Degree Audit Reporting System Using DARSWeb And Transferology Basics

Revised September 9, 2014
Columbus State Community College

Degree Audit on CougarWeb
for Faculty and Staff

User Guide
INTRODUCTION TO DEGREE AUDIT

A degree audit system is used to compare students’ academic course work against a program’s requirements to answer the questions:

- What do I need to take to graduate?
- Have I met graduation requirements?
- What happens if I change my major?

Columbus State’s degree audit is a software product called Degree Audit Reporting System (DARS), owned by College Source, Inc. DARSWeb is the Web “front end” to that software.

There are two separate instances or occurrences of DARSWeb: (1) DARSWeb–Student is available to students; (2) DARSWeb-Advisor is available to Columbus State faculty and staff who have access to all students.

DARSWeb is interfaced to Colleague, so that student academic data (e.g., courses, academic programs, etc.) is reflected in “real time” within the body of a Degree Audit Report.

ACCESSING DARSWEB.

The first step is to access CougarWeb. The URL is https://cougarweb.csc.edu, or you can navigate from the Columbus State home page (www.csc.edu).
Enter your Columbus State name and password and then click SUBMIT.
CougarWeb menu for Employees is presented below:

You will then be presented with the DARSWeb login page:

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

Click ‘Connect’ or ‘ENTER’ from your keyboard.
SELECTING A STUDENT:

REQUESTING A DEGREE AUDIT REPORT. The Audit Request page consists of two parts: (1) the student’s Active/Default Program of Study; and (2) a “What If” function.

- Enter student’s CougarID. (Note: You must include all 7 digits, including leading zeroes, e.g., 0000056). Click ‘Continue’.

- Use this part of the Audit Request screen when requesting the student’s Default Program/Plan of Study.

- Use this part of the Audit Request screen when requesting a “What If” report.
Default Degree Audit Reports.

This option automatically runs ALL active programs from the student’s Colleague program file. (In this example, both the AS, Associate of Science, and ACCT.AAS, Accounting Degree Audit Reports would be run.) If there are no ‘Active’ programs on file, DARS returns an undeclared (UNDEC.UGRD) audit.

Audit Request

Just click the “Submit a New Audit” button to produce the report:

What If’ Degree Audit Reports:

1. Click the radio button to select the “What If” audit run
2. Select Degrees or Certificates
3. Select the Degree or Certificate
4. Select the Catalog Year
5. Click the Submit a New Audit button
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:**

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.

**Viewing the Audit:**

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 Web page will display the 10 most recent Degree Audit Reports in this list.

READING THE AUDIT:

Basic information about the student (name, ID, graduation petition) and information about the run itself (date, time, program, catalog) appear at the top of the report.

When first opened, all sections are closed. Users have the option to Open all Sections by clicking this link or selectively open each requirement.

A Printer Friendly link provides the entire audit with all sections open, ready for printing.

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 not satisfied as indicated by the minus sign.

This sub-requirement is satisfied as indicated by a plus sign.
There are some differences between the Arts and Sciences (AA/AS) and Career & Tech (AAS/ATS) Degree Audit Reports, but they share some of the same general sections:

**NEW AUTUMN 2014:**

Effective with the 2014 Catalog, DARS is monitoring the new Graduation Requirements (Policy 5-08: “In order for a student to be considered a candidate for an associate degree, he/she must have earned a cumulative 2.000 grade point average for all college level courses completed at Columbus State Community College.”)

--- AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED ---

***PLACEMENT INFORMATION***

**Writing**
- SP13 COMPP0155 0.00 Place into DEV-0155
- SP13 DEV F0155 0.00 >X NC Eq for DEV 0155

**Mathematics**
- SP13 DEV F0155 0.00 NC Eq for DEV 0155D

**Reading**
- SP13 COMPP0140 0.00 Place into DEV-0140
- SP13 DEV F0140 0.00 NC Eq for DEV 0140
- SP13 DEV F0145 0.00 NC Eq for DEV 0145

***SCHEDULED COURSES***

- AU14 ACCF1211 3.00 RS ID Financial Accounting
- AU14 ARCH1110 1.00 RS IF Basic Manual Drafting
- AU14 ARCH1112 1.00 RS IF Basic CAD Drafting
- AU14 CHMT1135 2.00 RS ID Safety & Loss Prevention
- AU14 CHMT2221 3.00 RS IF Managing Construction

A CUMULATIVE 2.000 GRADE POINT AVERAGE FOR ALL COLLEGE LEVEL COURSES COMPLETED AT COLUMBUS STATE COMMUNITY COLLEGE IS REQUIRED FOR AN ASSOCIATE DEGREE.

EARNED: 51.66 HOURS 3.311 GPA

Remedial Courses That Do Not Contribute to the Cumulative College-Level GPA Calculation:
- WI12 DEV 0145 2.00 A QUARTER: DEV 044
- SF12 DEV 090 1.33 A QUARTER: DEV 090
  College Success
In the AAS and ATS Degree Audit Reports, there are three primary sets of requirements comprising the degree program:

1. **General Education Requirements**
   - GE-NATURAL/PHYSICAL SCIENCE REQUIREMENT
   - GE-MATHMATICS REQUIREMENT
   - Intermediate Algebra

2. **Basic Related Requirements**
   - Construction Material Science
   - Business Communication

3. **Technical Studies Requirements**
   - Construction Documents
   - Construction Methods
   - Construction Drawings

**Other Requirements:**

- **Residency Hours Requirement**
- **Total College-Level Hours Earned**
- **Non-Applied Electives**

This section contains courses that were successfully completed but do not apply toward degree requirements above.
SPECIAL NOTE REGARDING QUARTER COURSES (taken prior to Autumn 2012):

Quarter courses taken prior to Autumn 2012 will be converted to semester courses with semester credit hour values.

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)

- PSY 100 (taken for 5 quarter hours) is converted to one semester course, PSY 1100, for 3.33 semester hours.
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):

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

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

As Courses are added to the Cart, the credit hours 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.

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’.

- 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.

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.

The Planned Courses Page lists all the courses ‘planned’ for this student.
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.****

The following disclaimer appears on Degree Audit Reports that contain Planned Courses:

```
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.
PLANNED COURSES IN A DEGREE AUDIT REPORT:

GE-MATHEMATICS REQUIREMENT

PL

SP15 STAT1350 3.00 A? PL PLANNED -

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 an ‘A’ in STAT 1350.

“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.
PLEDGE AUDITS

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.

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.

**OTHER DEGREE AUDIT (DARS) SYSTEM FEATURES:**

**EXCEPTIONS:**

Click “Exceptions” from the toolbar, then “View Exceptions” from the menu to view all approved exceptions for this student.

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

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

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:

To logout, select the **Logout Menu** and then click **Exit DARSWeb**.
What is Transferology?

- An on-line tool that provides information about how courses transfer and apply toward degree requirements. Subscribers/Participants in Transferology include institutions and state systems of higher education across the United States.
- All state colleges and universities in Ohio are mandated to participate in the Transferology site. There are also a number of private colleges that have chosen to participate.

Two distinct sites, depending on the user role

- **Students** – access Transferology (transferology.com) to:
  - Find schools that accept their course work
  - Find courses that will transfer back to their school
  - Find general information about a school
  - Apply courses to a degree program

- **Advisors/Faculty/Staff** – access Transferology Lab (transferologylab.com) to:
  - Find Equivalencies and Replacement Courses

![Transferology](image)
- Manage Course Bundles – groups of courses that are commonly taken by students and/or transferred:

- Search for Matches

45 Schools Found

- 0% Match
  - Columbus State Community College
    - Columbus, OH
    - Public school
    - 1 mile away
  - My School

- 100% Match
  - The Ohio State University
    - Columbus, OH
    - Public school
    - 3 miles away
  - Central Ohio Technical College
    - Newark, OH
    - Public school
    - 31 miles away
  - Marion Technical College
    - Marion, OH
    - Public school
    - 43 miles away
  - Wright State University-Main Campus
    - Dayton, OH
    - Public school
    - 57 miles away
Apply Courses to a Program

<table>
<thead>
<tr>
<th>Wright State University-Main Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses from:</td>
</tr>
<tr>
<td>Columbus State Community College</td>
</tr>
<tr>
<td>- CRNML171 → CRM 1210L, CRM 1210</td>
</tr>
<tr>
<td>- ENGL1100 → ENG 1100</td>
</tr>
<tr>
<td>- ENV1367 → ENO 2100</td>
</tr>
<tr>
<td>- MATH1144 → MTE 1280</td>
</tr>
<tr>
<td>- PST1100 → PST 1010</td>
</tr>
</tbody>
</table>

- Accountancy
- Acting - Bachelor of Fine Arts
- Acting - Musical Theater - B.F.A.
- African and African American Studies
- Anthropology
- Art - Bachelor of Arts
- Art - Bachelor of Fine Arts
- Art Education - Bachelor of Fine Arts
- Art History
- Athletic Training
- BTAS Agriculture Concentration
- BTAS Commerce Concentration
- BTAS Food Systems Management Concentration
- BTAS Graphic Design & Visual Media Concentration
- Bachelor of Arts - Music
- Bachelor of Music - Music History & Literature
- Biological Sciences - A.S.
- Biological Sciences - Bachelor of Arts
- Biological Sciences - Bachelor of Science
Additional functionality

- Recruit and Advise Students - track and respond to student inquiries about your institution, transfer courses, and/or academic programs. This functionality is available based on requested security role:

In this example, the course in brackets is the CSCC equivalent (ECON 2201) of the Wright State course (EC 2050) that can be used to fulfill this requirement.