COLUMBUS STATE

COMMUNITY COLLEGE

My Academic Planning (MAP) Tools for Faculty and Staff

(including Transferology Lab Basics)

Revised April 29, 2020

COLUMBUS STATE COMMUNITY COLLEGE — CougarWeb

Introduction to the Degree Audit

A Degree Audit system is used to compare students' academic course work against a program's requirements to answer the questions:

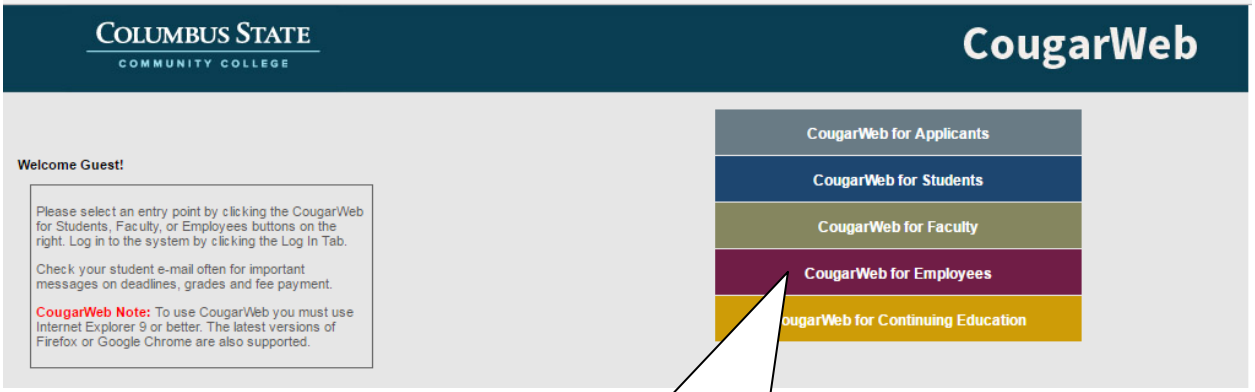
- What do I need to take to graduate?
- Have I met graduation requirements?
- What happens if I change my major?

Columbus State's Degree Audit is a software product called u.Achieve (formerly DARS), owned by College Source, Inc.

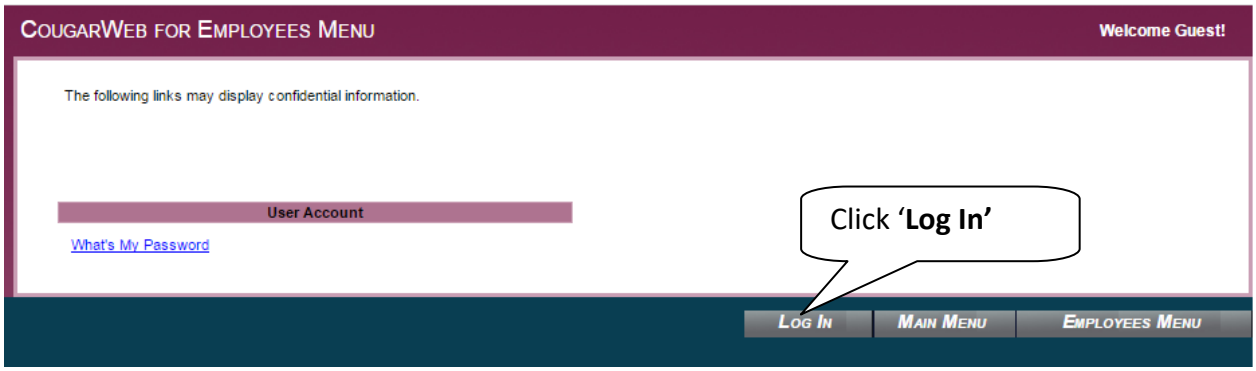
u.Achieve is interfaced with Colleague so that student academic data (e.g., courses, academic programs, etc.) is reflected 'real time' within the body of a Degree Audit.

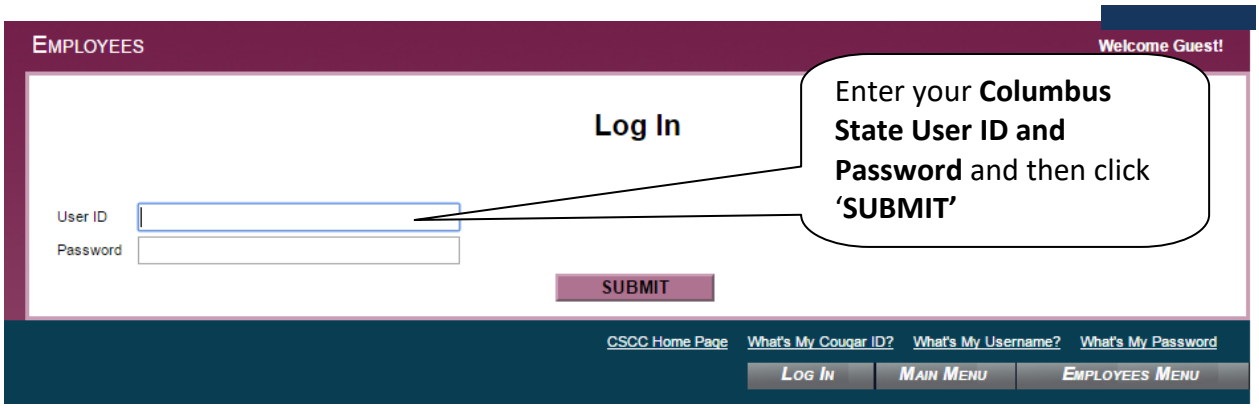
Accessing u.Achieve Self-Service.

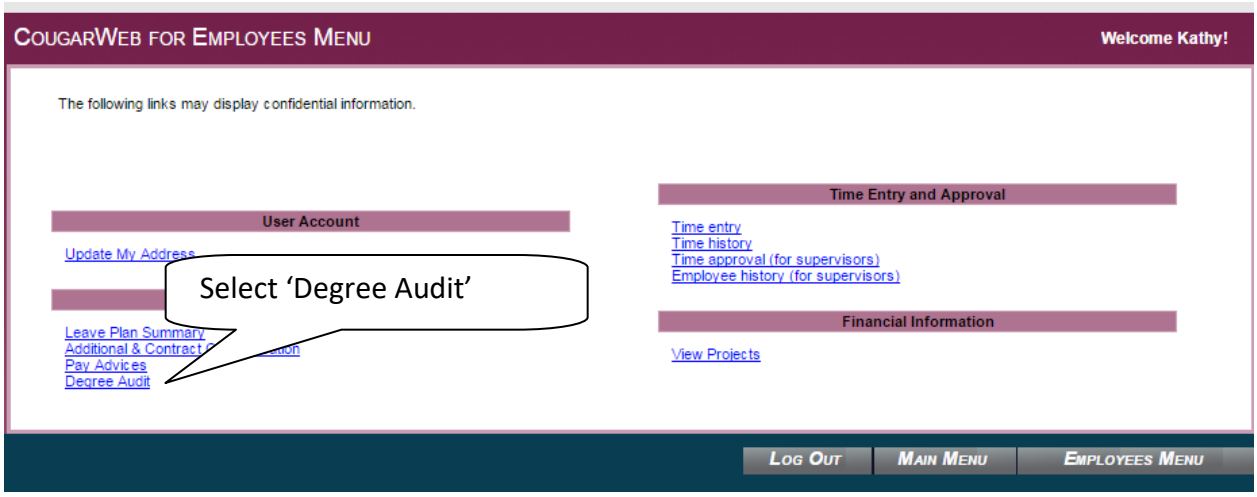
The first step is to access CougarWeb. The URL is https://cougarweb.cscc.edu, or you can navigate from the Columbus State home page (www.cscc.edu).



Click on '**CougarWeb for Faculty**' (or Employee) based upon your association with the College.







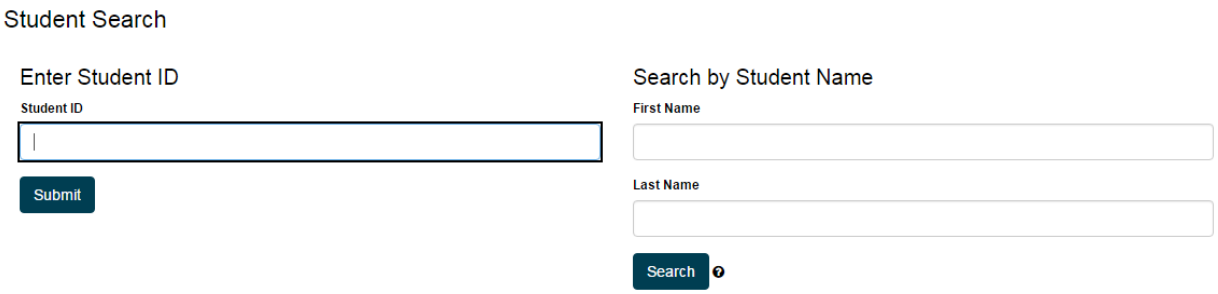
You will then be presented with the u.Achieve Degree Audit login page:

Although directed from CougarWeb, u.Achieve Degree Audit is a separate login. Enter **the same User ID and password.** If you cannot login, please contact the Help Desk at (614) 287-5050. Click **'Log in'** or **'ENTER'**

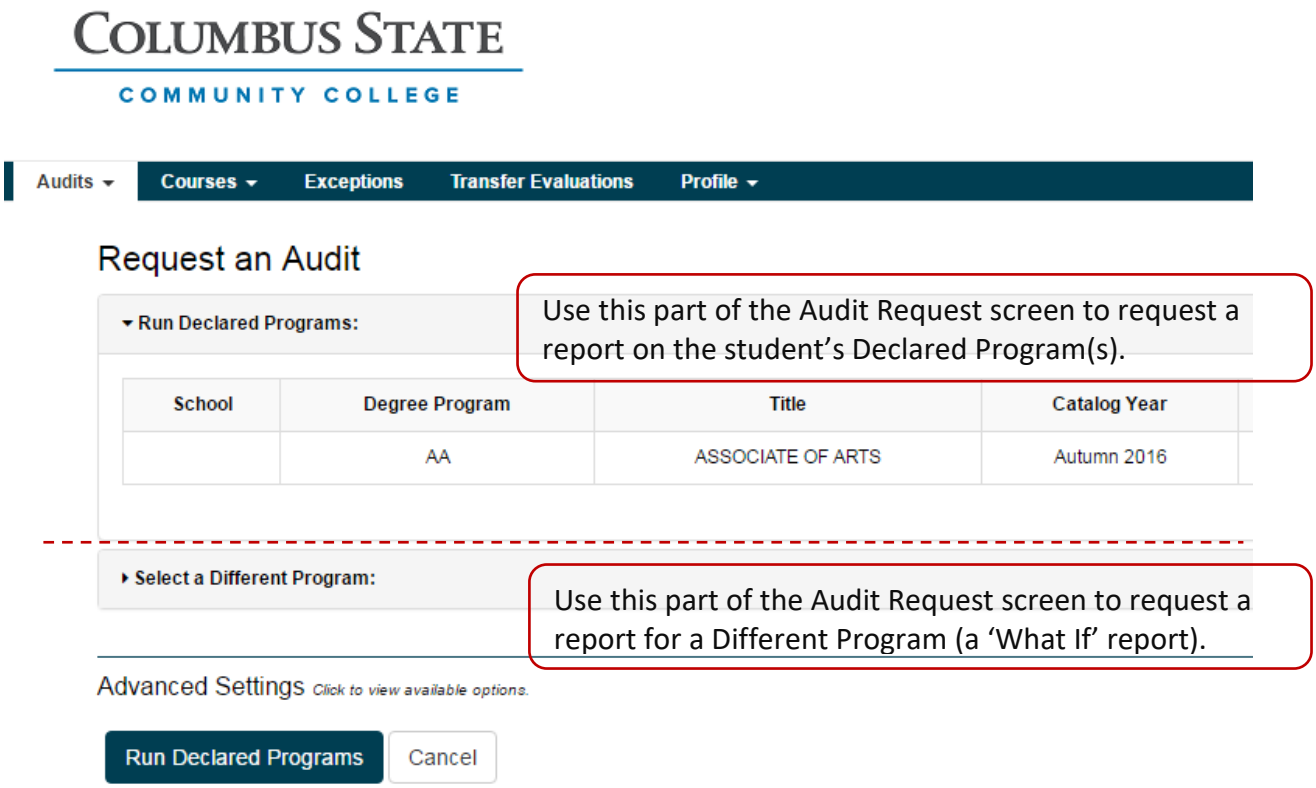
SELECTING A STUDENT:

You can search for a student either by:

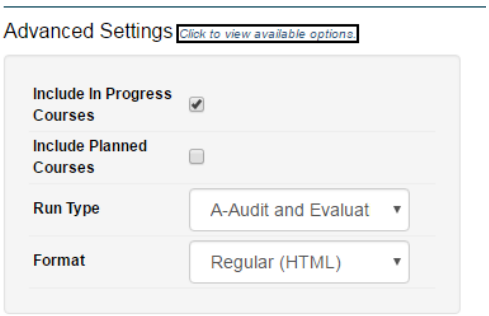
1. **Student ID** – Enter the Cougar ID. (Be sure to include all seven digits, including any leading zeros.) OR
2. **By Name –** Any combination of last name and/or first name.



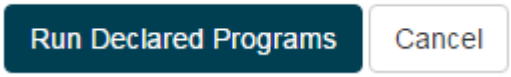
REQUESTING A DEGREE AUDIT REPORT. The Audit Request page consists of two parts: (1) Declared Program (Active Program(s) of Study); and (2) Select a Different Program (a 'What If' function).



'**Advanced Settings**' allows you to Include Planned and/or In-Progress Courses and to select different report formats (HTML, PDF[1]):

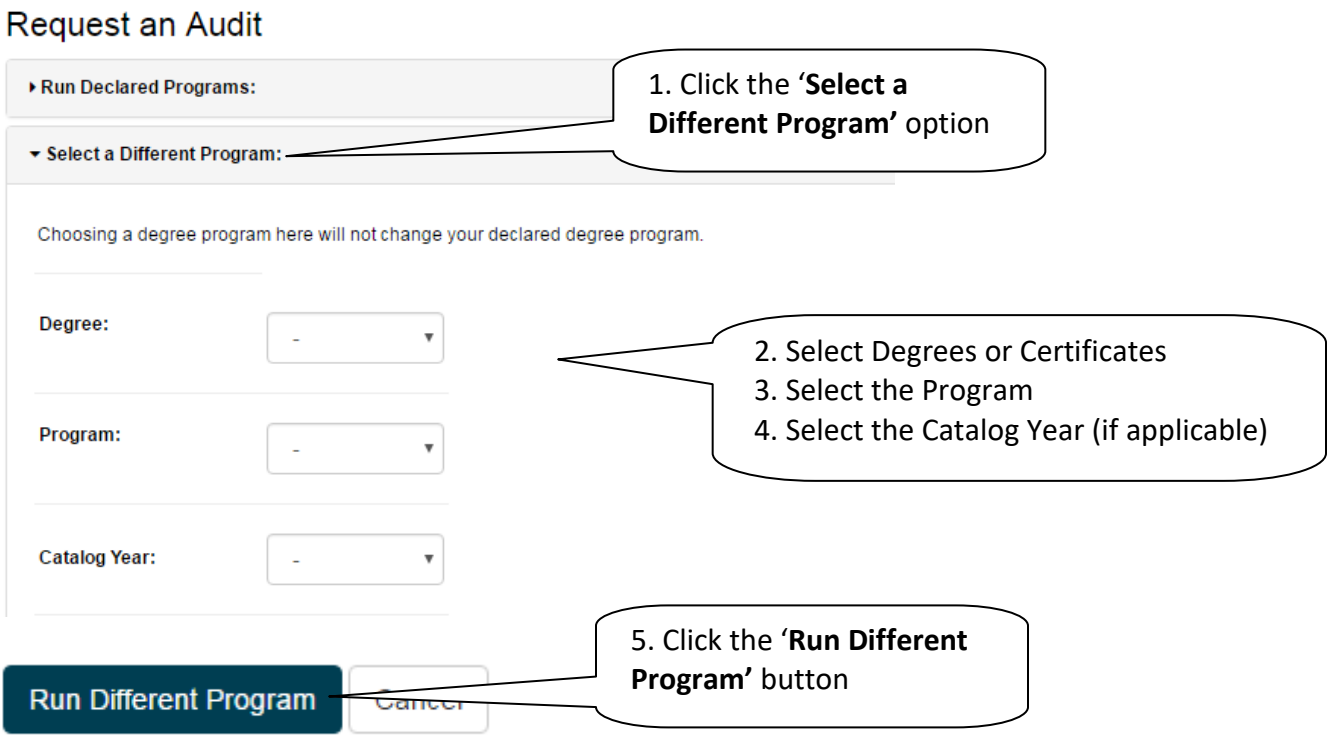


'Run Declared Programs' Option.
This option automatically runs ALL active programs from your academic program information. Just click the 'Run Declared Programs' button to produce the report:



[1] PDF versions of the Report provide a printer-friendly version that can be easily downloaded and attached to e-mail messages, saved to file, etc.

'Select a Different Program Option ('What If' Audit):
The second option on the Audit Request Page is the 'Select a Different Program' (or 'What if') run option. This will produce a report for the program of your choice. Running a 'What If' degree audit does not change the program on the student's official record. In order to officially declare a program, the student must complete a Program Change Form.

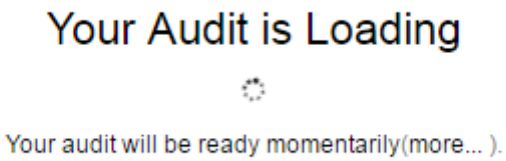


Audits requested for a program the student has completed will result in a successful Audit run, with the following disclaimer[2]:

****
YOU HAVE RECEIVED A DEGREE OR CERTIFICATE
FOR THIS ACADEMIC PROGRAM
****
*** The information contained in this Degree Audit Report is unofficial; it may be preferable to obtain a transcript - either print an Unofficial one or order an Official one from CougarWeb**
*** This report may or may not reflect how the academic program was completed, especially if you graduated under a different catalog, if courses were taken in the quarter calendar (pre-Autumn 2012), etc.**
****

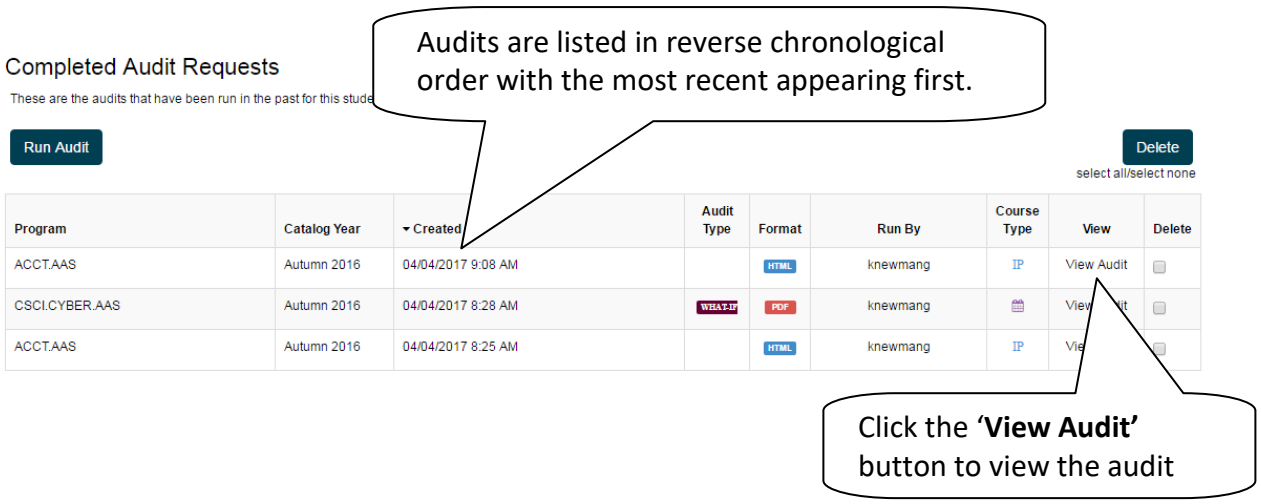
[2] **NOTE:** The wording in this disclaimer is subject to change.

While the Audit Runs:



The Degree Audit/u.Achieve collects information from the student's Colleague record, (courses taken in previous terms, registered classes and transfer credits), and information from the Degree Audit database (program requirements, exceptions) in order to produce the audit.

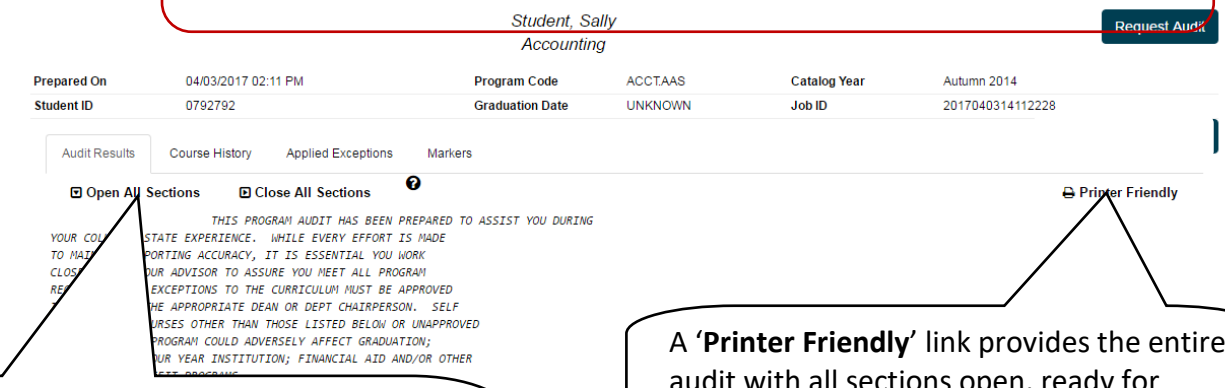
Viewing the Audit:



When the Audit finishes running, the Report will appear at the top of the Audits List. Degree audits that have previously been run will also be presented on this page.

READING THE AUDIT:

Basic information about the student (name, ID, graduation petition) and information about the run itself (date, time, program, and catalog) appear at the top of the Report, followed by a standard disclaimer.



When the 'HTML' report is first opened, all sections are closed. You have the option to '**Open All Sections**' by clicking this link or selectively open each requirement.

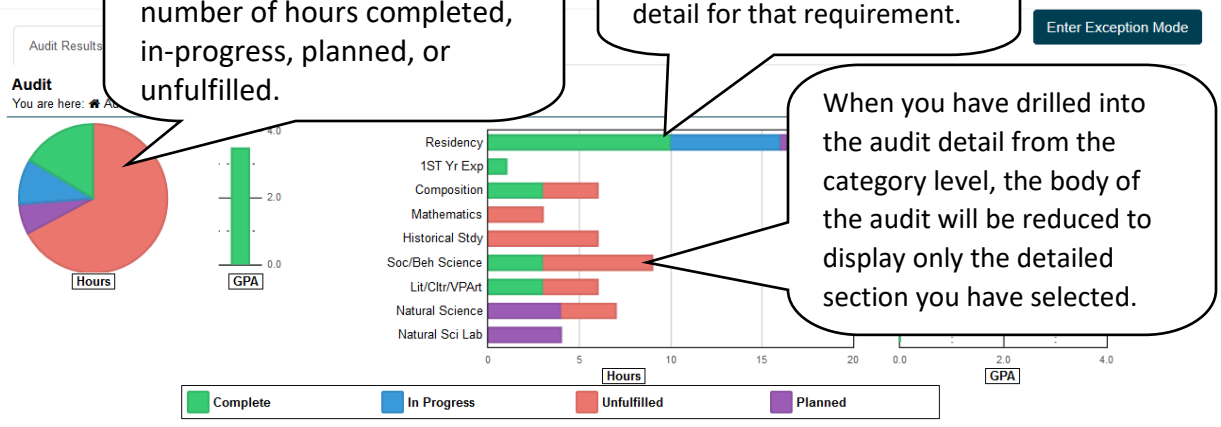
A '**Printer Friendly**' link provides the entire audit with all sections open, ready for printing.

At the top of the audit are charts and graphs that provide a visual representation of the progress toward the student's degree. **PLEASE NOTE**: Charts and graphs are only a visual representation of the progress within a degree program. While every attempt has been made to have 100 percent accuracy within the charts and graphs there is always the possibility for discrepancies. *As always, depend on the body of the audit to determine program requirements and choices for requirement completion.*

Hover over any pie chart or bar graph segment to see the number of hours completed, in-progress, planned, or unfulfilled.

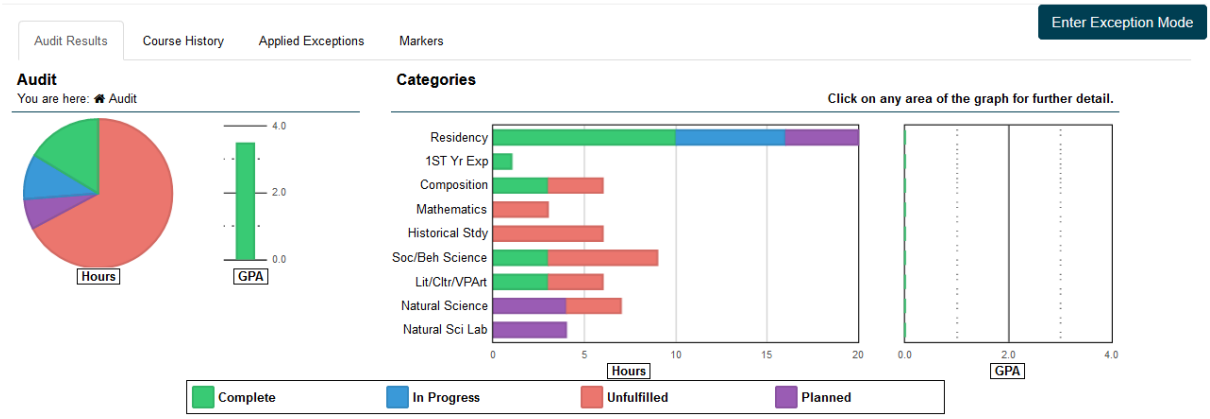
Clicking on any category will take you to the next level of detail for that requirement.

When you have drilled into the audit detail from the category level, the body of the audit will be reduced to display only the detailed section you have selected.

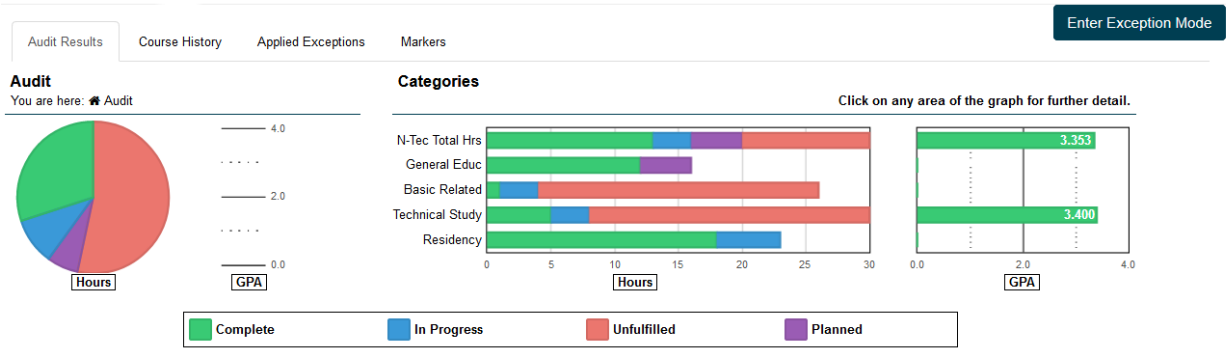


Charts and Graphs are a snapshot of the 'estimated' hours required. If there are many courses of varying credit hours available to complete a requirement, the lowest number of acceptable hours will be used to generate the chart or graph. Therefore, the 'unfulfilled/red' hours depicted in the chart/graph MAY BE LOWER than what the student will ultimately choose to complete. Likewise, if you have over-satisfied a requirement due to additional elective hours taken or applied from transfer credit, all the applied hours will be reflected in the 'completed/green' segment of the chart/graph even when other segments of the overall requirement may remain 'unfulfilled/red'.

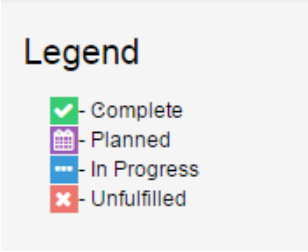
Charts and Graphs for Arts and Sciences: Categories will be displayed by requirement subject area. Within each subject area will be the number of hours, and/or specific courses required.



Charts and Graphs for Career and Technical Programs: Categories will be displayed by General Education, Basic Related and Technical Studies. Within each category will be the requirement details such as subject areas, hours needed and/or specific courses required.



The 'sections' of the Degree Audit Report represent different requirements that comprise the Academic Program (whether that is a two-year degree or certificate). The Legend explains the different completion status indicators that may appear:



This requirement is complete as indicated by a green check.

MATHEMATICS, STATISTICS & FORMAL LOGIC

SU16	STAT1450	3.00	X	AP CRDT : STATISTICS STATISTICS

This requirement has an in progress course as indicated by the blue ellipsis.

NATURAL SCIENCES

BIOLOGICAL SCIENCES

SP17	BIO 1111	4.00	RG	IP	Intro to Biology

SELECT FROM: NO LAB: ANTH2200
INCLUDES LAB: BIO 1112 BIO 1113 BIO 1114 BIO 1125 BIO 1127 BIO 2215 BIO 2301

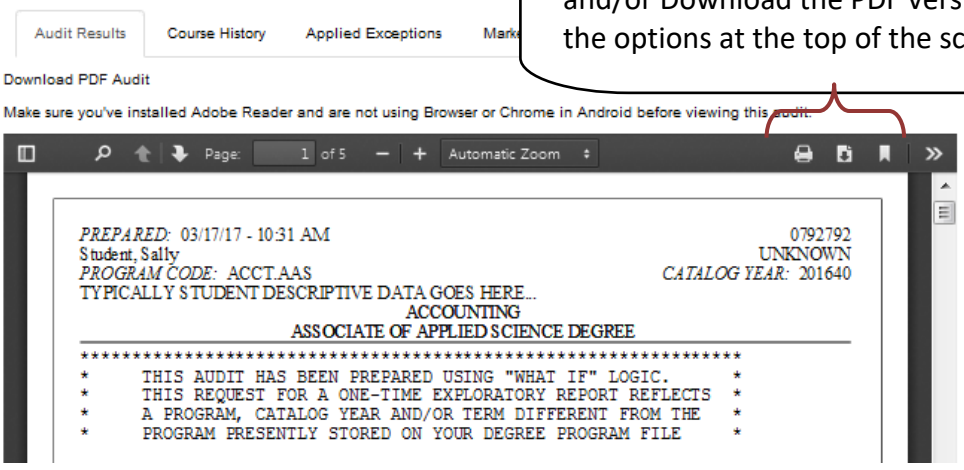
This requirement is incomplete as indicated by a red X. The X indicator will remain until all required sub-requirements are satisfied.

BASIC RELATED REQUIREMENTS

Personal Finance
NEEDS: 1 COURSE
SELECT FROM: FMGT1101

Computer Concepts & Applications
NEEDS: 1 COURSE
SELECT FROM: CSCI1101

The 'PDF' format appears in a scroll box within the 'Audit Results'. Users can Print and/or Download the PDF version, using the options at the top of the scroll box.



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:

1) **Audit Status:** One of the three overall status message displays at the top of the Audit.

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

>>>> ALL REQUIREMENTS COMPLETED - IN-PROGRESS COURSES USED <<<<

****** ALL REQUIREMENTS IDENTIFIED BELOW HAVE BEEN MET *****

2) **Scheduled/In-Progress Courses**

SCHEDULED COURSES

SP17	CRJ 1140	3.00	RG	IP	Corrections
SP17	CRJ 2043	3.00	RG	IP	Institutional Corrections
SP17	CRJ 2901	3.00	RG	IP	Practicum/Seminar CRJ
SP17	MULT1114	3.00	RG	IP	Intro Addict Studies
SP17	MULT1140	0.50	RG	IP	Adult & Pediatric CPR

3) **Course Applicability to the Plan of Study:** This might impact eligibility for Financial Aid funding.

****
INFORMATION REGARDING HOW YOUR REGISTERED COURSES APPLY TO YOUR PLAN OF STUDY.
****

** THE FOLLOWING COURSES APPLY TO YOUR PLAN OF STUDY **

SP17	CRJ 1140	3.00	RG	IP	Corrections
SP17	CRJ 2043	3.00	RG	IP	Institutional Corrections
SP17	CRJ 2901	3.00	RG	IP	Practicum/Seminar CRJ
SP17	MULT1114	3.00	RG	IP	Intro Addict Studies

****
INFORMATION REGARDING HOW YOUR REGISTERED COURSES APPLY TO YOUR PLAN OF STUDY.
****

The following section categorizes courses that you have scheduled that do NOT apply to your Plan of Study. If you have questions about alternative course recommendations, contact your Academic Advisor. A listing is available at: cscc.edu/services/advising/directory.shtml

*** COURSES THAT DO NOT APPLY TO YOUR PLAN OF STUDY ***

SP17	MULT1140	0.50	RG	IP	Adult & Pediatric CPR

4) **Cumulative Grade Point Average**: College-level coursework only.

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
SP12	DEV 090	1.33	A	College Success

5) **Non-Applied Electives:** This section contains courses that were successfully completed but do not apply toward degree requirements above.

NON-APPLIED ELECTIVES

Elective coursework not used toward any specific requirement in this program. If you believe any of these courses may meet a requirement, contact your advisor. If Planned Courses list here unexpectedly, check for course formatting errors.

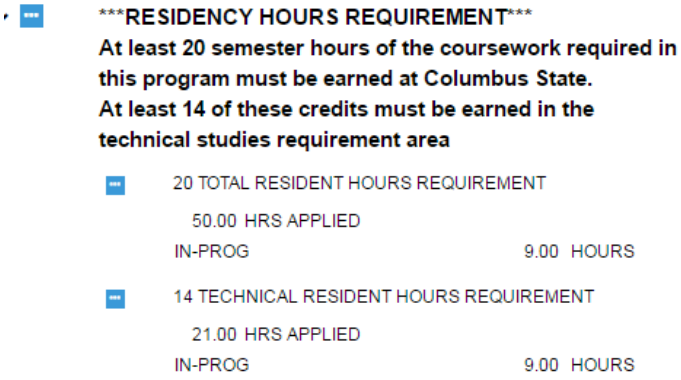
SP17	BMGT1102	2.00	A	QUARTER: BMGT102 Mnging Intrprsnl Skl
SP17	BMGT1111	3.33	A	QUARTER: BMGT111 Management

6) **Placement Information**

PLACEMENT INFORMATION

WRITING			
SP14	COMPP0155	0.00	Place into DEV-0155
MATHEMATICS			
SP14	COMPP0105	0.00	Place into DEV-0105
SP14	DEV P0105	0.00	NC Eq for DEV 0105
READING			
SP14	COMPP0140	0.00	Place into DEV-0140
SCIENCE			
SU14	BIO P0100	0.00	NC Equiv for HS Biology

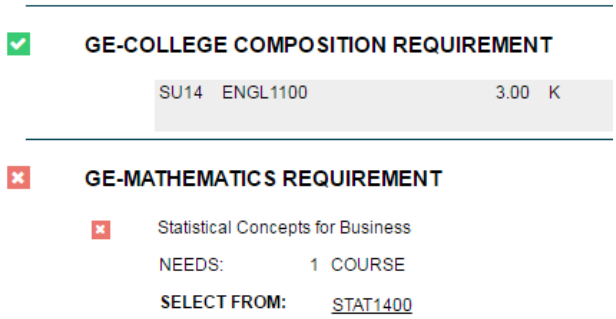
7) **Residency:** At least 20 hours of any associate degree must consist of Columbus State coursework.



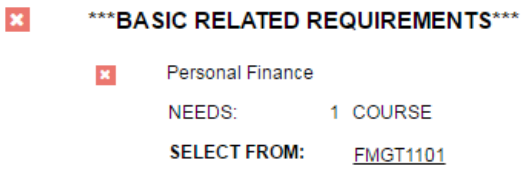
AAS/ATS Degree Programs

The Associate of Applied Science and Associate of Technical Studies degree are comprised of three major categories of courses, or requirements:

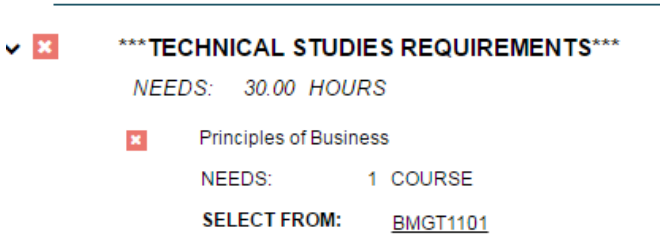
1) **General Education Requirements:** Students must have at least 15 hours of General Education coursework. This coursework contributes to the 30 required non-technical hours.



2) **Basic Related Requirements:** This coursework contributes to the 30 required non-technical hours.



3) **Technical Studies Requirements**: This coursework contributes to the required 30 hours of technical studies.



AA/AS Degree Programs

The Associate of Arts/Associate of Science degrees are designed to be the first two years of a Bachelor's degree and consist of General Education requirements requiring courses that transfer and apply to four-year degree requirements at another college.

1) **General Education:** Includes English, Math, Historical Study, Social and Behavioral Science, Literature/Culture/Visual Performing Arts, and Natural Science.

ENGLISH AND INTERMEDIATE COMPOSITION

Complete both English and Intermediate Composition requirements for a minimum of six semester hours.

IN-PROGRESS *3.00 HOURS*

NEEDS: *3.00 HOURS*

ENGLISH COMPOSITION

SP17	ENGL1100	3.00	RG	IP	Composition I

INTERMEDIATE COMPOSITION

NEEDS: 1 COURSE

SELECT FROM: ENGL2367 ENGL2567 ENGL2667 ENGL2767

2) **Additional Requirements to Complete the Degree**

ADDITIONAL REQUIREMENTS TO COMPLETE THE DEGREE

Take additional credits from the AA/AS approved courses https://www.cscc.edu/academics/transfer/degrees.shtml to meet the 61 semester hour requirement.
If you are uncertain about course selection, consult with an Arts & Sciences Advisor.

****

ASC 1190 - CRITICAL THINKING IN ARTS AND SCIENCES
Completion of this course as an Arts and Sciences elective is strongly encouraged.

****

EARNED: *15.00 HOURS*

NATURAL SCIENCES:

AU71	CSCC1381	3.33	A	Physics - Mechanics CONVERTED TO: PHYS181

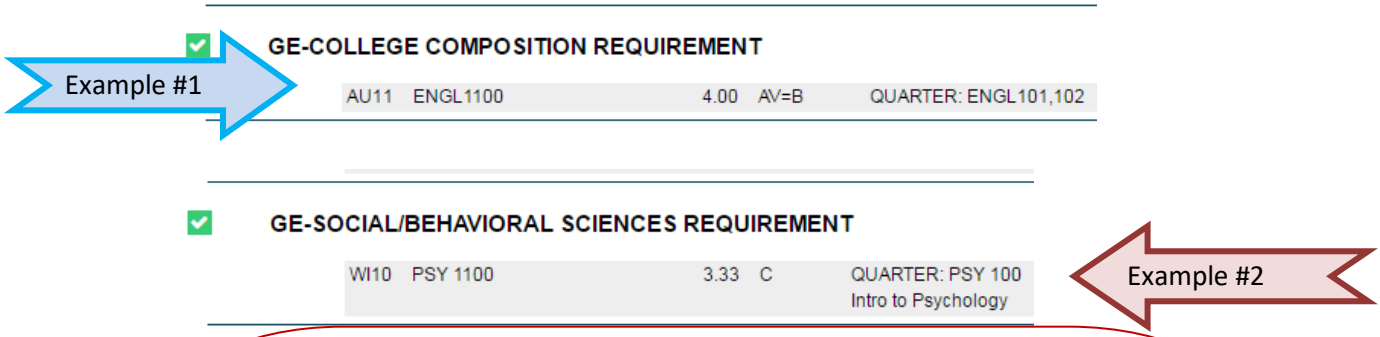
BUSINESS RELATED:

AU11	ACCT1211	3.33	B	QUARTER: ACCT106 Financial Accounting
AU12	ACCT1212	3.00	A	Managerial Accounting

ARTS & HUMANITIES

AU03	ART 8001	2.00	K	OTTRBEIN: ART 250
AU03	ART 8002	3.34	K	OTTRBEIN: ART 380

Note: Quarter courses (coursework taken prior to Autumn 2012) will be converted to semester courses with semester credit hour values.



In this degree 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)

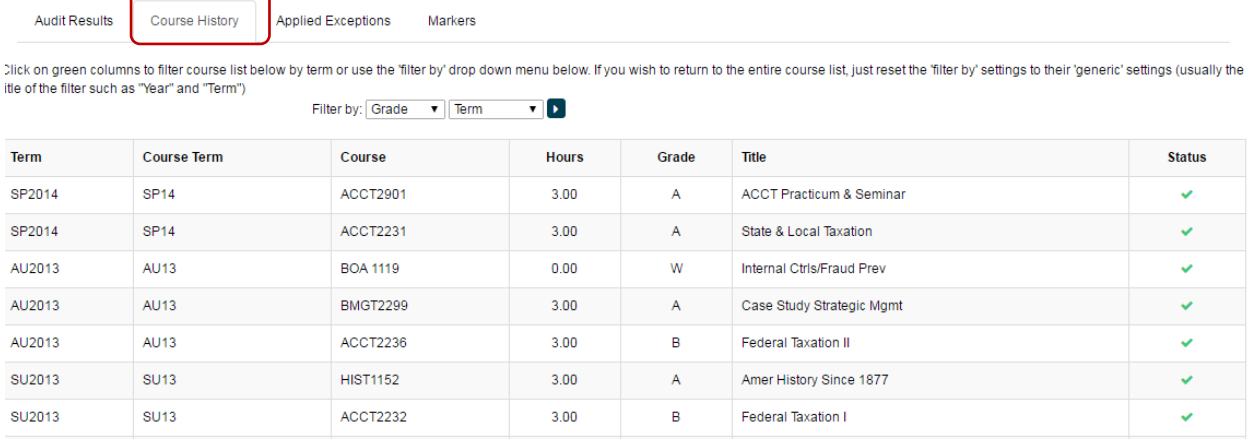
- ENGL101 and ENGL102 (taken for 3 quarter hours each) are converted to one semester course, ENGL1100 for 4 semester hours.

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.

OTHER TABS IN 'AUDIT RESULTS'

Course History presents a listing of courses taken in reverse chronological order:



Term	Course Term	Course	Hours	Grade	Title	Status
SP2014	SP14	ACCT2901	3.00	A	ACCT Practicum & Seminar	✔
SP2014	SP14	ACCT2231	3.00	A	State & Local Taxation	✔
AU2013	AU13	BOA 1119	0.00	W	Internal Ctrls/Fraud Prev	✔
AU2013	AU13	BMGT2299	3.00	A	Case Study Strategic Mgmt	✔
AU2013	AU13	ACCT2236	3.00	B	Federal Taxation II	✔
SU2013	SU13	HIST1152	3.00	A	Amer History Since 1877	✔
SU2013	SU13	ACCT2232	3.00	B	Federal Taxation I	✔

Applied Exceptions will list the exceptions applied to this specific Audit. More information will be covered in the **'Exceptions'** section later in this document:

Markers are requirements that are encoded to appear in a student's Degree Audit Report based on certain criteria. At this time, the only Marker in use is the one for Honors students. This is an example of how it is represented on the 'Markers' tab of the Audit results:

Markers

Marker	Value	Type	Catalog Year
$HONORS	HONORS		

In this example, the Audit Results contain the specific criteria required to graduate with the Honors Scholar distinction:

HONORS GRADUATION REQUIREMENTS

Honors Program members who complete their studies at Columbus State Community College and meet the following qualifications become eligible for final Honors Program acknowledgement on transcripts and/or diplomas as well as recognition at graduation:

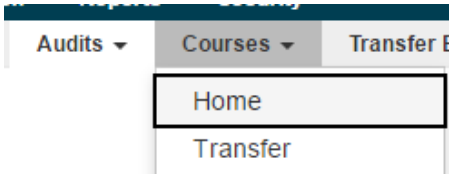
Earn an 'A' or 'B' in at least fifteen (15) credit hours of Honors courses (including Honors versions of COLS 1100 and ENGL 1100).

AU15	COLS1100	1.00	A	H - First Year Exp Seminar
AU15	ENGL1100	3.00	A	H - Composition I
SP16	ENGL2367	3.00	A	Composition II
SP16	MATH1151	5.00	B	Calculus I
AU16	CHEM1171	5.00	B	General Chemistry I

Honors Courses In-Progress

Courses Tab

Clicking on the 'Courses' tab gives you options of viewing courses stored in u.Achieve (not necessarily in the student's Colleague record).



Home courses are Columbus State equivalents of transfer courses (articulated in u.Achieve).

Completed Coursework

Term	Course	Title	Grade	Credit	Seq	Last Modified
Spring 2012	BIO 111	OHIO ST : BIOLOGY 101	K	5.00	001	04/06/2012 11:31 AM
Spring 2012	BIO 112	OHIO ST : BIOLOGY 102	K	5.00	001	04/06/2012 11:31 AM
Spring 2012	COMM801	OHIO ST : COMM 101	K	5.00	001	04/06/2012 11:31 AM

Transfer courses are the original transfer courses as taken at the 'source' institution.

Completed Transfer Coursework

School	Cd	Term	Course	Title	Grade	Credit	Edit
Ohio State University - Fall 1967 to Spring 2012		Autumn 2009	CLASSICS 222	CLASSICAL MYTHOLGY	C	5.00	
Ohio State University - Fall 1967 to Spring 2012		Autumn 2009	EXP 100.01	EXP SURVEY	A	1.00	
Ohio State University - Fall 1967 to Spring 2012		Autumn 2009	INTSTDS 230	RISE & FALL SOV UN	C	5.00	
Ohio State University - Fall 1967 to Spring 2012		Autumn 2009	MATH 130	MATH ANLYSIS BUS 1	C	4.00	

Transfer Evaluation Tab

Provides a view of the relationship between the Transfer (or Source) courses and the Home (or Target/CSCC) courses:

Transfer Coursework

Coursework transferred from other institutions.

Source Course line shows how the course appears on the original school transcript.

Target Course line shows how the transferred course appears on Columbus State's Degree Audit.

Source Id	Grp	Lock	Certify	Last Modified	Type	Term	Course	Title	Grade	Earned Credit	Condc	Seq	Edit	Del
Central Ohio Technical College - since Fall 2012														
						Summer 2008	BIO 1760	MEDICAL TERMINOLOGY	A-	2.00		001		
						Spring 2017	MULT1110	COTC: BIO 1760	K	1.33	k	001		
						Autumn 2008	BIO 1774	HUMAN ANAT & PHYS II	A	5.00				
						Autumn 2008	BIO 1775	HUMAN ANAT & PHYS LAB II	A	1.00				
						Spring 2017	BIO 2301	COTC: BIO1774,1775	K	4.00				

Example of a 'two-to-one' articulation. Two COTC courses (BIO 1774 and 1775) are equivalent to CSCC's BIO 2301.

Legend

Source Course (school you transferred from)

Target Course (school you transferred to)

NOTE: Courses evaluated in u.Achieve are viewable; evaluations processed in Colleague will continue to be accessible only through the EXTS and STAC screens.

Exception Tab

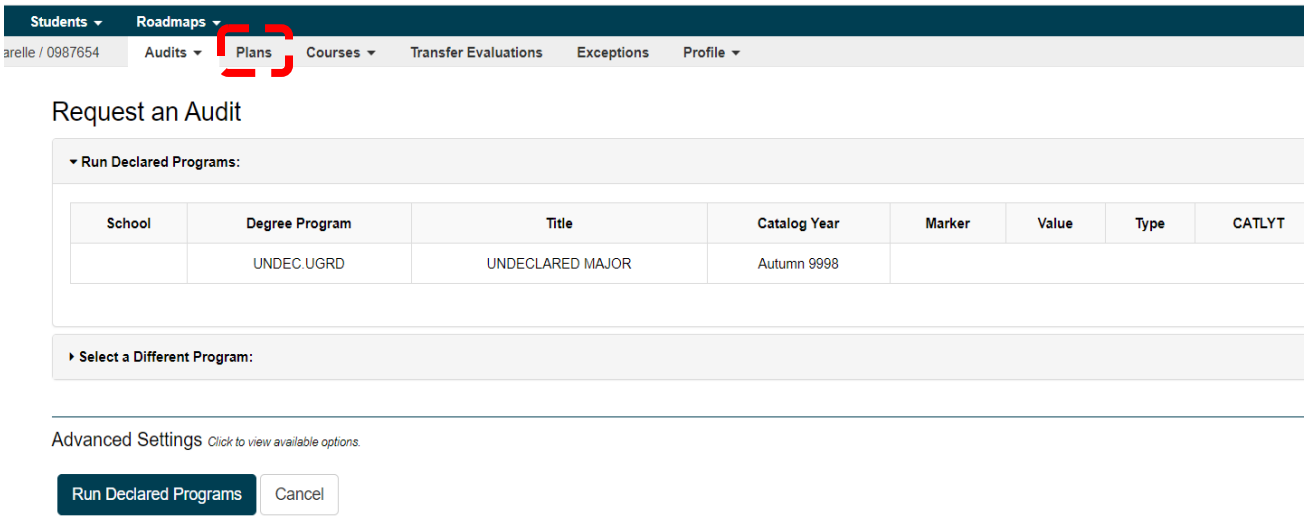
Exceptions

Exceptions to requirements/subrequirements.

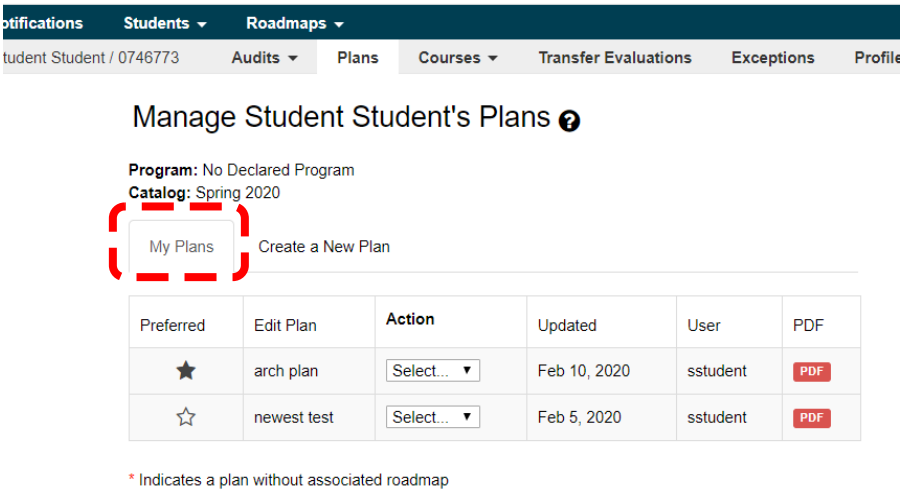
#	Code	Comment	Pseudo Name	Course	Rcourse	Authorized	Date
1	RM	AAS General Education Requirements: Combine PHYS 8001 & 8002 for required PHYS 1200. Meets intent.	MECH-PHYS1200			N Braun/D Bickerstaff	8/31/16

Accessing and Viewing a Student's MAP (My Academic Plan)

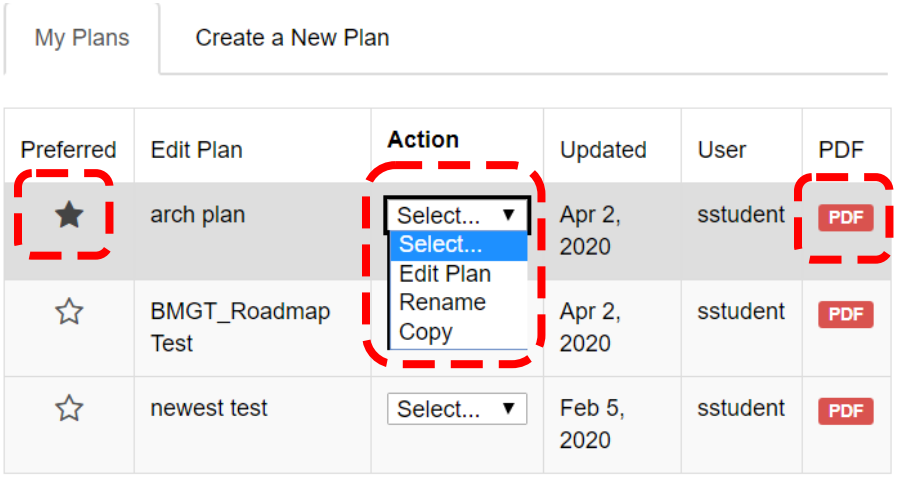
The system provides functionality for users to create and store courses a student would like to plan for future enrollment. Select the Plans tab to view previously created academic plans.



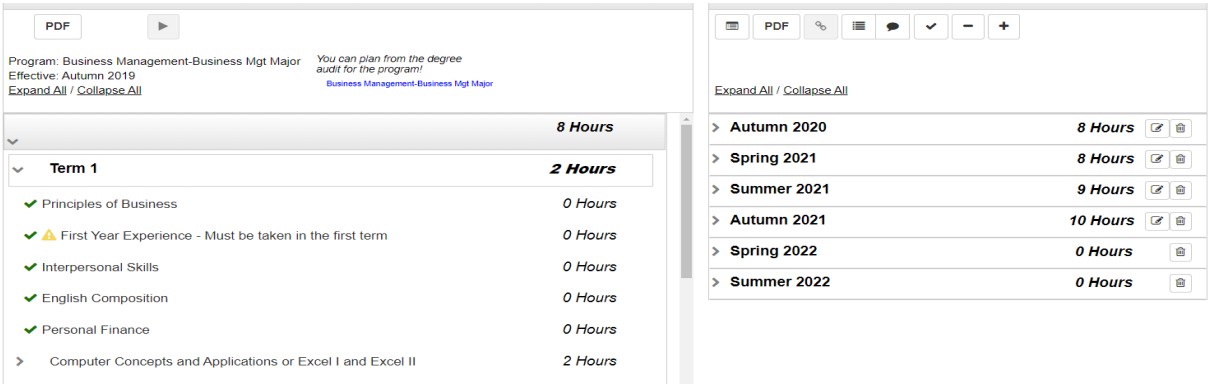
All previously created plans will be listed under the My Plans tab. Students can create additional plans by selecting the Create a Plan tab.



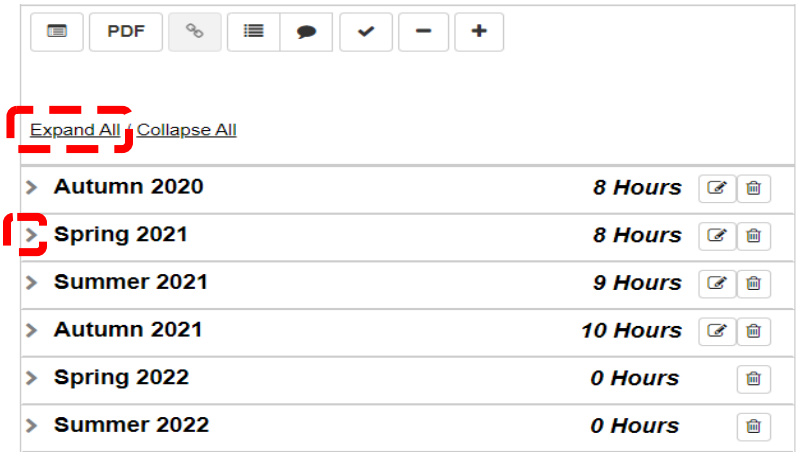
Students can select which plan is their Preferred plan by clicking on the star next to the plan they are following. Students can create multiple plans, as needed, but only one plan will be marked as Preferred. This Preferred Plan will also be used to generate data to inform course demand to the College. There are actions that can be taken for each plan. The drop-down menu under Action can be used to edit, rename, copy, or delete a plan. In most cases, it will make sense to copy an existing plan in order to make changes vs. renaming the plan. There is also an option to open a PDF version of a plan from this screen.



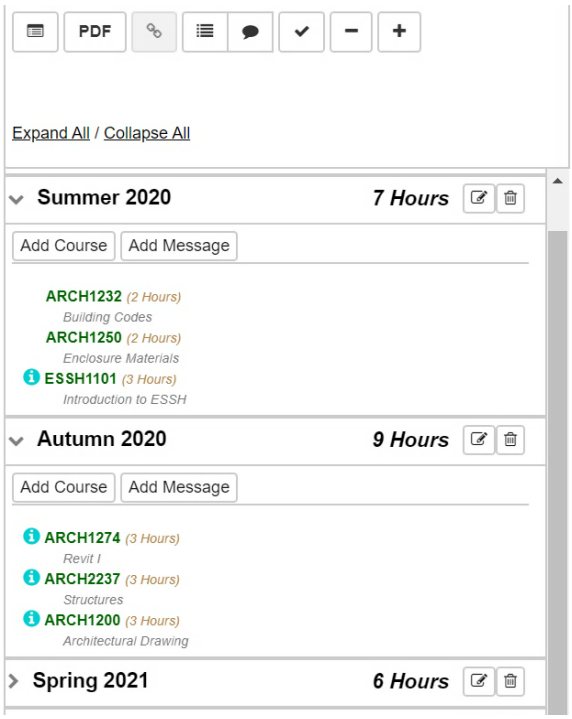
A plan can be viewed by selecting the Plan Name in Edit Plan column. The student's plan will open with the plan on the right side of the page. Student's can plan from either a degree audit or a Roadmap which will be on the left side of the page.



All semesters will be collapsed when the plan opens. You can open all semesters by selecting Expand All or open each semester individually by using the arrow next to the semester you would like to open.



Once the semesters of a plan have been opened you will be able to see the courses that the student has planned.



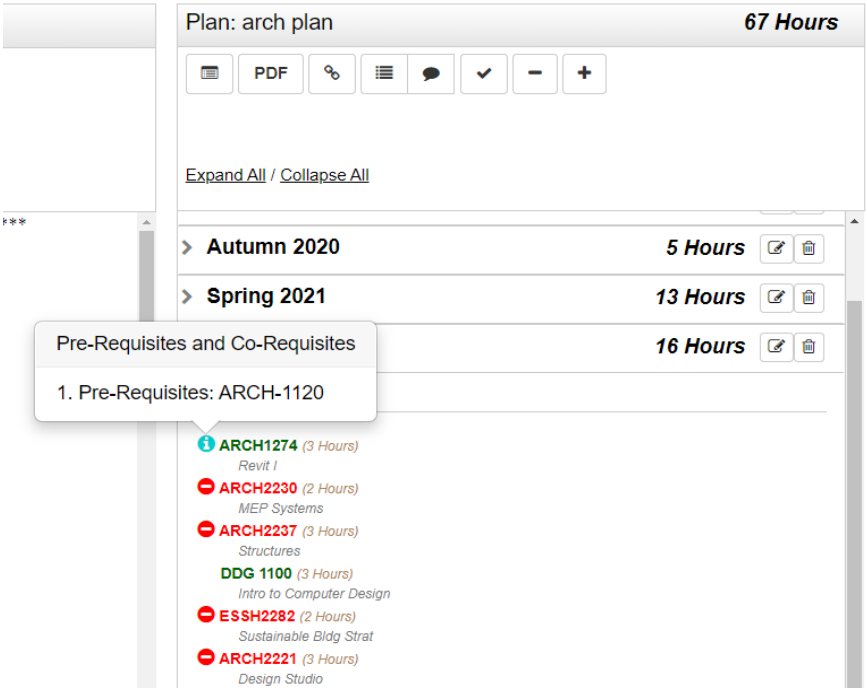
The following icons provide infromation regarding the planned courses.

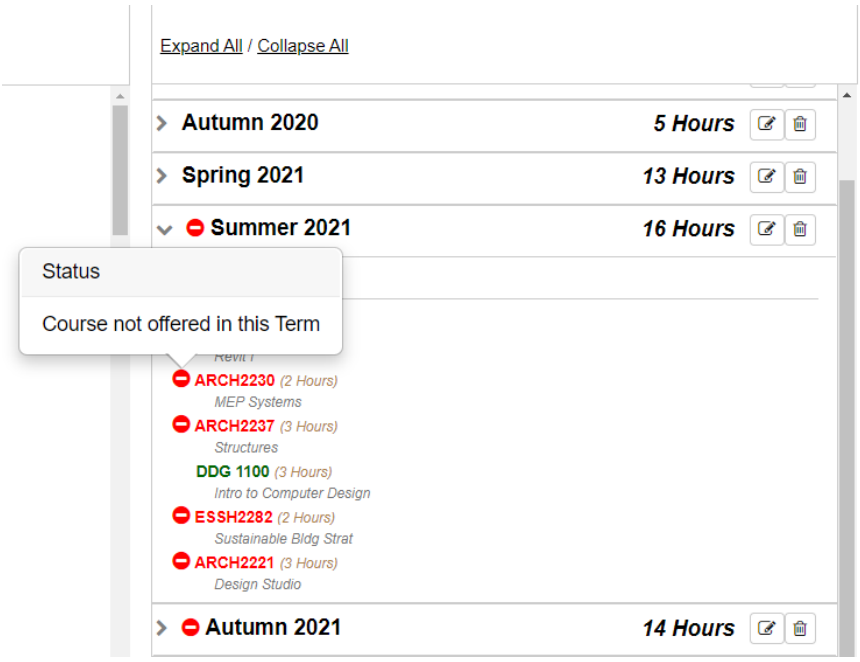
Indicates that course has a Pre-Requisite or Co-Requisite

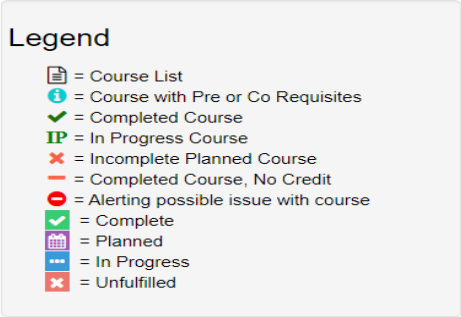
Indicates that course is not offered in this term

NOTE: You can click the icons for more detail (see below) but they are informational only. The planning tool does not check or enforce prerequisites/corequisites having been completed –

the student will need to make sure that they are planning courses in the proper sequence. Students will not be able to complete registration for courses on their plan if they have not satisfied pre/corequisites – or if they have other registration holds such as past due fees or restrictions.

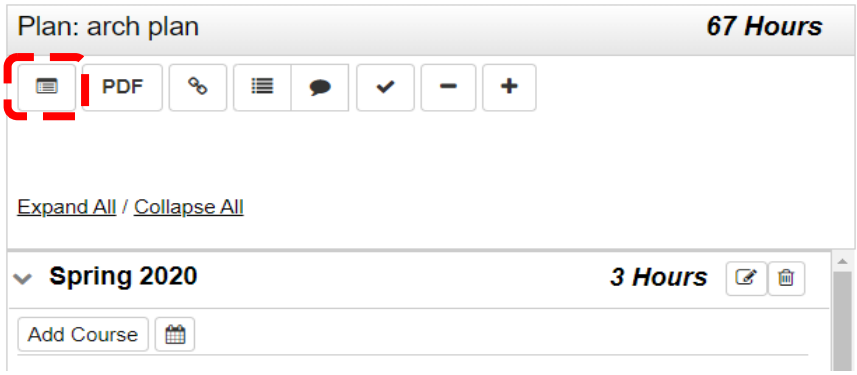






Generating a Degree Audit with Planned Courses

Once a plan has been created an audit can be generated that includes the courses from a student's plan. By incorporating planned courses into the audit students are able to see what effect they would have on program requirements. By clicking the audit button, shown below, a degree audit will open in a new window.



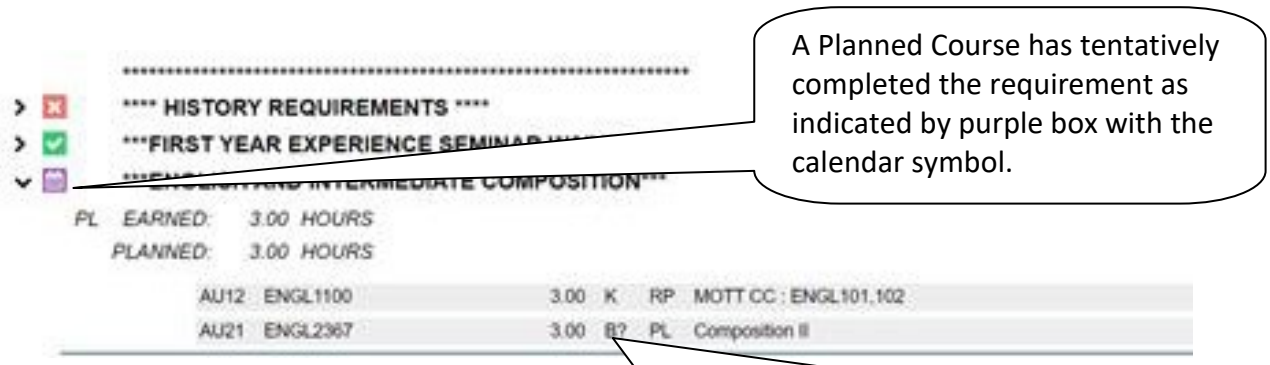
It is critical to remember that Planned Courses are not automatically registered. The following disclaimer appears on degree audits that contain planned courses:

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.**

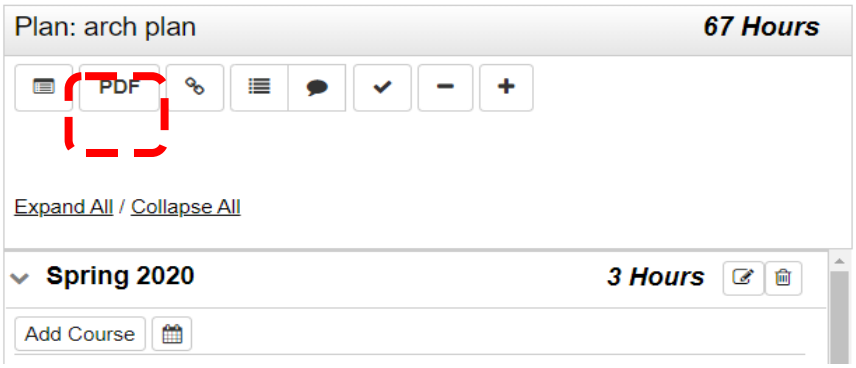
*** Planned Courses with projected grades are calculated into GPAs on the audit report. Remember you have the option to re-run the audit without including Planned Courses.**

*** At the end of each term, Planned Courses for that term will be automatically deleted from the system.**



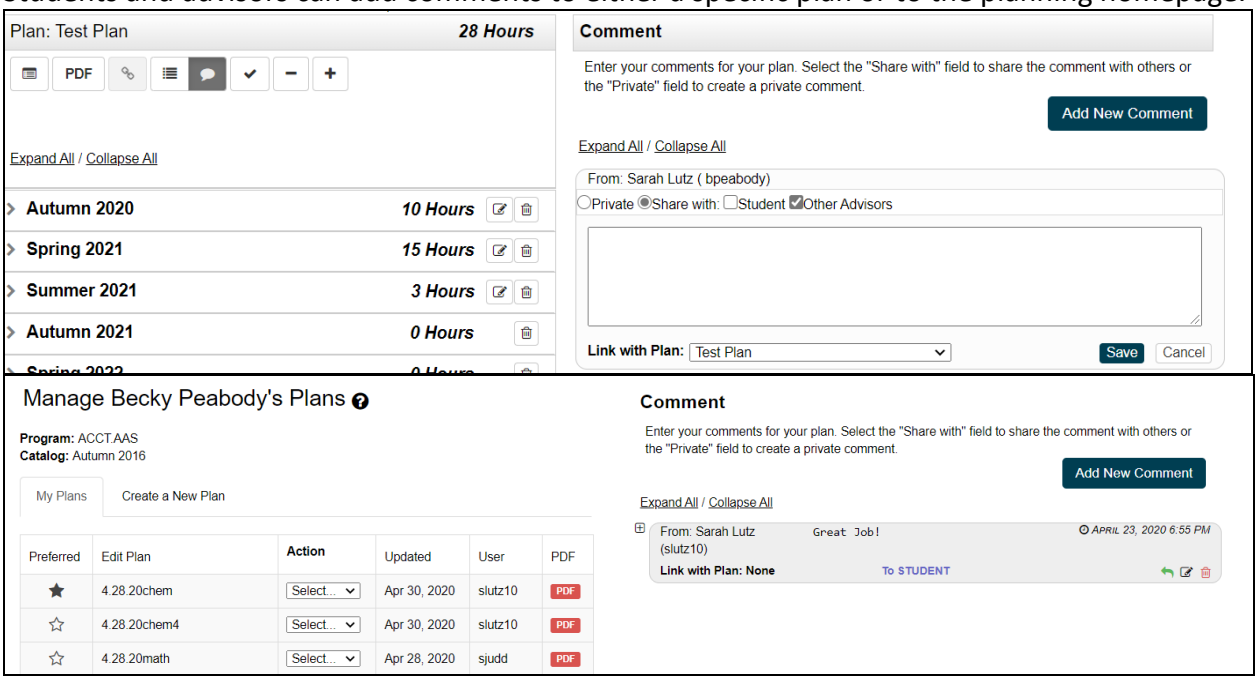
Viewing a PDF of the Plan

A PDF can be printed with sections divided by completed courses and planned courses by semester.



Comments on a Plan

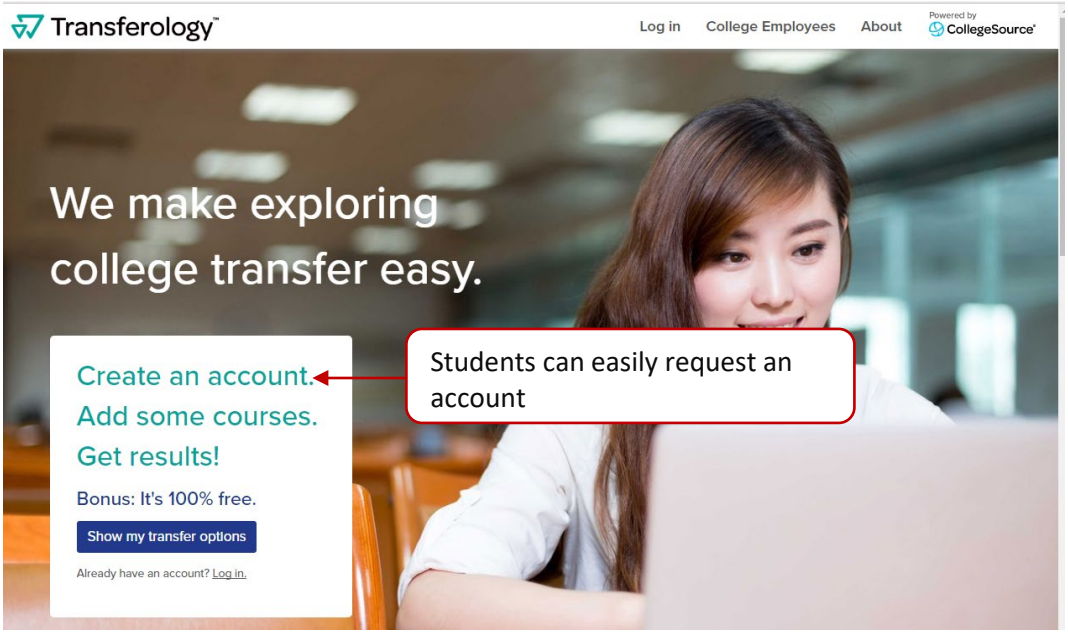
Students and advisors can add comments to either a specific plan or to the planning homepage.



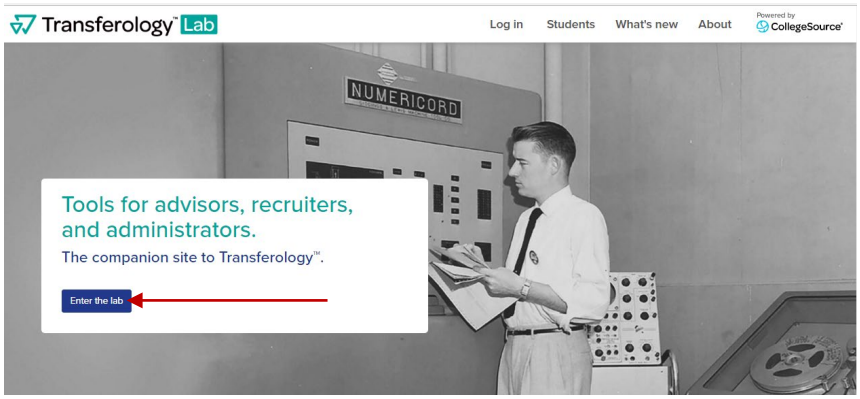
Transferology™

- 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.

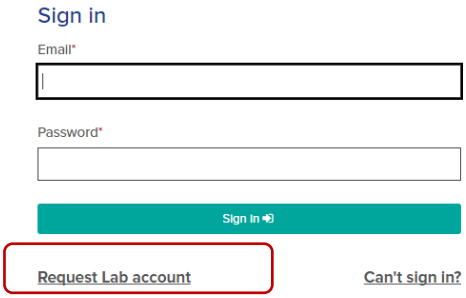
- Two distinct sites, depending on the user role
  - **Students** – access Transferology (transferology.com) to:
    - Find schools that accept their course work
    - Find courses that will transfer back to their school
    - Find general information about a school
    - Apply courses to a degree program



- **Advisors/Faculty/Staff** – access Transferology Lab (transferologylab.com) to:
  - Find Equivalencies and Replacement Courses
  - Manage Course Bundles – groups of courses that are commonly taken by students and/or transferred.
  - Apply Courses to a Program

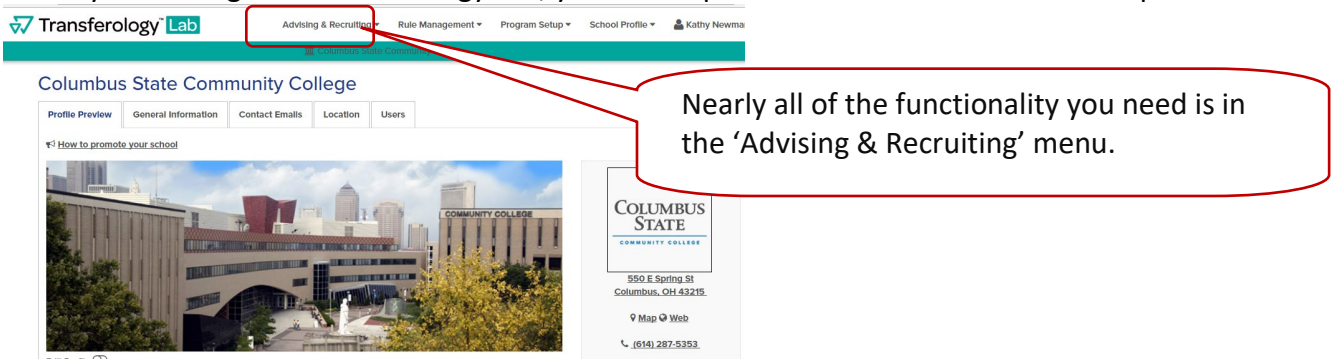


Transferology Lab users need to be identified with a specific institution; if you don't have an existing an account, you can request one by clicking on the 'Request Lab account' when entering the Transferology Lab:

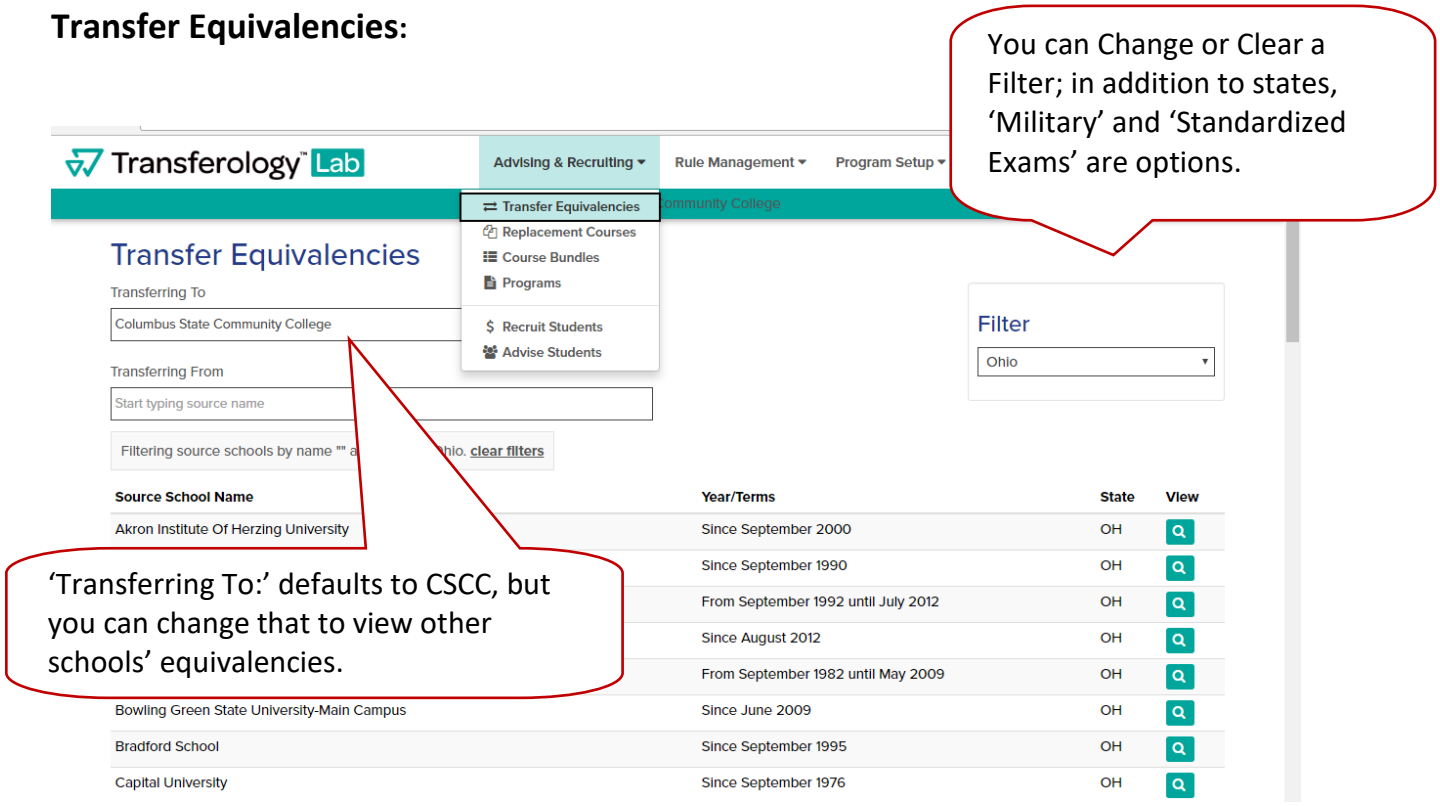


You will be prompted for a few pieces of information (i.e., CSCC e-mail, Name, Office, Telephone, etc.). You can expect to receive an e-mail containing your temporary password and login instructions within one to two working days.

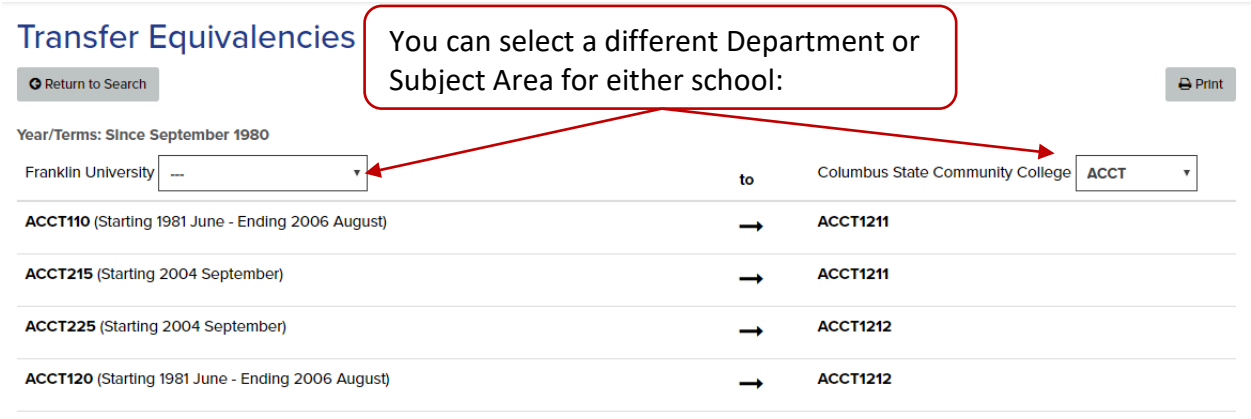
When you first login to Transferology Lab, you will be presented with Columbus State's profile:



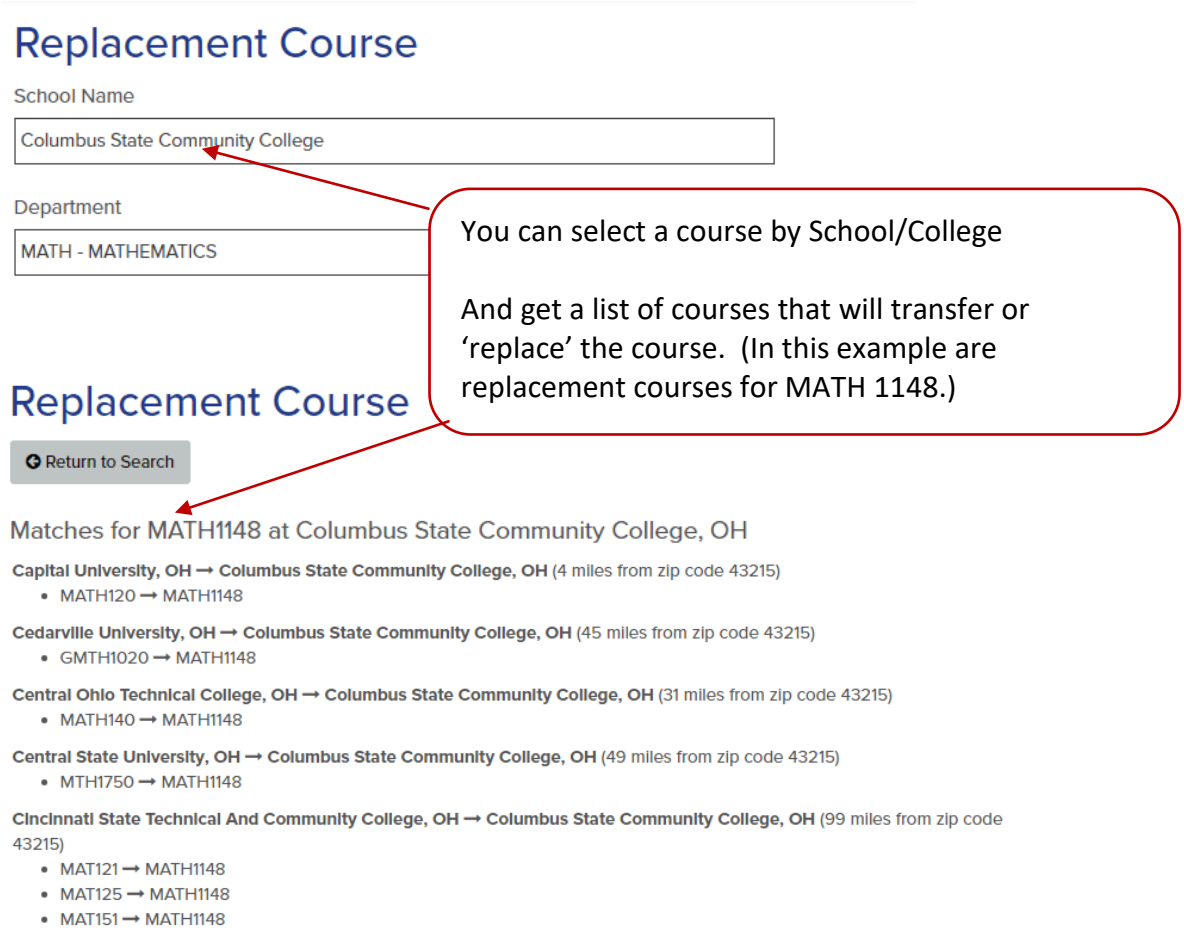
Transfer Equivalencies:



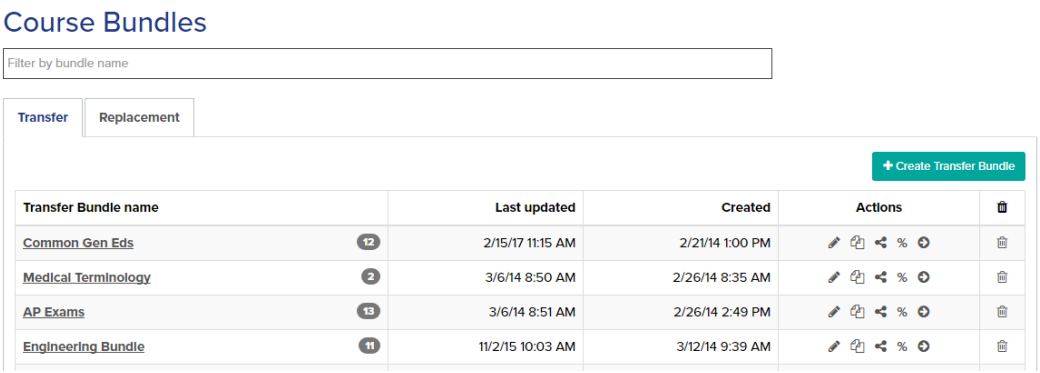
The results of your selections display in an order that is alphabetical by subject:

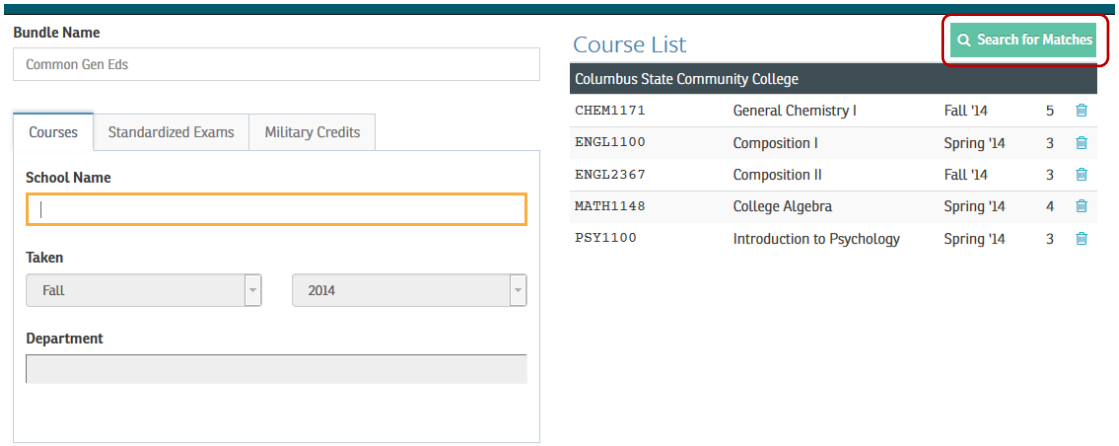


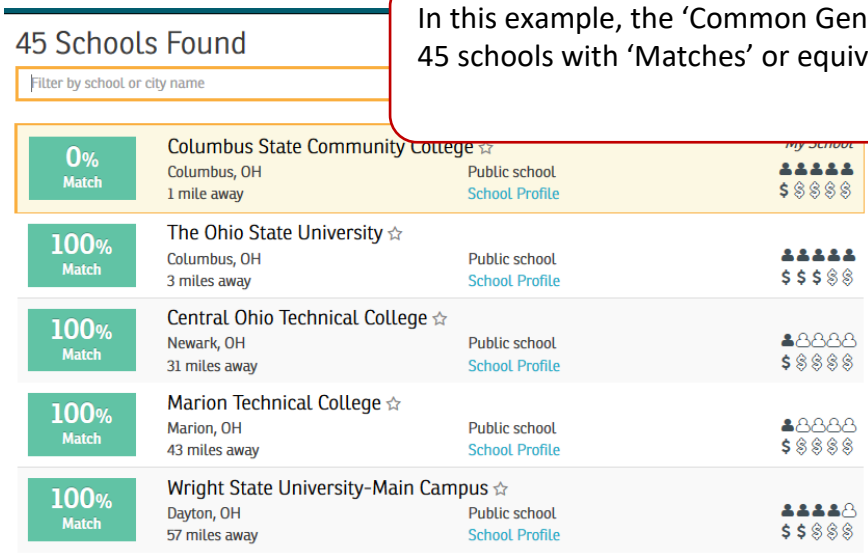
Replacement Course



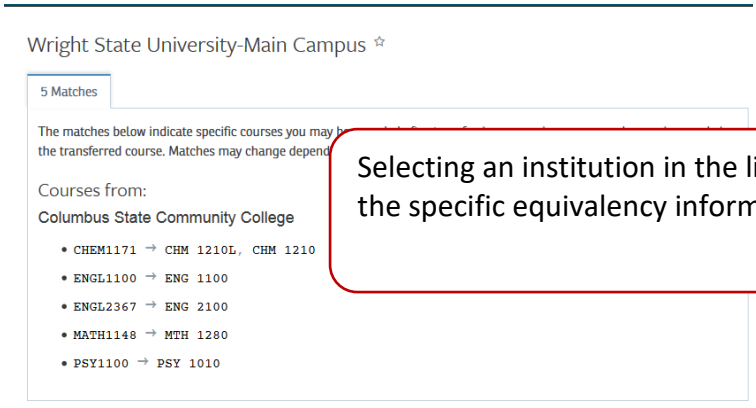
Course Bundles allow you the opportunity to create different groupings of courses for which you can identify equivalent transfer courses:







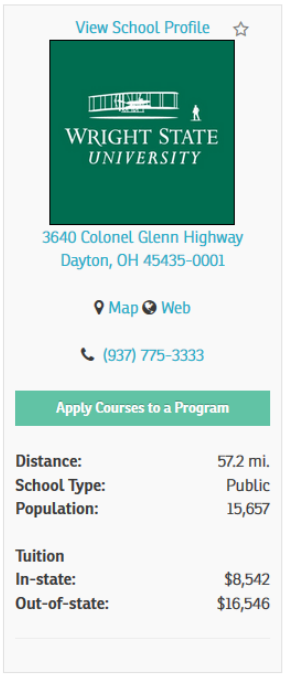
In this example, the 'Common Gen Eds' bundle yields 45 schools with 'Matches' or equivalencies:

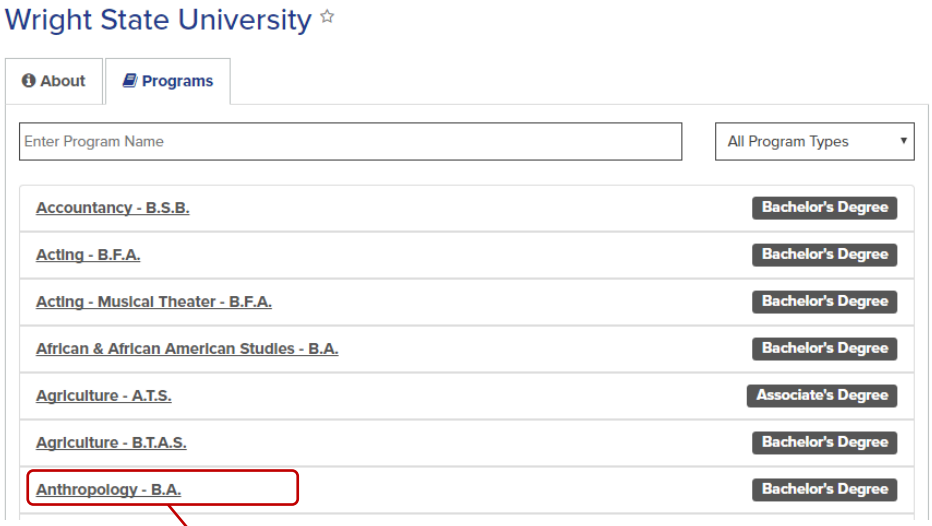


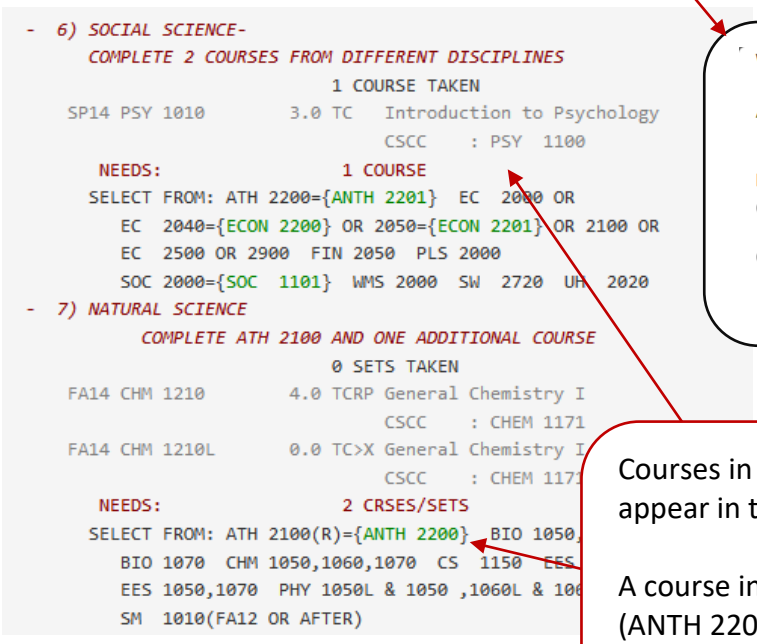
Selecting an institution in the list of matches provides the specific equivalency information.

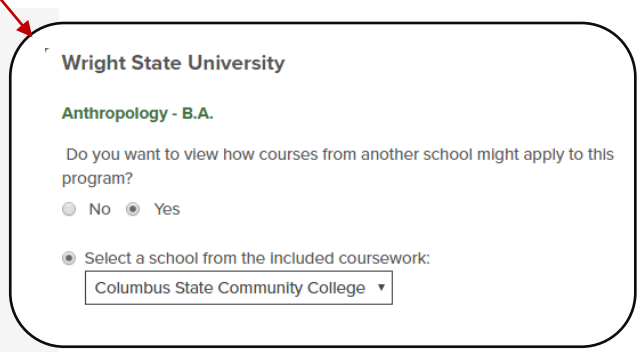
Programs

Either from the Course Bundle functionality or from the 'Advising & Recruiting' navigation, you can run Degree Audit Reports for academic programs from Columbus State or from any other school that provides this option:





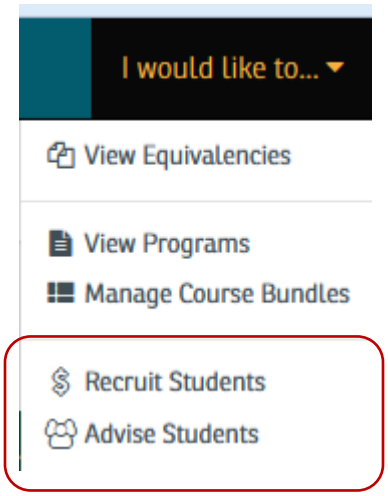




Courses in the Course Bundle transfer and appear in the Audit as expected.

A course in brackets is the CSCC equivalent (ANTH 2200) of the Wright State course (ATH 2100) that can be used to fulfill this requirement (NATURAL 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:



QUESTIONS? NEED ADDITIONAL INFORMATION?

Contact Sarah Lutz, Program Coordinator, Office of Curriculum Management; slutz10@cscc.edu; (614) 287-3277.