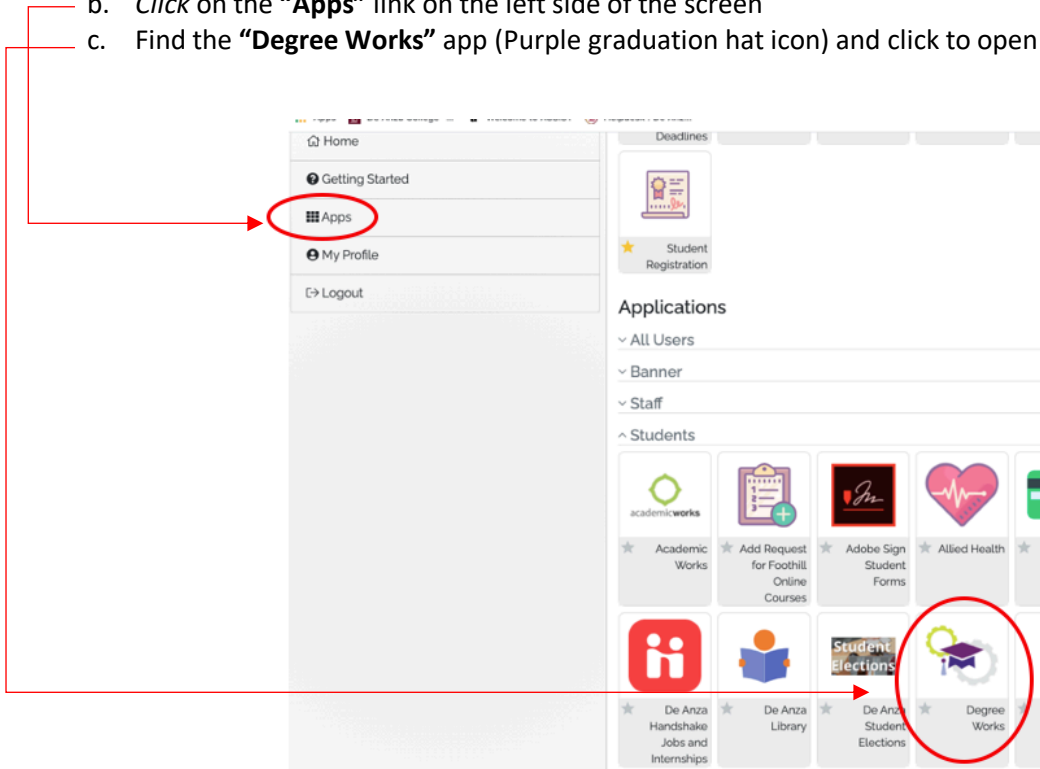


Certificate of Achievement in Asian American Studies

How to check your progress

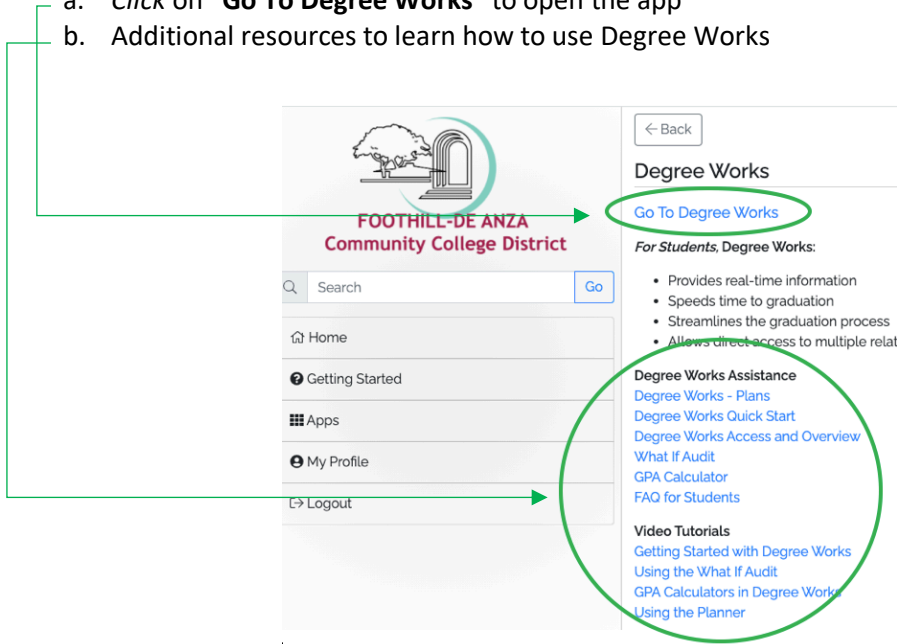
I. Part 1: Accessing the Degree Works Application to Check for Progress:

- Log into your [student portal](#) account
- Click on the “Apps” link on the left side of the screen
- Find the “Degree Works” app (Purple graduation hat icon) and click to open



I. Part 2: Using Degreeworks

- Click on “Go To Degree Works” to open the app
- Additional resources to learn how to use Degree Works



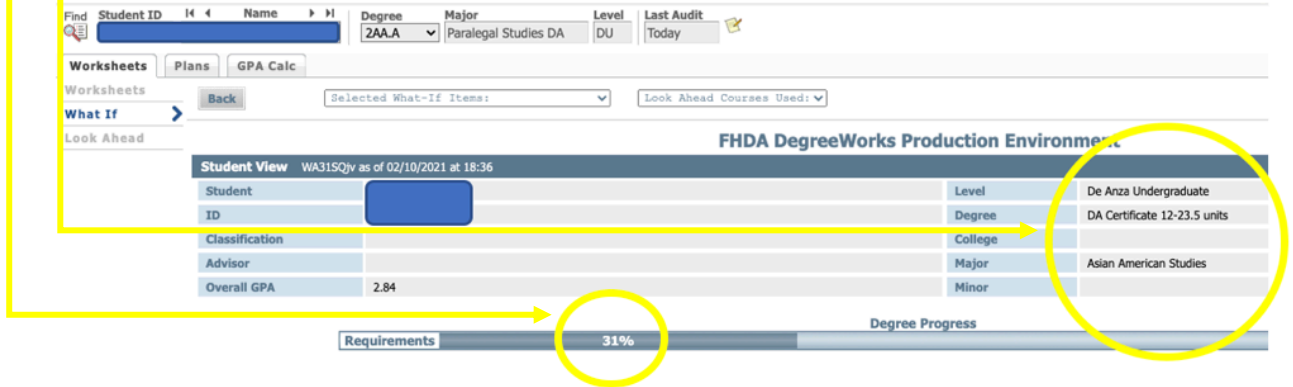
- g. The initial audit report will default to the major and goal you indicated on the De Anza application.
- h. If your major and goal is not the certificate of achievement in Asian American Studies, then use the **“What if”** function on the left side of the screen to change the audit report temporarily to see your progress

The screenshot shows the FHD DegreeWorks Production Environment interface. At the top, there are search filters for Student ID, Name, Degree (2AA.A), Major (Paralegal Studies DA), Level (DU), and Last Audit (Today). Below these are tabs for Worksheets, Plans, and GPA Calc. The 'What If' button is circled in yellow. The main content area shows a 'Student View' for student AE26hbKO as of 02/10/2021 at 17:06. A table displays student information: Student ID (redacted), Level (De Anza Undergraduate), Degree (DA - Associate in Arts), Classification (De Anza College), Advisor, Overall GPA (2.84), Major (Paralegal Studies DA), and Minor. Below the table is a 'Degree Progress' section with a progress bar for Requirements at 45% and Credits at 100%. At the bottom, it shows 'Degree - Associate in Arts'.

- i. Change 2 fields:
 1. **Degree:** use the drop-down menu and select **“DA Certificate 12-23.5 units”**
 2. **Major:** use the drop-down menu and select **“Asian American Studies”**
 3. **Click on “Process What-If”**

The screenshot shows the 'What-If' configuration screen in the FHD DegreeWorks Production Environment. The 'What If' button is selected in the left sidebar. The 'Process What-If' button is circled in blue. Below it, the 'Degree' dropdown menu is set to 'DA Certificate 12-23.5 units' and is also circled in blue. The 'Major' dropdown menu is set to 'Pick a Major' and is circled in blue. The 'Catalog Year' is set to '2020-2021'. The 'Level' is set to 'De Anza Undergraduate'. Below these fields is a section titled 'Choose Your Different Areas of Study' with a dropdown menu. To the right, the 'Chosen Areas of study' section shows 'MAJOR : Asian American Studies'. At the bottom, there is a 'Remove' button and a section titled 'Choose Your Future Classes'.

- j. The degree audit will change temporarily to show the Certificate of Achievement for Asian American Studies
- k. The “**Degree Progress**” will show a percentage of your progress. If the degree progress is at 98%, then you are ready to apply for the certificate. The progress will change to 100% once all grades are posted for all required courses.



II. Part 3: Applying for The Certificate

- l. Submit the application during the last quarter that you will be done.
- m. Click [here](https://www.deanza.edu/admissions/documents/certificate_application.pdf) to access the application or copy and paste the following url: https://www.deanza.edu/admissions/documents/certificate_application.pdf
- n. Fill out the form numbered 1-8

- i. **#5-** select the first box “**Cert. of Achievement**” and use the drop-down menu to select “**Asian American Studies (CEA Certificate)**”
- ii. **#6-** type in the course name and number of any classes you are taking during the last quarter. Example: ASAM 20(course) W2021(Term)
- iii. **#8-** Sign, date, and email the form to evaluationsda@deanza.edu

NOTE:

Receiving the certificate: Currently students will receive an electronic version of the certificate after the application is processed. If you want a physical copy, please include a message requesting for the physical copy. The physical copy will be sent when once we are allowed back on campus to print.

Processing time: Application will be process once grades are posted. It can take approximately 3 months of less.