

# *Columbus State Community College*

## *Degree Audit on CougarWeb for Faculty and Staff*

### *User Guide*

## GETTING TO COUGARWEB:

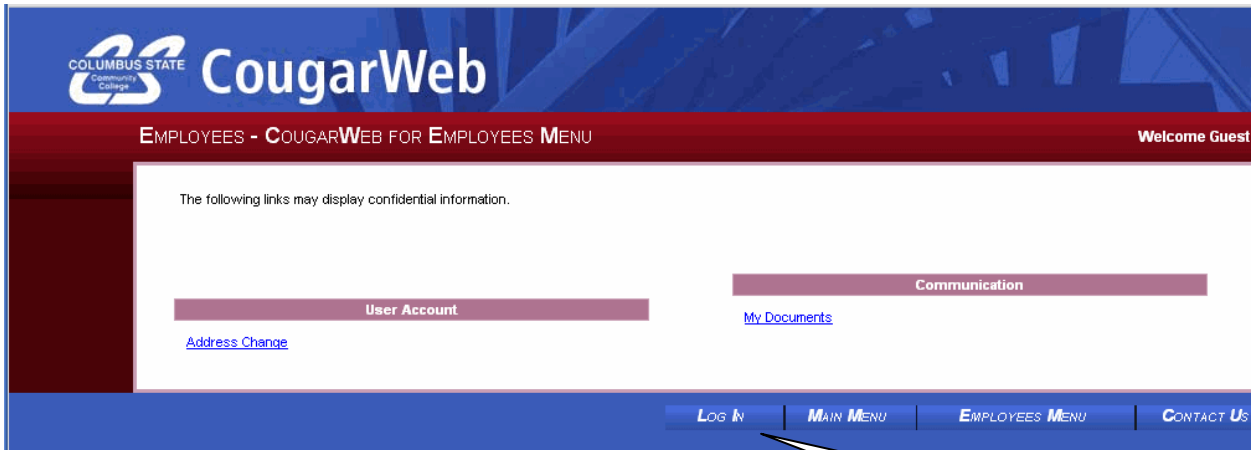
To access CougarWeb, the URL is

<https://cougarweb.csc.edu>

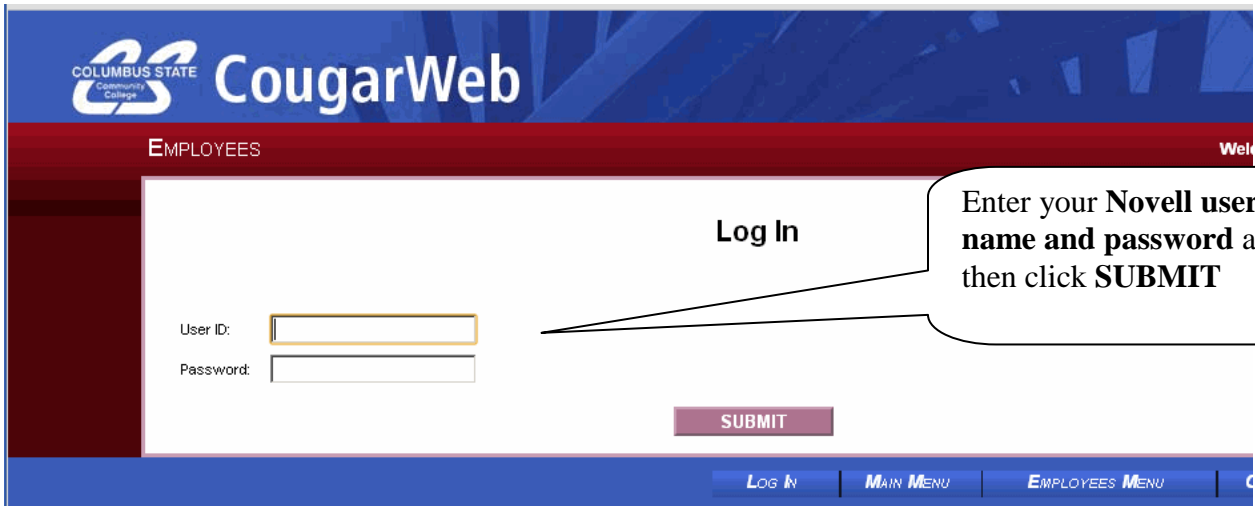
(You might want to add this link to your Favorites folder for easier access)

**Note:** You can also access CougarWeb from the Columbus State Community College's home page, [www.csc.edu](http://www.csc.edu).





Click **LOG IN**



Enter your **Novell user name and password** and then click **SUBMIT**

## GETTING TO DEGREE AUDIT:

CougarWeb menus for **Employees** and **Faculty** are presented below:

The screenshot shows the 'EMPLOYEES - COUGARWEB FOR EMPLOYEES MENU' page. At the top left is the Columbus State Community College logo and the 'CougarWeb' title. Below the title is a red header bar with the text 'EMPLOYEES - COUGARWEB FOR EMPLOYEES MENU'. The main content area has a white background and contains a warning: 'The following links may display confidential information.' Below this warning are four menu categories, each in a purple bar: 'User Account', 'Employee Profile', 'Time Entry and Approval', and 'Communication'. Under 'User Account' is a link for 'Address Change'. Under 'Employee Profile' are links for 'Leave Plan Summary', 'Additional & Contract Compensation', 'Pay Advices', and 'Degree Audit'. Under 'Time Entry and Approval' are links for 'Time entry', 'Time history', 'Time approval (for supervisors)', and 'Employee history (for supervisors)'. Under 'Communication' is a link for 'My Documents'. A callout line points from the 'Degree Audit' link to the next screenshot.

The screenshot shows the 'FACULTY - COUGARWEB FOR FACULTY MENU' page. At the top left is the Columbus State Community College logo and the 'CougarWeb' title. Below the title is a green header bar with the text 'FACULTY - COUGARWEB FOR FACULTY MENU'. The main content area has a white background and contains a warning: 'The following links may display confidential information. (Login Required)'. Below this warning are four menu categories, each in a green bar: 'User Account', 'Personal Profile', 'Faculty Information', and 'My Contracts'. Under 'User Account' is a link for 'Address Change'. Under 'Personal Profile' are links for 'Leave Plan Summary', 'Additional & Contract Compensation', and 'Pay Advices'. Under 'Faculty Information' are links for 'Class Roster', 'Grading', 'My Class Schedule', 'Financial Aid Non-Attendance Reporting', and 'Degree Audit'. Under 'My Contracts' are links for 'Assignment Contract Approval' and 'Assignment Contract Inquiry'. A callout box with a white background and black border points to the 'Degree Audit' link. The callout box contains the text: 'Select “Degree Audit” from the appropriate CougarWeb menu'.

## LOGGING IN:

By selection, you will be required to log in.

**Database Login Parameters**

Network USER Name:

Password:

Copyright © 2002-2008 Miami University.  
DARSweb Version 3.5.7  
All Rights Reserved.

Although directed from CougarWeb, DARSweb is a separate login. Enter **your Novell user name and password**. If you cannot login, please contact the Help Desk at ext. 5050.

## SELECTING A STUDENT:

The screenshot shows the 'DARS Web' interface for Columbus State University. At the top left is the logo and 'DARS Web' text. At the top right is the text 'Columbus State's Advisor Degree Audit Reporting System'. Below this is a navigation bar with 'Student' and 'Logout' links. The main content area is titled 'Student Selection' and contains a text input field labeled 'CougarID:'. Below the input field are 'Continue' and 'Cancel' buttons. A message below the buttons states: 'The CougarID must be 7 positions where an ID of 1234 must be entered as 0001234'. In the bottom left corner, there is copyright information: 'Copyright © 2002-2008 Miami University. DARSweb Version 3.5.7 All Rights Reserved.'

Enter student's CougarID.  
(**Note:** You must include all 7 digits)

## REQUESTING A DEFAULT AUDIT:

The screenshot shows the 'Audit Request' page for a student with CougarID: 0432326. The page is titled 'Audit Request' and includes a navigation menu with links for Student, Exceptions, Courses, Audits, Pledge Audit, Planned Courses, and Logout. The main content area is divided into two sections: 'Run Audit(s) for this student's Active Program(s) of Study:' and 'Run a 'What If' Audit:'. The first section is selected by default and contains a table with columns for School, Degree Program, Title, and Catalog Year. Below the table are checkboxes for 'Include Planned Courses' and 'Exclude In Progress Courses'. The second section contains dropdown menus for 'Degrees/Certificates', 'Program Name', and 'Catalog Year', along with checkboxes for 'Include Planned Courses' and 'Exclude In Progress Courses'. A 'Submit a New Audit' button is located at the bottom of the form. Three callouts provide instructions: one points to the 'Include Planned Courses' checkbox, another points to the 'Exclude In Progress Courses' checkbox, and a third points to the 'Submit a New Audit' button.

**Audit Request**

CougarID: 0432326 Student, Tammy S

Run Audit(s) for this student's Active Program(s) of Study:

School	Degree Program	Title	Catalog Year
	BMGT.BMGT.AAS	Business Management-Business Mgt Major	201040

Include  
Planned Courses:   
Exclude  
In Progress Courses:

Run a 'What If' Audit:

Degrees/Certificates: Degrees  
Program Name: Accounting (ACCT.AAS)  
Catalog Year: 2010-2011

Include  
Planned Courses:   
Exclude  
In Progress Courses:

Submit a New Audit

Click here if you wish to Include Planned Courses in the audit run. (See information beginning on page 13 for more about Planned Courses.)

Click here if you wish to Exclude In- Progress (Registered) Courses from the audit run.

To produce a new default audit click the **Submit a New Audit** button.

Upon login, the system defaults to the Audit Request Page

The default on this page is **'Run Audit(s) for this Student's Active Program(s) of Study'**. (notice the first radio button is selected by default above.)

This option automatically runs ALL active programs from the student's Colleague program file. If there are no 'Active' programs on file, DARS returns an UNDEC.UGRD (undeclared) audit.

You have the options to Include Planned Courses or Exclude In-Progress Courses on each audit run. Selecting both "Include Planned Courses" AND "Exclude In-Progress Courses" serves no purpose and is not recommended.

## REQUESTING A 'WHAT IF' AUDIT:

The screenshot shows the 'Audit Request' page in the DARSweb system. The page header includes 'Columbus State's Advisor Degree Audit Reporting System' and navigation links for 'Courses', 'Audits', 'Pledge Audit', 'Planned Courses', and 'Logout'. The user's 'CougarID:0432326' and name 'Student, Tammy S' are displayed. A table lists the student's active program(s) of study:

School	Degree Program	Title	Catalog Year
	BMGT.BMGT.AAS	Business Management-Business Mgt Major	201040

Below the table, there are checkboxes for 'Include Planned Courses' and 'Exclude In Progress Courses'. The 'Run a What If Audit' option is selected. There are three dropdown menus for 'Degrees/Certificates' (set to 'Degrees'), 'Program Name' (set to 'Accounting (ACCT.AAS)'), and 'Catalog Year' (set to '2010-2011'). There are also checkboxes for 'Include Planned Courses' and 'Exclude In Progress Courses'. A 'Submit a New Audit' button is located at the bottom right of the form area.

Callout 1: First, click the radio button to select a 'what if' audit run

Callout 2: Second, select the program and third, the catalog of your choice from the drop down lists provided. Program lists are divided into Degrees and Certificates.

Callout 3: After choosing the program and catalog you want to run, click the **Submit a New Audit** button.

The second option on the Audit Request Page is the "What If" run option. This will produce a *one-time exploratory* report for the program of your choice.

Audits are not available for programs the student has already completed. If the user attempts to produce a 'what if' audit for a program from which the student has already graduated, the system will return a message indicating to contact the Degree Audit Coordinator.

As with default runs, you also have the options to Include Planned Courses or Exclude In-Progress Courses on "What If" audit runs. Selecting both "Include Planned Courses" AND "Exclude In-Progress Courses" serves no purpose and is not recommended.

## WHILE THE AUDIT RUNS:

**DARS Web** Columbus State's Advisor Degree Audit Reporting System

Student Exceptions Courses Audits Pledge Audit Planned Courses Logout

**Audits**

CougarID:0432326 Student, Tammy S

Pledge Audits may be created for degree or certificate seeking students affected by the transition to semesters. The student's program of study and catalog year must be correct in Colleague. Pledge Audits may not be created from "What-If" audits. A Pledge Audit and the related Planned Courses are saved permanently in the Pledge Audit menu option. They cannot be changed or deleted.

The "Refresh List" Button Updates the List of Audits

[Refresh List](#)

**Audits in Queue**

Degree	Catalog Year
Default Dprog	Default Catalog Year

Click "Refresh List" button if an audit appears above

In this example, we are running the student's default program(s). If we had selected a 'what if' audit run, the program and catalog we had selected would appear in the queue.

DARSWeb collects information from the student's Colleague record, (STAT = courses taken in previous terms, registered classes and transfer credits), and information from the DARS database (program requirements, exceptions) in order to produce the audit.

While your audit is processing, it will appear in the 'Audits in Queue' section of the screen.

## VIEWING THE AUDIT:

**DARS Web** Columbus State's Advisor Degree Audit Reporting System

Student Exceptions Courses Audits Pledge Audit Planned Courses Logout

**Audits**

CougarID: 0432326 Student, Tammy S

Pledge Audits may be created for degree or certificate seeking students affected by the transition to semesters. The student's program of study and catalog year must be correct in Colleague. Pledge Audits may not be created from "What-If" and related Planned Courses are saved permanently in the Pledge Audit menu option. They cannot be changed.

The "Refresh List" Button Updates the List of Audits

[Refresh List](#)

**DARS Web Audits Completed for CougarID: 0432326**

Click the "Open Audit" Button to Display the Audit in a New Window

Open Audit	Save Audit	Webtitle	Catalog Year	Run Date	Run Time	Delete	Select/Deselect All
<a href="#">Open Audit</a>	<a href="#">Make this a Pledge Audit</a>	Business Management-Business Mgt Major	201040	2011-09-16	10:38:55	<input type="checkbox"/>	Select for Deletion
<a href="#">Open Audit</a>	Not eligible to be saved as Pledge Audit	Accounting	201040	2011-09-06	10:31:54	<input type="checkbox"/>	Select for Deletion

[Delete](#) [Select/Deselect All](#)

Click the Open Audit button to view the audit report.

Audits are listed in chronological order by run date and time.

When the audit finishes running, the report will appear at the top of the Audits List.

Any existing Web audits produced previously for this student (run from faculty/employee logins) will also be presented on this page. The system retains up to 10 audit reports in this list and will automatically purge the oldest audit when the limit of 10 is exceeded.

Only the student's default audit (the program listed as his/her active declared program in Colleague) may be saved as a Pledge Audit for the semester transition.

"What If" audits, non-degree seeking or non-certificate seeking programs such as Undecided, Transient, etc. may not be saved as Pledge Audits.

Once a Pledge Audit is saved, it may not be deleted except by petition.

## READING THE AUDIT:

The screenshot shows the top portion of an audit report. At the top left, it says "You are here ▶ **Audit**". To the right is a "Close Window" link. Below this is a white box containing the following information: "PREPARED: 02/10/09 - 12:15" and "Student, Sally" on the left; "0792792" and "TO GRADUATE:" on the right; and "PROGRAM CODE: AA" on the left; "CATALOG YEAR: 2008AU" and "ASSOCIATE OF ARTS" on the right. Below the white box are two links: "Open All Sections" and "Close All Sections". To the right of these is a "Printer Friendly" link with a printer icon. The main body of the report contains a standard disclaimer in all caps: "THIS PROGRAM AUDIT HAS BEEN PREPARED TO ASSIST YOU DURING YOUR COLUMBUS STATE EXPERIENCE. WHILE EVERY EFFORT IS MADE TO MAINTAIN REPORTING ACCURACY, IT IS ESSENTIAL YOU WORK CLOSELY WITH YOUR ADVISOR TO ASSURE YOU MEET ALL PROGRAM REQUIREMENTS. EXCEPTIONS TO THE CURRICULUM MUST BE APPROVED IN WRITING BY THE APPROPRIATE DEAN OR DEPT CHAIRPERSON. SELF SELECTION OF COURSES OTHER THAN THOSE LISTED BELOW OR UNAPPROVED CHANGES TO THE PROGRAM COULD ADVERSELY AFFECT GRADUATION; TRANSFER TO A FOUR YEAR INSTITUTION; FINANCIAL AID AND/OR OTHER TUITION AND BENEFIT PROGRAMS."

Basic information about the student (name, ID, graduation petition term/year) and information about the audit run itself (date and time of the run and the program and catalog used) appear at the top of the report, followed by a standard disclaimer. If the audit run was a ‘what if’ request, a reminder message will also list.

The audit defaults with all sections closed. Users have the option to Open All Sections by clicking the link or selectively opening each requirement within the body of the audit.

The Printer Friendly link provides the entire audit with all sections open ready for printing. Users may wish to selectively open or close sections of the audit before printing to save paper.

READING THE AUDIT CONTINUED...

The screenshot shows an audit report with the following content:

- Requirement: **\*\*\*FRESHMAN EXPERIENCE\*\*\*** (indicated by a green checkmark)
  - Sub-requirement: 07AU ASC 190 2.00 A Freshman Seminar (indicated by a green checkmark)
- Requirement: **\*\*\*COMMUNICATION SKILLS\*\*\*** (indicated by a red X)
  - Sub-requirement: 1) BEGINNING COMPOSITION & ESSAY AND RESEARCH (indicated by a plus sign)
    - 08SU ENGL101 3.00 B Beginning Comp
    - 08AU ENGL102 3.00 A Essay & Research
  - Sub-requirement: 2) COMPOSITION AND LITERATURE (indicated by a minus sign)
    - Additional courses in this category may not be taken as electives.
    - NEEDS: 1 COURSE
    - SELECT FROM: ENGL250 ENGL251 ENGL252 ENGL253
  - Sub-requirement: 3) ORAL COMMUNICATION (indicated by a minus sign)
    - NEEDS: 1 COURSE
    - SELECT FROM: COMM105 COMM110 COMM115

This requirement is complete as indicated with a green checkmark.

This requirement is incomplete as indicated by a red X. The X indicator will remain until all required sub-requirements are satisfied.

This sub-requirement is satisfied as indicated by a plus sign.

The second and third sub-requirements in this example are not satisfied as indicated by minus signs.

Completion status of each requirement is indicated by either a green checkmark (if complete) or a red X (if incomplete). Completion status of each sub-requirement (components of the requirement) is indicated with a plus or minus symbol, with a '+' indicating the sub-requirement is satisfied; a '-' indicating the sub-requirement is unsatisfied.

## CREATING PLANNED COURSES:

The system provides functionality for users to create and store courses a student would like to plan for his/her future enrollments. To begin, add courses to your Course Cart by one of two methods:

### METHOD 1 (recommended):

▼ **X \*\*\*HUMANITIES - OPTIONS I & II\*\*\***

--> NEEDS: 15.00 HOURS

-R 1) WORLD CIVILIZATION I - REQUIRED OF ALL STUDENTS  
SELECT FROM: [HUM 111](#)

- 2) Take either set:  
WORLD CIVILIZATION II AND III  
SELECT FROM: [HUM 112](#) [HUM 113](#)

- OR) AMERICAN CIVILIZATION I AND II  
SELECT FROM: [HUM 151](#) [HUM 152](#)

Click on the course directly from the 'select from' line within the requirement you want to satisfy.

Would you like to add the following course to your Course Cart?

<a href="#">Majors and Programs</a>	<b>HUM 111 Civilization I (A, W, SP, SU,-DL)</b>
<a href="#">Faculty &amp; Staff</a>	5 credits
<a href="#">Admissions &amp; Financial Aid</a>	Civilization I is a survey of the culture, ideas and values of human civilization in the Ancient World through the 15th century. Emphasis is on the intellectual achievements of the ancient Middle East, Classical Greece and Rome, the Ch Arab/Islamic Middle Ages, and Renaissance Italy showing how culture reflected influences economic, social and political development. Students are exposed to the creative process by reading from primary works of literature and philosophy and reviewing works of art, music, theater and dance, both in and out of class. Contact three hours per week in small groups for lecture and discussion and in combination for two hours per week for group cultural experiences.
<a href="#">Athletics</a>	Lecture: 5 hours - Lab: 0 hours
<a href="#">Quarter Schedules</a>	Prerequisite: Placement into ENGL 101
<a href="#">Alumni Information</a>	Lab fee: \$7.00
<a href="#">Distance Learning</a>	
<a href="#">Visitor Information</a>	
<a href="#">Employment</a>	
<a href="#">Public Safety</a>	
<a href="#">Give To Columbus State</a>	

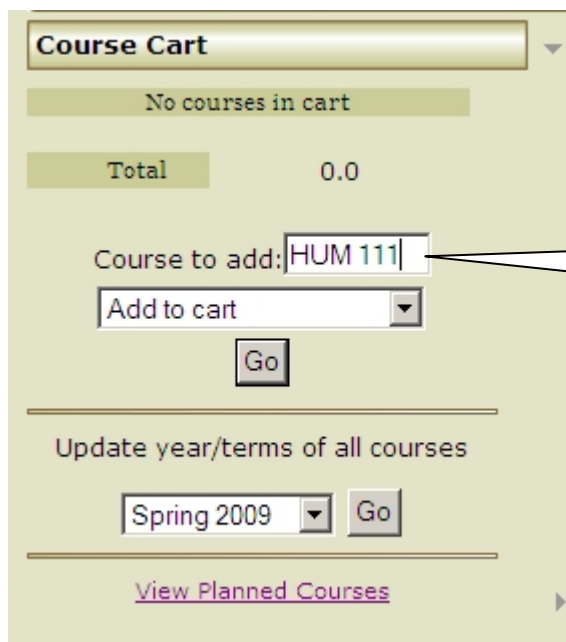
Review the course description, credit hours, and term(s) offered. If you want to add the course to your Course Cart, click 'Add'.

OR

## METHOD 2:

Type the course department and number into the “Course to add:” field, choose ‘Add to Cart’ from the dropdown and click ‘GO’.

Enter the course department in ALL CAPS, followed by a space and then the course number.



The screenshot shows a web interface for a 'Course Cart'. At the top, there is a header 'Course Cart' with a dropdown arrow. Below it, a status bar says 'No courses in cart'. A 'Total' section shows '0.0'. The main area has a text input field labeled 'Course to add:' containing the text 'HUM 111'. Below this is a dropdown menu with 'Add to cart' selected. A 'Go' button is positioned below the dropdown. Further down, there is a section for 'Update year/terms of all courses' with a dropdown menu showing 'Spring 2009' and another 'Go' button. At the bottom, there is a link that says 'View Planned Courses' with a right-pointing arrow.

If using this method, put a space between the department and number.

## CREATING PLANNED COURSES CONTINUED...

Additional Courses may be added to the Course Cart via the methods described above.

As Courses are added to the Cart, the credit will be populated, but it is necessary for you to enter the term the course will be taken and the expected grade.

To do this, click the course link to open the Edit Course window. Select the term the student plans to take the course and the projected grade. Click 'Submit Edit' to save the changes.

The screenshot displays the DARSweb interface. At the top, it shows the student's name (Tammy S), program code (BMGT.BMGT.AAS), and catalog year (2010AU). The course cart contains two courses: COMM 2204 (Autumn 2011, 3.0 credit) and HUM 111 (Autumn 2011, 5.0 credit), with a total of 8.0 credits. An 'Edit Course' window is open over the COMM 2204 course, showing the course name, term (Autumn 2012), credit (3), and grade (A - Excellent). A callout box points to the course link in the cart, instructing the user to click it to open the edit window, add the term and grade, and then click 'Submit Edit'.

PREPARED: 09/16/11 - 10:38  
Student, Tammy S  
**PROGRAM CODE:** BMGT.BMGT.AAS  
CATALOG YEAR: 2010AU  
BUSINESS MANAGEMENT-BUSINESS MANAGEMENT MAJOR  
ASSOCIATE OF APPLIED SCIENCE DEGREE

0432326  
**TO GRADUATE:**

**Course Cart**

Course	Term	Credit	Grade
<input type="checkbox"/> <a href="#">COMM 2204</a>	Autumn 2011	3.0	
<input type="checkbox"/> <a href="#">HUM 111</a>	Autumn 2011	5.0	
<b>Total</b>		<b>8.0</b>	

Course to add:   
Add to cart

Update year/terms of all courses  
Autumn 2011

[View Planned Courses](#)

**Edit Course - Google Chrome**  
https://daweb.cscs.edu/advisorp/editcourse?stuM

**Edit Your Course**

Course:   
Term:   
Credit:   
Grade:

Click the course from the Course Cart to open the Edit window. Add the term, and projected grade. Then Click 'Submit Edit' to save the changes.

## CREATING PLANNED COURSES CONTINUED...

Once courses have been updated with the appropriate term and projected grade: Place a check next to each course that you wish to make Planned, select 'Make Courses Planned' from the dropdown list, and then click 'Go'

Course	Term	Credit	Grad
<input checked="" type="checkbox"/> <a href="#">HUM 111</a>	Autumn 2011	5.0	C
<input checked="" type="checkbox"/> <a href="#">COMM 2204</a>	Autumn 2012	3.0	A
Total		8.0	

Course to add:

- Check only the courses you wish to make planned
- Select 'Make courses Planned' from the dropdown list
- Click 'Go'

The Courses you checked will have been moved to your Planned Courses Area. You can click the 'View Planned Courses' link to verify the move.

**Course Cart**

No courses in cart

Total 0.0

Course to add:

---

Update year/terms of all courses

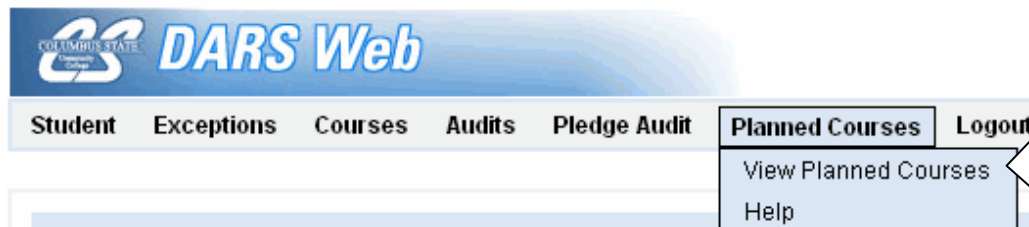
---

[View Planned Courses](#)

You can Click 'View Planned Courses' to verify the courses you wanted to make Planned have been moved to the Planned Courses area of the system.

## CREATING PLANNED COURSES CONTINUED...

Clicking View Planned Courses either from the Course Cart as described above or from the main audit page will bring you to the View Planned Courses area of the system.



You can also get to the Planned Courses area by clicking **View Planned Courses** from the main page.

The Planned Courses Page lists all the courses 'planned' for this student.

**Planned**

CougarID: 0432326                      Student, Tammy S

---

After making changes or additions to this page, remember to select the "Include Planned Courses" option on the Request Audits Page and re-submit the degree audit to incorporate the changes.

---

Select Course Year:

Course Year	Course Number	Credit	Grade	Title	Delete Courses
2012 Winter	<a href="#">COMM 105</a>	3	C		<input type="checkbox"/> Select for Deletion
2011 Autumn	<a href="#">PSY 240</a>	4	B		<input type="checkbox"/> Select for Deletion
2011 Autumn	<a href="#">ENGL102</a>	4	C		<input type="checkbox"/> Select for Deletion
2012 Autumn	<a href="#">BMGT 2280</a>	1	C		<input type="checkbox"/> Select for Deletion

From this screen you can also change the course details (term, credit and projected grade) by clicking on the course link to open an edit window.

**\*\*\*\*After making changes or additions to Planned Courses, remember to re-run the audit report and select "Include Planned Courses" to incorporate the changes.\*\*\*\***

## MORE ABOUT READING THE AUDIT ...

THIS AUDIT INCLUDES PLANNED COURSES  
PLEASE BE AWARE OF THE FOLLOWING:

- \* Planned courses are NOT automatically registered. Remember to schedule your classes each term via CougarWeb Registration or In-Person Registration in Madison Hall.
- \* Planned Courses with projected grades are calculated into GPAs on the audit report. Remember you have the option to re-run the audit without including Planned Courses.
- \* At the end of each term, Planned Courses for that term will be automatically deleted from the system except in Pledge Audits.

As described in the preceding pages, the system provides functionality for users to create and store courses a student would like to plan for his/her future enrollments. Once created, these Planned Courses can then be incorporated into the audit run to see what affect they would have on program requirements and GPA. When Planned Courses have been incorporated into the audit run, the cautions listed above will be included at the top of the audit report.

It is critical students and advisors understand that Planned Courses are not automatically registered. If a student plans to take a course, they must also register for it via one of the normal registration methods noted above.

Whenever you choose to include Planned Courses in the audit run they will be used in GPA calculations. This can be helpful in projecting GPAs for graduation eligibility.

Once grades are processed at the end of each term, Planned Courses for that term will automatically be purged from the system.

## READING THE AUDIT CONTINUED...

In this example, Planned Courses have tentatively completed the requirement as indicated by the blue checkmark and calendar symbol. This should not be confused with a green checkmark which indicates the requirement has been completed with courses actually taken.



\*\*\*HUMANITIES - OPTIONS I & II\*\*\*

PL  
PLANNED: 15.00 HOURS  
09SP HUM 111 5.00 C?RP  
09SU HUM 112 5.00 C?PL  
09AU HUM 113 5.00 C?PL

The projected grade of each Planned Course is indicated by a question mark to remind the user this course has not yet actually been taken. In this example the student has predicted he may earn a 'C' in HUM 111.

Planned Courses, not taken previously, are indicated with a PL symbol.

If a Planned Course is a repeat of a previously taken course, the planned repeat will be indicated by an RP symbol. The Planned Course's projected grade counts in GPA for this audit run.

### “PLANNED COURSES” PROCESSING NOTES:

When the “Include Planned Courses” option is selected for the audit run,

- Planned Courses are not tallied into applied, earned, or in-progress hours; Planned Courses with projected grades are calculated into GPAs.
  - Hours are categorized as:
    - Earned/Applied (completed hours only)
    - In-Progress (registered)
    - Planned (planned)
- If a course is registered and planned in the same term, the audit will use the planned course (with projected grade) in GPAs.
- If a course is graded and planned in the same term, the audit will use the planned course (with projected grade) in GPAs.
- If a course is registered or graded in one term and planned in a different term, the audit will utilize its normal repeat logic to determine which course counts (last grade counts rule).
- A process will be run after grades post each term to purge Planned Courses for that term from all student records.

Users should be reminded that Planned Courses are simply that, **a plan**, and the results will not be actualized unless the student registers for and earns the grades predicted.

## USING DARS FOR SEMESTER CONVERSION...

It is recommended that everyone review the materials published regarding Columbus State's switch to a semester calendar happening in Autumn 2012.

<http://www2.csc.edu/academics/semesters/>

<http://cscs2s.wikispaces.com>

Students are directed to meet with an advisor to determine how the calendar change will impact their studies and program requirements. Students who will not complete their studies before the switch are considered transition students. DARS will be one of the tools students and their advisors may use to guide them through the calendar conversion. Using the Planned Courses functionality described in the preceding pages, DARS can be used to create a 'Pledge Audit' outlining term-by-term what classes the student should take to complete his/her program on time.

The program requirements displayed in each audit report are driven by the CATALOG year used. Part of the advising process for semesters will be to determine whether it is more efficient for the student to finish the program using a quarter catalog audit or switch to the semester catalog audit for their program of study. This determination will be made based upon the amount of coursework completed so far. Individual academic departments will consider the best use of DARS catalog for their transition students. Whichever catalog audit is used, DARS can help determine the most efficient path to program completion.

## SEMESTER COURSES EQUIVALENCIES....

In QUARTER-CATALOG audits, semester course equivalencies will be noted in brackets next to the quarter course.

▼ **GE-WRITING REQUIREMENT - BUSINESS COMMUNICATION**

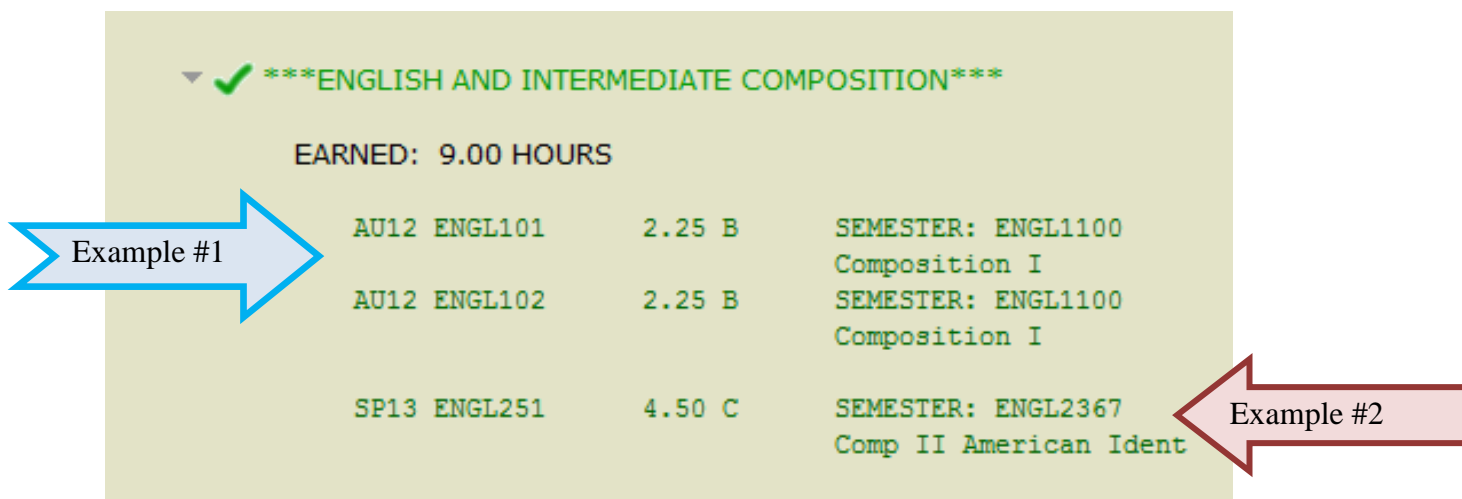
- 1) NEEDS: 1 COURSE  
SELECT FROM: COMM200={COMM2200}

Within the 'select from' lines of the audit report, semester course equivalents are listed in brackets. To fulfill this requirement, you may take COMM200 before the calendar switch or the semester equivalent course, COMM2200, Autumn 2012 or after.

## COURSE AND CREDIT CONVERSION...

Courses and credits will be automatically converted depending on the catalog year reported.

In a QUARTER-CATALOG AUDIT, semester courses taken Autumn 2012 or after will be converted to quarter courses with quarter credit hour values.



▼ ✓ ***ENGLISH AND INTERMEDIATE COMPOSITION***			
EARNED: 9.00 HOURS			
AU12 ENGL101	2.25 B	SEMESTER: ENGL1100	Composition I
AU12 ENGL102	2.25 B	SEMESTER: ENGL1100	Composition I
SP13 ENGL251	4.50 C	SEMESTER: ENGL2367	Comp II American Ident

In this quarter-based audit, semester courses on the right side of the equations are converted to their quarter equivalents on the left.

Semester hours are converted to quarter hours.

### Example #1 (one-to-many)

- ENGL1100 (taken for 3 semester hours) is converted to two quarter courses, ENGL101 and ENGL102, for 2.25 quarter hours each.

### Example #2 (one-to-one)

- ENGL2367 (taken for 3 semester hours) is converted to one quarter course, ENGL251, for 4.5 quarter hours.

In a SEMESTER-CATALOG AUDIT, quarter courses taken prior to Autumn 2012 will be converted to semester courses with semester credit hour values.

▼ ✓ \*\*\*ENGLISH AND INTERMEDIATE COMPOSITION\*\*\*

EARNED: 7.33 HOURS

Example #1	AU97 ENGL1100	4.00 A	QUARTER : ENGL101,102
	WI08 ENGL2467	3.33 B	QUARTER : ENGL250 Wrtnng About Amer Exp

Example #2

In this semester-based audit, quarter courses on the right side of the equations are converted to their semester equivalents on the left.

Quarter hours are converted to semester hours.

Example #1 (many-to-one)

- ENGL101 and ENGL102 (taken for 3 quarter hours each) are converted to one semester course, ENGL1100 for 4 semester hours.

Example #2 (one-to-one)

- ENGL250 (taken for 5 quarter hours) is converted to one semester course, ENGL2467, for 3.33 semester hours.

## PLEDGE AUDIT...

The screenshot shows a navigation toolbar with the following items: **Audits**, **Pledge Audit**, **Planned Courses**, and **Logout**. A dropdown menu is open under **Pledge Audit**, containing the following options: **View Pledge Audits**, **View Pledge Planned Courses**, and **Help**. A callout box points to the **View Pledge Audits** option.

Once the 'Pledge Audit' has been created, it can be viewed by clicking "View Pledge Audits" from the DARS toolbar menu.

**Pledge Audits**

CougarID: 0432326                      Student, Tammy S

---

The following PLEDGE AUDIT(S) were created and agreed upon by you and your advisor as your transition plan(s) of study for the conversion to semesters. They may not be changed or deleted except by petition.

**DARS Web Pledge Audits Completed for CougarID: 0432326**

Click the "Open Audit" Button to Display the Audit in a New Window

Open Audit	Webtitle	Catalog Year	Run Date	Run Time
<a href="#">Open Audit</a>	Law Enforcement-Law Enforcement Major (QUARTER)	200940	2011-09-20	10:12:49

As with regular audits, click the 'Open Audit' button to view the Pledge Audit report.

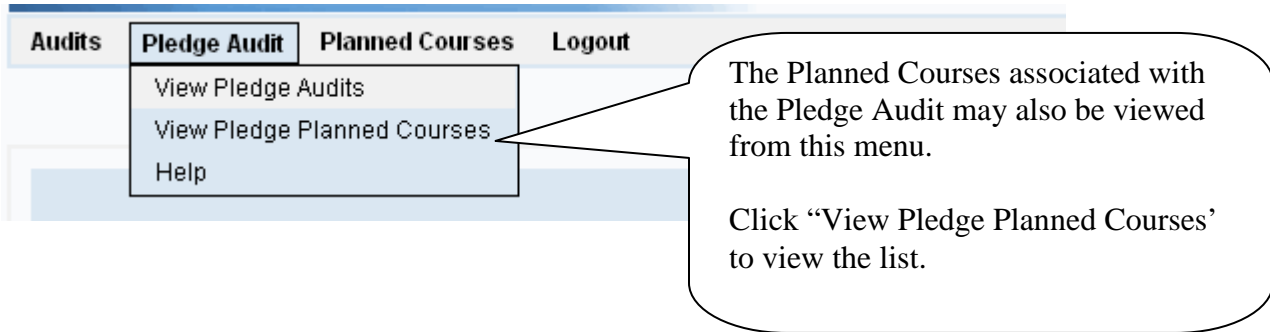
Only advisors can create Pledge Audits.

Pledge Audits may only be created for 'declared' program(s) of study.

Only one Pledge Audit may be created per program.

Pledge Audits may not be changed or deleted except by petition.

## PLEDGE PLANNED COURSES...



The screenshot shows a navigation menu with four main items: **Audits**, **Pledge Audit**, **Planned Courses**, and **Logout**. The **Pledge Audit** item is selected, and a dropdown menu is visible with three options: **View Pledge Audits**, **View Pledge Planned Courses**, and **Help**. A callout box points to the **View Pledge Planned Courses** option.

The Planned Courses associated with the Pledge Audit may also be viewed from this menu.

Click “View Pledge Planned Courses” to view the list.

Pledge Planned Courses						
CougarID: 0792792			Student, Sally			
These planned courses are associated with your Pledge Audit. They may not be changed or deleted.						
Select Course Year: <input type="text" value="All"/>						
Degree Program	Course Year	Course Number	Credit	Grade	Title	
LAWE.ACAD.AAS	2012 Winter	CIT 101	3	B		
LAWE.ACAD.AAS	2012 Spring	LAWE 115	3	C		
LAWE.ACAD.AAS	2012 Summer	COMM 200	3	C		
LAWE.ACAD.AAS	2012 Autumn	HIST 1151	3	C		

The Pledge Planned Courses list reflects the courses associated with the Pledge Audit.

This chronological list of courses will be the student’s roadmap indicating what courses to schedule each term in order to complete the program of study.

OTHER DEGREE AUDIT SYSTEM FEATURES:

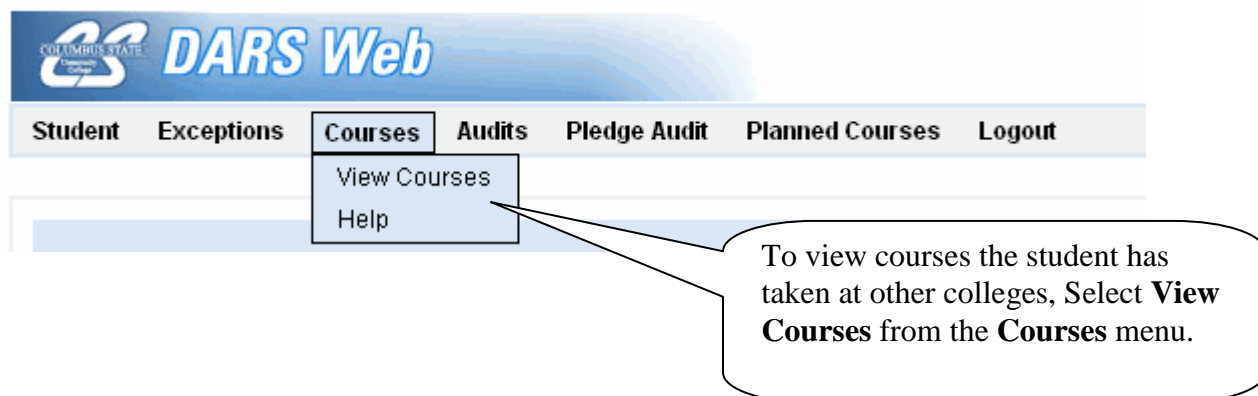
EXCEPTIONS:

The screenshot shows the DARS Web interface with a navigation toolbar containing 'Student', 'Exceptions', 'Courses', 'Audits', 'Pledge Audit', 'Planned Courses', and 'Logout'. The 'Exceptions' menu is open, showing 'View Exceptions' and 'Help'. A callout box contains the text: 'Click "Exceptions" from the toolbar, then "View Exceptions" from the menu to view all approved exceptions for this student.'

Exceptions			
CougarID: 0432326		Student, Tammy S	
Audit Note	Comment	Exception Code	Pseudo Course
	<a href="#">ASC: Apply ACCT250 as an approved elective</a>	RI	<a href="#">APPRVDELEC AA09</a>
	<a href="#">LAWE Basic Related Requirements: Substitute SSCI802 for SSCI101</a>	CX	<a href="#">LAWE-SSCI101</a>
	<a href="#">HIMT ROLE1: Waive MULT101</a>	WC	
		RI	<a href="#">NT-ELEC-2012</a>

OTHER DEGREE AUDIT SYSTEM FEATURES:

VIEW COURSES:



Institutions: Ohio State University

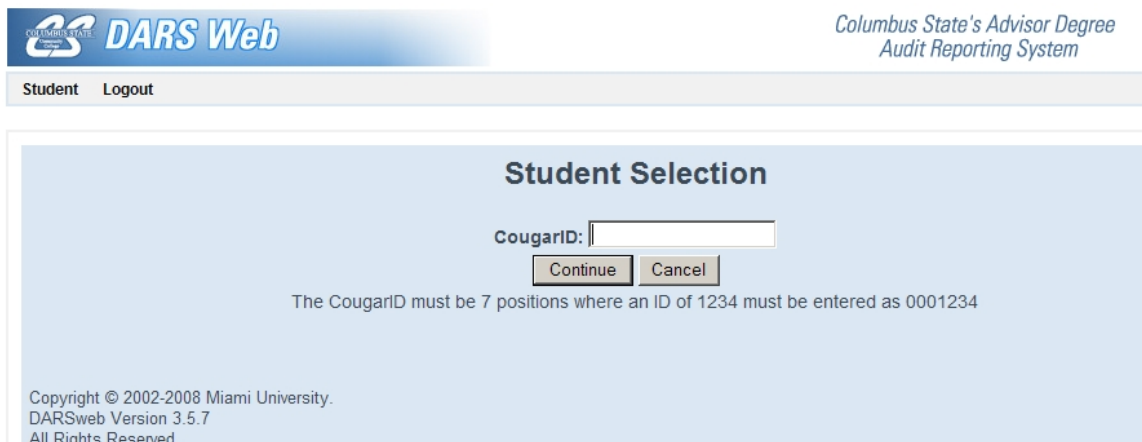
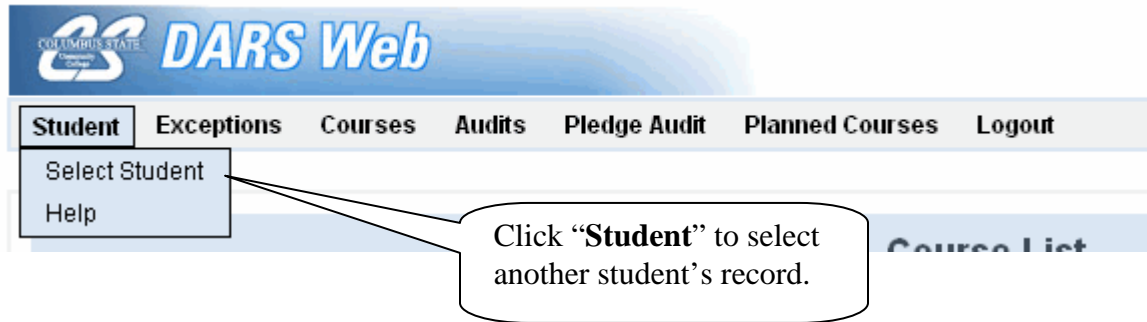
Year Term	Course	R-Title	Credit	Grade	Title	Pseudo Course
199020	<a href="#">ARTSSCI 100</a>		1	S	ARTS & SCIENCES SUR	
199020	<a href="#">FALL 131</a>		5	A	E ASIAN HUMANITIES	
199020	<a href="#">ENGLISH 111</a>		5	A-	COMPOSITION & LIT	
199020	<a href="#">MATH 104</a>		5	A	BASIC COLLEGE MATH	
199040	<a href="#">GEOG 200</a>		5	A-	WRLD REGIONAL GEOG	
199040	<a href="#">JAPANESE 231</a>		5	A	ELEMENTS OF CULTUR	
199040	<a href="#">MATH 148</a>		4	A	COLLEGE ALGEBRA	

Original courses taken at other colleges may be viewed from DARSWeb.

Only courses evaluated in DARS are viewable – original courses from old legacy evaluations or evaluations processed via Colleague are not accessible via DARSWeb.

Courses taken at CSCC are not available via this menu item. Users should view CSCC courses from within Colleague.

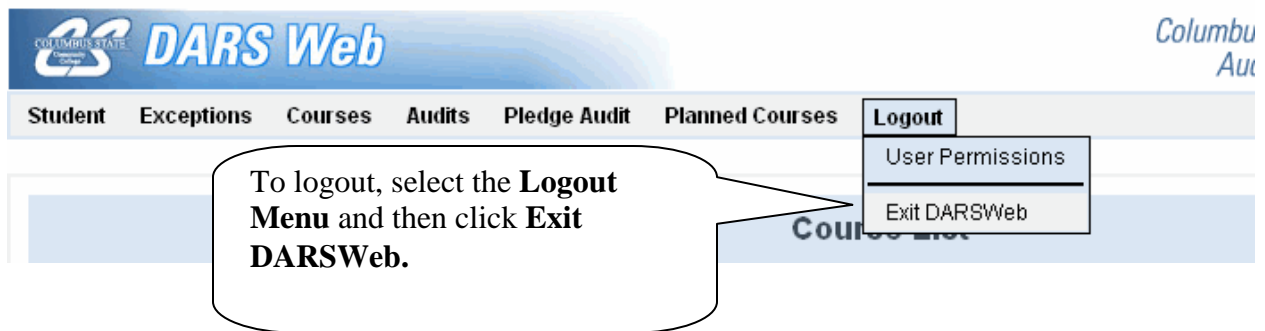
CHANGING TO A NEW STUDENT:



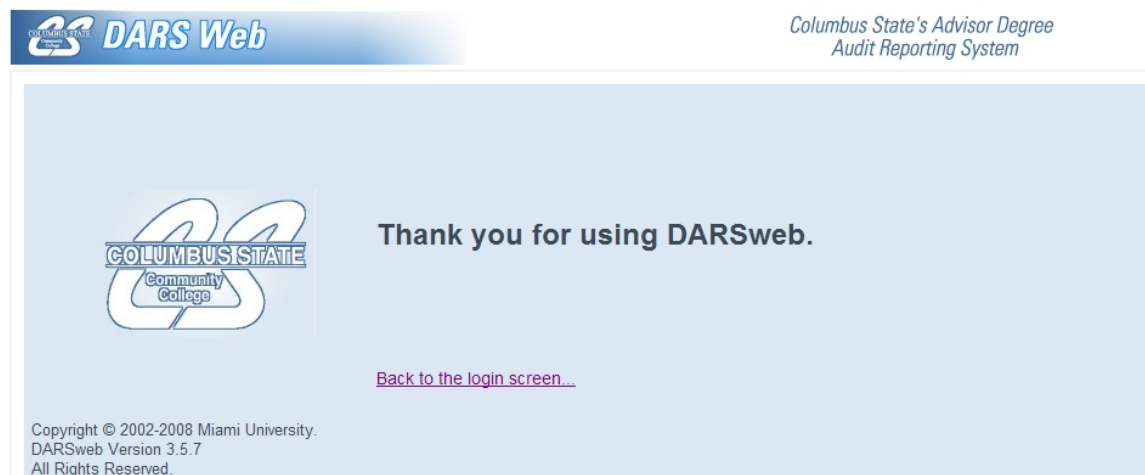
To change to another student's record, click the Student Menu, then 'Select Student.

Enter the ID of the new student you'd like to work with.

## LOGGING OUT:



The screenshot shows the top navigation bar of the DARS Web application. The navigation menu includes: Student, Exceptions, Courses, Audits, Pledge Audit, Planned Courses, and Logout. The Logout menu is open, showing two options: User Permissions and Exit DARSWeb. A callout box points to the Logout menu with the text: "To logout, select the **Logout Menu** and then click **Exit DARSWeb**."



The screenshot shows the logout confirmation screen. The header includes the DARS Web logo and the text "Columbus State's Advisor Degree Audit Reporting System". The main content area features the Columbus State Community College logo, the text "Thank you for using DARSweb.", and a link: [Back to the login screen...](#). The footer contains the copyright information: "Copyright © 2002-2008 Miami University. DARSweb Version 3.5.7 All Rights Reserved."

## ADDITIONAL RESOURCES:

- For access (login) help, call the Help Desk at X5050
- For more information about how to produce or read a degree audit, contact Kathy Newman-Gall, Degree Audit/u.select Coordinator, in the office of Curriculum Management at [ebrooks@csc.edu](mailto:ebrooks@csc.edu) or extension 'DARS' (3277)