

## Degree Audit Frequently Asked Questions

### Audits:

- “I can’t find this student. Do they need to be added to the degree audit system?”
  - Confirm that you are entering the correct spelling of the student’s name or the correct student ID number. If everything is correct, contact your Degree Audit Coordinator.
  
- “When I run an audit, I get an audit, but when I open it, an error displays in red lettering.”
  - Contact your Degree Audit Coordinator.
  
- “How do I decide which catalog year option to select for a student’s what-if audit?”
  - If a student has taken any OSU quarter coursework (started any time prior to Summer 2012), you should select “Started Quarters, Graduate Semesters.” For any students who enrolled in Summer 2012 or later, use your college or departmental rules to select the term and year.
  
- “Foreign language/EM credit/Course isn’t falling where it should.”
  - If the course entered does not match the course needed exactly, but has been approved as the same course (example: 2001.01 vs 2001.02), you can do a Course Substitution to make the courses equivalent. If there is another situation, contact your Degree Audit Coordinator.

### Exceptions:

*Please note:* If you need an in-depth guide on how to perform a particular exception, please refer to the Degree Audit Exception Manual available at the Registrar’s website.

- “Where do I find resources for how to make exceptions, or a list of the departmental abbreviations for courses/masks?”
  - Both can be found, along with additional resources, on the Degree Audit section of the Registrar’s website at <http://registrar.osu.edu>
  
- “I want this course to count in \_\_\_\_\_ and \_\_\_\_\_, and I want it to show in both requirements. Can I do this through exceptions?”
  - If the course is only applying for one student, exceptions cannot be used to make a course count in two separate requirements that are not encoded to allow it. If the course is eligible to complete the requirements for all students, it can be encoded to accomplish this by contacting your Degree Audit Coordinator.
  - If the requirements are already encoded to allow double counting, then you can perform an exception (example: Insert Course) to place the course into the requirements, and they will allow the course to act as designed.

- If the requirement is not encoded to allow a course to double count, then you will have to place the course into one of the requirements using an exception (if it is not already there). Then perform another exception to waive the necessary hours/courses in the other requirement. Although we can't put the actual course in both places, you can put the course name into the "Exception Note" or "Displayed As" section, and it will list the course that you are waiving. It won't look exactly the same, but it will display the course.
- "When I do an Insert Course exception where more than one course is needed, can I make the course being replaced go away, or will it go away on its own?"
  - When the other required coursework is fulfilled, the course being replaced will disappear. If you would prefer to have it disappear immediately, you may perform a Delete Course exception on the course you would like removed.
- "I want to add/subtract more/less courses into the \_\_\_\_\_ requirement than it's looking for. How do I get it to accept/reject the additional courses?"
  - In each exception, there is a section where you can alter the hours/number of courses the requirement is searching for. If you are not performing another exception, a Waive Hours or Requirement Modification will allow you to do so. \*\*\*Note: When subtracting courses/hours, always put a (-) in front of the number except when using Waive Hours or Waive Course\*\*\*
- "I think the Course Mask/Department name is off on my exception."
  - The department abbreviation should be entered in all capital letters. It also requires following the exact spacing that totals 15 characters:
    - 1<sup>st</sup> – 7<sup>th</sup> position: The first seven characters are OSU's official seven-character Department Abbreviation. For example, the department abbreviation for courses offered by the Department of Political Science is "POLITSC." If there are fewer than seven characters in a department abbreviation, then there must be enough spaces entered to total seven characters.
    - 8<sup>th</sup> position: The eighth character is a space.
    - 9<sup>th</sup>-15<sup>th</sup> position: The course number. The ninth character is where the 4 digit number begins for OSU courses or OSU equivalent transfer courses. For transfer courses that came in with a G (general credit), S (special credit), or T (technical credit) character, that character will appear in the 9<sup>th</sup> space.
  - *Please Note:* Due to the quarter-to-semester conversion that took place at the end of Spring 2012, there may be a few remaining courses with 3 digit numbers on transition student audits. These will require an extra space in the 9<sup>th</sup> space, instead of beginning the course number. The course number will then begin in the 10<sup>th</sup> space.

- “How do I find the pseudo names online?”
  - Pseudo names can easily be accessed by running a List All audit. Pseudos are notated in each subrequirement by a \$:, and in each requirement by a PSNAME:. OANs (Ohio Articulation Numbers) also have a \$: indicator, but will always start with an “O” and have at least three letters followed by three numbers; these are not pseudos and should not be used in exceptions. OTM (Ohio Transfer Module) codes also have a \$: indicator, but will always start with a “T.” Pseudos generally have text relating to the requirement or subrequirement.
    - Example Pseudo: \$: BRIT LIT
    - Example OAN: \$: OSC003
    - Example OTM: \$:TMM001
  
- “I performed a Course Substitution exception, and it didn’t work. I checked both course masks, and they are correct. Now what?”
  - There can only be one “alternate identity” to a course. There is an OAN/TAG or OTM number attached to the course, and the OAN/OTM needs to be removed on the transfer course on the student’s record. Only a Degree Audit or Transfer Credit Center staff member can remove the OAN/OTM. Please contact your Degree Audit Coordinator for assistance.

**Plans:**

- “Can I substitute Course X for Course Y in the student’s minor?”
  - The college that the minor originates from should be contacted for approval.
  
- “Can I remove a course from the student’s major so that it will be able to count in the minor?”
  - The major advisor will perform the exceptions to remove the course(s) from the major. Instructions for using exceptions to remove a course from the major: Do a Delete Course exception for the requirement in which the course is currently falling. Repeat as necessary for requirements that grab the course until it is no longer counting in the major. The course should then flow into the minor. If it does not, an additional exception may need to be used, with the approval of the department who owns the minor.
  
- “When I run the student’s audit, the major/minor requirements are different. Why isn’t it showing the correct coursework requirements?”
  - There are often multiple versions of a major/minor available to run. The program requirements are determined by the requirement term for the student. Check SIS to see if the requirement term for the major (on the plan tab) is correct. A student can have different requirement terms for the major and minor in the same stack; however, the audit will run the minor with the requirement term associated with the major on the plan tab.
  - If the minor needs to be run on a different requirement term, it’s possible to use an A2 exception to change it. Be sure to use the 5 digit catalog year, as opposed to the 4 digit requirement term, in the A2 exception.

- “I have a returning student under an old program. Why don’t they have a default plan? Why can’t I run a What-if audit for their old program?”
  - The student’s program may pre-date the degree audits available. You can run a what-if for them in a more recent plan. Be sure to select the transition plan for students who have OSU quarter coursework on their record.