement

#### Week after Finals

Wednesday - UHM Final Grades Officially Roll Friday - UH Community College grades show up in STAR and final gpas finish calculating

#### **2 Weeks after Finals**

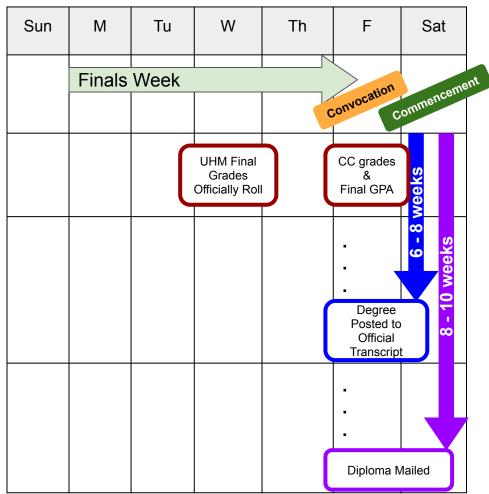
CoE will complete the final graduation checks after final grades officially roll to confirm all of our graduates to the UHM Office of the Registrar.

#### ~ 6 - 8 Weeks after Graduation

UHM Office of the Registrar will post the awarded degrees to the confirmed students' records. Final Official Transcripts can be ordered.

#### ~ 8 - 10 Weeks after Graduation

Printing company mails diplomas directly to the mailing address indicated on students' Degree Application.



### How and when do I know that I graduated?

Be sure to check that you passed all of your courses with the *appropriate grades* and *minimum 2.0 overall and major GPAs* needed to graduate. When to check? The *end* of the week *after* finals.

If you passed all of your courses and have both overall & major GPAs of 2.0 or higher then you will be graduating.

Around 2 weeks after finals, you will receive an email from the CoE stating that your degree will be awarded. **Congratulations!** 

If you did not pass all of your courses or do not have both overall & major GPAs of 2.0 or higher then you will not be graduating.

1) Contact the Director of Academic Affairs at <u>engr@eng.hawaii.edu</u>, to discuss last requirements and re-filing to graduate.

2) Contact the Office of the Registrar at <u>uhmdipls@hawaii.edu</u> to ask them to reopen your registration for the upcoming semester.

\*\* If you do not do the above two steps, you will be unable to register to retake courses for graduation. \*\*

### Transcripts

Check STAR Academic Essentials Page to see that you are Events and Actions View All "Awarded" your degree under the Events and Actions section. **Events** Order your final official transcripts from the Office of the Registrar Manoa \*\*\* Awarded \*\*\* (DEC-19-2020) a MAN Undergraduate BS in (usually ready  $\sim 6 - 8$  weeks after graduation) Electrical Engineering for Fall 2020 https://manoa.hawaii.edu/registrar/student-records/ordering-transcript/ Spring 2020 Manoa Undergraduate Semester disrupted by COVID-19 Applied to Manoa Fall 2016 Standard Undergraduate BS Electrical Most Employers or Graduate Schools will ask for your Engineering AUG-23-2016 MAN final official transcript as proof of degree. Expand V

Questions about ordering or timing of final transcript? Email the Office of the Registrar at uhmtrans@hawaii.edu or call them at 808-956-8010

Actions

### Diploma

Diplomas will be mailed to the address that you provided on your Degree Application Form around ~8 - 10 weeks after graduation. https://manoa.hawaii.edu/registrar/student-records/diplomas/

Questions or Need to Update Mailing Address? Email the Office of the Registrar at <u>uhmdipls@hawaii.edu</u> or call them at 808-956-8010

Diplomas are not typically used as your proof of degree. Many Employers or Graduate Schools will ask for your <u>final</u> <u>official transcript</u> as proof of degree.





### Letter of Confirmation

## An employer or graduate school is requesting proof of degree **before** your final official transcript is ready.

CoE can write a letter confirming that you have met all requirements to graduate w/ final GPAs. The earliest these letters can be generated is 2 weeks after finals.

Contact Director of Academic Affairs at <u>engr@eng.hawaii.edu</u> to request letter and include:

- Email or Mailing address of recipients
- Company or School affiliation of the recipients

If your employer does not need proof of degree until after transcripts are ready (~6-8 weeks after graduation), then you should order your final official transcripts and you **do not need to request a letter**. <u>https://manoa.hawaii.edu/registrar/student-records/ordering-transcript/</u>





# Congratulations!

Please complete the

CoE Graduation Check Form & UHM Petition to Graduate Form before the deadline

https://www.eng.hawaii.edu/students/current-students/graduation/

For questions, contact engr@eng.hawaii.edu