



# Departmental Advisors Tutorial: Goldenrod Form

## 2 - Side A, top half

**SIDE A** is used to indicate coursework towards the major requirements that have already been completed.

Ensure that the student has completely filled out the top portion of Side A.

CASSAS rev. 5/07

Side A

**Colleges of Arts and Sciences**  
Graduation Worksheet - Major Requirements  
Goldenrod Form  
(This side to be completed by student)

Student's Name: Student, Sampl E. ID#: 123-1234  
Last, First, MI

Degree: BA Major: Sociology  
( BA, BS, BFA, BMus )

Day time Phone #: (808)956-600 E-mail address: student@hawaii.edu

To Student:

Please list below **all** courses taken in your major and verify if they will meet your major requirements or attach a copy of your department's worksheet. Do not include courses that are in progress. Make an appointment with your major advisor for approval and verification of remaining requirements (Side B).

In **addition** to this form, you must file an "Application for Degree" preferably one semester before the expected date of graduation. To apply for graduation, sign up for a GRAD session by calling 956-8755 or stopping by the service counter in QLC 113 for Arts & Sciences Student Academic Services.

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## 3 - Side A, How-To

**SIDE A** is used to indicate coursework towards the major requirements that have already been completed.

There are 2 options for completing the bottom half of Side A:

### Option 1:

The department advisor attaches the STAR department printout or a department check sheet as evidence of courses completed. Write “See attached” on Side A.

generally used in situations where there is not sufficient space to list all courses on Side A

### Option 2:

The student or departmental advisor refers to the student’s STAR transcript and fills in the required info. The department advisor then verifies their work. (**our preferred option**)

Which option to use is left to departmental advisor discretion.

We’ll go through Option 1 first.

Attach a copy of your departmental advising sheet if you feel it is necessary to clarify the requirements on the goldenrod.

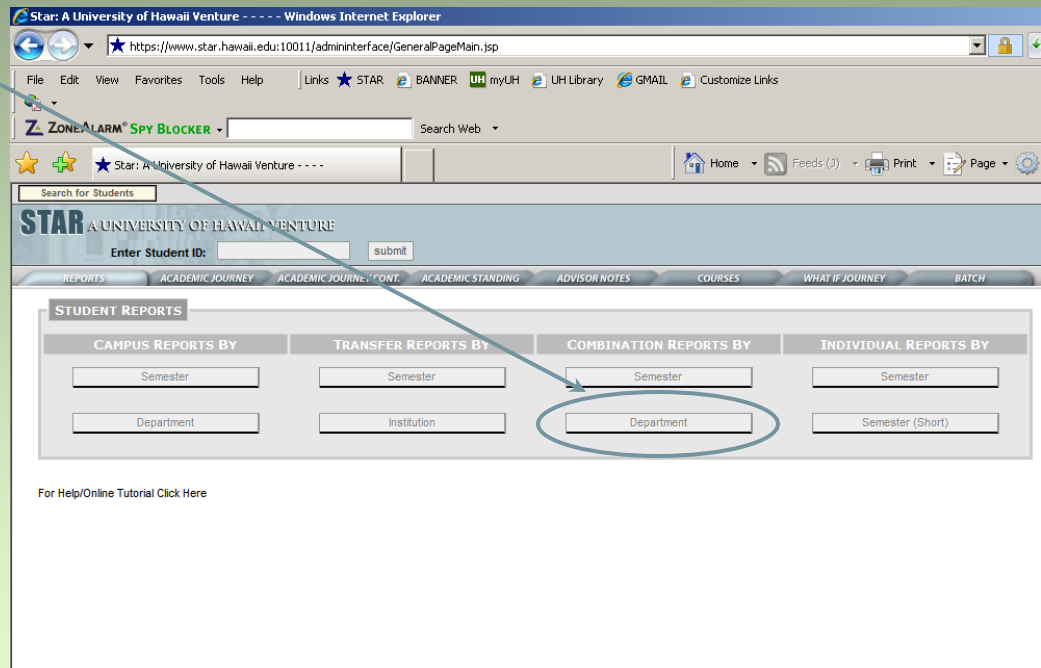
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## 4 - Side A, Option 1: Attach list of courses

### OPTION # 1

The department advisor attaches the STAR department printout as evidence of courses completed.

- ✓ From the STAR main screen, click on the “Combination Report by Department” tab.
- ✓ Print out relevant courses. Please do not include entire transcript.
- ✓ Write “see attached” on Side A.
- ✓ Attach STAR reports to goldenrod.



The screenshot shows the STAR A University of Hawaii Venture web interface. The browser address bar displays the URL: <https://www.star.hawaii.edu:10011/admininterface/GeneralPageMain.jsp>. The page features a navigation menu with tabs: REPORTS, ACADEMIC JOURNEY, ACADEMIC JOURNEY CONT., ACADEMIC STANDING, ADVISOR NOTES, COURSES, WHAT IF JOURNEY, and BATCH. The 'REPORTS' tab is active, and the 'COMBINATION REPORTS BY' section is highlighted. This section contains four columns: 'CAMPUS REPORTS BY', 'TRANSFER REPORTS BY', 'COMBINATION REPORTS BY', and 'INDIVIDUAL REPORTS BY'. Each column has two dropdown menus. In the 'COMBINATION REPORTS BY' column, the top dropdown is set to 'Semester' and the bottom dropdown is set to 'Department', which is circled in blue. A blue arrow points from the text 'click on the “Combination Report by Department” tab.' to the 'COMBINATION REPORTS BY' section. Below the dropdowns, there is a link: 'For Help/Online Tutorial Click Here'.

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## 5 - Side A, Option 2: List courses

### OPTION #2:

- ✓ Refer to the STAR transcript for course numbers, term taken and grades received.
  - Indicate actual number of credits.
- ✓ ALL courses attempted toward the major must be listed. Grades must be C (not C-) or higher to fulfill a major requirement.
- ✓ Circle "Y" or applicable courses and "N" for non-applicable courses (grade of lower than C or excess courses).
  - This is particularly important for departments requiring a minimum *cumulative* GPA.
- ✓ Verify that the student has signed and dated the form.

In addition to this form, you must file an "Application for Degree" preferably one semester before the expected date of graduation. To apply for graduation, sign up for a GRAD session by calling 956-8755 or stopping by the service counter at Hawaii Hall 108.

Course	Credits	Grade	Meets Major Req?	Course Completed Sem/Yr School	Course	Credits	Grade	Meets Major Req?	Course Completed Sem/Yr School
SOC 100	2.66	A	Y	SP02, CWU				Y	N
SOC 300	2.66	C	Y	SP04, CWU				Y	N
SOC 321	3	F	Y	SP05, UHM				Y	N
SOC 332	3	B +	Y	SS05, UHM				Y	N
SOC 333	3	C+	Y	F04, UHM				Y	N
SOC 336	3	B	Y	F04, UHM				Y	N
SOC 419	3	F	Y	SP04, UHM				Y	N
SOC 454	3	C	Y	SP04, UHM				Y	N
SOC 475	3	C	Y	SP04, UHM				Y	N
SOC 336	3	A -	Y	SP05, UHM				Y	N
			Y					Y	N
			Y					Y	N
			Y					Y	N

NOTE: If the course is from another institution and has a UHM course equivalent, please include both course numbers.

Student's Signature: Student Signature Date: Date

Example: Sociology major. Major requires 30 credits in upper division courses, including 9 credits at 400 level. Specific courses required: 300 and 321; 475 or 476 or 478 or SOCS 225\*.

\* Satisfies the requirement but does not count towards the 30 credits



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## 7 - Side B : Remaining Requirements 2

### Side B, Section I: Remaining Course and Credit Requirements

Use generic numbers, such as 300+ or 4XX to indicate major electives. If *specific* course numbers are listed, students are required to complete that specific course.

Please note any necessary repeats (student previously *earned credit* for a required course but did not pass with a C or higher), or other exceptions.

If there are excess credits in the major which can be applied to the student's core, list them here.

**Note:** Only 'old' core students (2001-02 and earlier) may need this. Only specific courses listed on the core sheet apply. A grade of D or higher is required.

**I. COURSE AND CREDIT REQUIREMENTS** Credits Required in Major: \_\_\_\_\_

The student has completed all courses required in the major.  Yes  No  
 If the student has not completed major requirements, list remaining requirements (including courses in progress).

Course Number	Credits	Indicate waiver/substitution granted, if specific GPR required, etc.
SOC 321	3	Repeat of "F"
SOC 300+	3	
SOC 300+	1 - 3	
SOC 4XX	3	435 okay if "I" converts to C or higher
Total Credits needed (incl. those in progress)	10	

The following courses are not used in the major and may be used to fulfill other requirements: \_\_\_\_\_

Example: Sociology major. Remaining requirements: 10 credits in upper division SOC courses including SOC 321 and 3 credits at 400 level.

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## 8 - Additional Notes (Side B)

- ✓ **The sum of applicable credits on Side A and remaining credits on Side B should equal the number of credits required in the major.**

Please list the minimum number of remaining requirements, or indicate which courses are required versus in excess.

- ✓ **We cannot round up partial credit numbers. Transfer work from quarter system schools comes over as partial credits: 2.66, 1.33, etc.**

Sum all partial credits and round down the total.

In the example of the sociology major, the student has already earned 20.66 credits. This translates to 20 (not 21 credits), and the student needs to complete a total 10 credits in order to meet the minimum 30 credits in the major.

- ✓ **If your department has related major requirements, you should also list these on the goldenrod**
- ✓ **Reminder: Grades must be C (not C-) or higher to fulfill major, minor and certificate requirements.**
- ✓ **Please help us by using course numbers when filling out Side B. Generic numbers: 3XX, 4XX, 300+ are okay (see slide 7).**

However, keep in mind that you're communicating to us what this student needs to qualify for graduation. We may not know what "approved elective" translates to.

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## Side B, Section II: GPA Requirements and Advisor Approval

- **GPA requirements:** If your department has a minimum GPA requirement, indicate the required GPA and circle whether or not the student currently meets the requirement.

If the student does **NOT** meet your department's minimum GPA, fill in the number of credits attempted, grade points earned, and the major GPA as of the date indicated.

- Enter the projected date of graduation, your contact information, then sign and date.

**II. OVERALL GPA REQUIREMENTS, if applicable** → **Required GPA in major, if applicable:** \_\_\_\_\_

This student currently **meets/does not** meet the minimum major GPA requirement.

If the student does **not** meet the minimum listed above or if there are incompletes or other action which may alter the current major GPA, please compute the student's current major GPA below.

as of: \_\_\_\_\_ # of attempted credits in major: \_\_\_\_\_ # of grade points: \_\_\_\_\_ Major GPA: \_\_\_\_\_

I have reviewed the student's official BANNER/STAR record and am certifying that s/he will meet all major requirements for graduation upon successful completion of the courses listed above.

Expected date of graduation:      Fall 20 \_\_\_\_\_      Spring 20 \_\_\_\_\_      Summer 20 \_\_\_\_\_

Adviser's Name: \_\_\_\_\_      Phone: \_\_\_\_\_  
Please Print

E-mail \_\_\_\_\_@hawaii.edu

Signature: \_\_\_\_\_      Date: \_\_\_\_\_

**Complete ONLY if the dept has a GPA requirement.**  
Click [here](#) for a GPA calculator if courses come from different departments.

**REQUIRED**

Have the student turn in the completed original copy of the Goldenrod, along with their Verification of Minor/Certificate (if applicable), and core sheet at QLC #113 to sign up for their [GRAD Session](#).

# Departmental Advisors Tutorial: Goldenrod Form 9 – Additional Comments

Please remind students that they should attend a [GRAD session](#) 1-2 semesters prior to their intended semester of graduation – ideally, BEFORE registration for their final semester. This helps prevent unwelcome “surprises.”

We appreciate collaborating with departmental advisors in ensuring that our A&S students meet their degree requirements in a timely fashion.

Questions? Call our IDA phone line: 956-8755, ext. 2

If you have any concerns or suggestions, please contact your college liaison.

For contact information, download a CASSAS Contact Sheet from our

[Departmental Advisor Webpage](#)