WELCOME!

Degree Audit Users Meeting
Agenda

- Welcome
- Timeline
- Degree Audit Self-Service
- Documentation
- Self-Service Security protocols
- Transferology
- Closing
Implementation Timeline
Degree Audit Upgrade
Pre-MTP
• Prior to June 16:
  • College encoding changes – submit to DA staff by May 30, 2014
  • Business as usual
  • Final testing and configuration
• June 16 – July 3: Encoding freeze.
  • All non-implementation encoding suspended until after MTP
  • DARSweb will be available.
  • College users will be able to post exceptions and run audits
  • TCC will continue to process credit evaluations
  • DA staff will be able to provide batches to colleges
    • Plan to provide SU14 and AU14 commencement batches
  • DA/TCC staff will make necessary pre-MTP encoding changes required for implementation
MTP
July 4 thru July 9: DARSweb (along with SIS) will be unavailable due to the Move-To-Production process.
• During MTP, DA/TCC staff will complete encoding required for the implementation
• DA/TCC staff will validate functionality of software elements
Post-MTP
• July 10: Degree Audit Self-Service (not DARSweb) application will be on-line and available for use.
• July 10 – July 18: Final implementation encoding not done prior to MTP will be completed (e.g. Audit title lines).
• Beginning July 10: Normal encoding will resume.
New Degree Audit Self Service!

Go Bucks!
Introducing: Self Service!

Degree Audit Upgrade
Now Featuring...
New Audit Tabs

<table>
<thead>
<tr>
<th>Prepared On</th>
<th>04/14/2014 10:44 AM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td>888888200</td>
</tr>
</tbody>
</table>

- **Audit Results** = the Audit
- **Course History** = Student’s courses
- **Applied Exceptions & Markers** for the audit that was just run.
PDF Audits

- Great for saving, emailing
- PDF prints longer than an HTML audit
  - Does print completion status of requirements
- On-page preview affected by browser
- Keep your Adobe Reader up-to-date.
DARSSWeb v. Self Service: The Showdown
Degree Audit interacts differently with different browsers.

DARSWeb: Yes
Self Service: Yes

Tip: It’s a good idea to keep your browser up-to-date for the best results.
The Audit Request page opens after a student has been selected.

DARSWeb: Yes

Self Service: No

Tip: Self Service opens to the most recently run audit for a student. If there isn’t one, it will return a page directing you to run an audit.
When requesting a new audit, multiple default programs will display.

DARSWeb: Yes

Self Service: No

Tip: Other plans and the transfer credit report can be run using the what-if function.
New audits open in a new window.

DARSWeb: Yes
Self Service: No

Tip: Use the “Open in new tab/new window” features on your browser if you want to have multiples open at once.
Arrows next to requirements will open just that requirement.

DARSWeb: Yes

Self Service: No

Tip: Self Service will also take you to the top of the audit. Click on the title of the requirement instead, and it will open just that section.
When entering an insert course exception, you have to save and then click on the exception to complete it.

DARSWeb: Yes

Self Service: No

✓ Tip: Use the “Add Course” button on the exception screen to add courses on the spot.
The Final Countdown: Quarter Courses
Display Difference

- DARSWeb:

  SP08  CLAS   2220   3.3  A-   OHIO ST : CLASSICS  222

- Self Service:  

  SP08  CLASSICS  222             3.3  A-       PROCESSED AS: CLAS  2220
Impact on Exceptions

• Affected Exception Types:
  • Course Substitution
  • Modify Codes
  • Use Course
The Big Question

• Does this exception use the original value of the course?
  ✔ Semester course taken SU12 or later = fine
  ✔ G000, S000, or T000 course = fine
  ✔ Quarter course (SP12 or earlier) that did not convert = fine
  ✗ Quarter course transitioned to Semester course = Caution
A Numbers Game

- Note: Some of these will graduate in SP14.
  - Total (as of 4/21/14) = 11,508
  - College with the least has 0.
  - College with the most has 6,303.
  - Number with Exp. Grad Date of SP14 = 3,925
Resources

• Reports can be made available through your degree audit coordinator.
  • Format: Excel
  • Reports can be generated by college or by major.
  • Delivery: via BuckeyeBox
Let’s take a look!

https://darstst.it.ohio-state.edu/selfservice/
Questions?
Visit http://registrar.osu.edu/

Office of the University Registrar

Spring 2013 Enrollment Appointments begin October 15.

Spring Semester begins January 7.

For more information regarding deadlines and permissions, visit Registration, Fees, and Important Dates.

Autumn 2012 Term Important Dates

- Nov. 12 M  Legal holiday - Veteran’s Day observed – no classes, offices closed.
- Nov. 17 Sa  60% completion date for Session 2 courses; financial aid will not be recalculated on withdrawals after this date.
- Nov. 21 W  Thanksgiving Break begins - no classes, offices
Degree Audit site

Faculty/Staff

- Run a Degree Audit - to check a student's progress toward an undergraduate degree or run a Transfer Credit Report
- How to Run a Degree Audit Report or Transfer Credit Report (pdf)
- FAQs (pdf)
- Ohio State University DARS User Meeting: Using DARS in Semesters, November 15, 2011 (pdf)

Students

- Access Buckeye Link for Reports (new window) - access your advising, degree audit, or transfer credit report
- How to Run a Degree Audit Report or Transfer Credit Report (pdf)

Other

- Academic Program Listing (pdf)
- Departmental Abbreviations
- Exceptions Manual (pdf)
- Ohio State University Academic Calendar
- Download Adobe Reader (new window)

Contact Us: Degree Audit
Faculty/Staff section:

- Run a Degree Audit – Link to DARSWeb/Self Service
- How to Run a Degree Audit Report – Step by step with screenshots
- FAQs
- User Meeting materials - will be updated to April 2014
Student section:

- Access Buckeye Link for Reports
- How to Run a Degree Audit Report – Step by step with screenshots
Other section:

- Academic Program Listing
- Departmental Abbreviations – helpful for course masks!
- Exceptions Manual – Step by step with screenshots, how to find a pseudo, and how do I make that course mask again?
- Ohio State University Academic Calendar
- Download Adobe Reader
Questions?
Self Service Security
Degree Audit Upgrade
Self-Service access:
Basics
• Initial access based on current DARSweb security

• Colleges/departments have been asked to verify current DARSweb users and access levels

• New protocols will give us better control of user access
Requests for Degree Audit access:

- All requests should be submitted by college CIMs thru OCIO at access@osu.edu
- Must have completed Institutional Data Policy training
- Requires appropriate SR Advisor template (1-5, 7-8), or SR_WORK_STUDY_VIEW
Degree Audit Access templates:

• ADVISOR 1
  • Run, View, Delete degree audits
  • View Exceptions, Programs, Demographic information

• ADVISOR 2 XXX (XXX = College)
  • Same as ADVISOR 1 except:
    • Add, Update, Delete exceptions within college
    • Multiple ADVISOR 2 templates can be assigned if necessary: e.g. Advisor for Computer and Information Science will need ADVISOR 2 ASC and ADVISOR 2 ENG
Self-Service access:

Request process
Beginning September 2014:
- Complete Institutional Data Policy training (New hires)
- Submit request to access@osu.edu using the OSU SIS Access Request Form
- In the Degree Audit section, select the appropriate template:
  - ADVISOR 1 – won’t be posting exceptions
  - ADVISOR 2 (XXX) – will be posting exceptions. Select the template for the staff member’s college.
  - If need to post exceptions in multiple colleges, select all the appropriate ADVISOR 2 templates. Explain why in the Use Requirements section of the form.
- OCIO will request final approval from OUR
Degree Audit Self-Service

(Choose one or more templates below as appropriate)

Degree Audit Self-Service Template Definitions

- ADVISOR 1
- ADVISOR 2 AGR
- ADVISOR 2 AHR
- ADVISOR 2 ASC
- ADVISOR 2 ATI
- ADVISOR 2 BUS
- ADVISOR 2 DHY
- ADVISOR 2 EHE
- ADVISOR 2 ENG
- ADVISOR 2 ENR
- ADVISOR 2 GRD
- ADVISOR 2 HRS
- ADVISOR 2 JGS
- ADVISOR 2 NUR
- ADVISOR 2 OPT
- ADVISOR 2 PBH
- ADVISOR 2 PHP
- ADVISOR 2 PHR
- ADVISOR 2 SWK

Example of Degree Audit Self-Service templates
Questions?
Transferology
Questions?
Summary

Degree Audit Upgrade
Highlights
• Self-Service web application
  • New audit tabs
  • PDF audits
  • INSERT exceptions easier
  • Q2S course conversion

• Updated documentation
• New security protocols
  • Simplified access levels
  • Improved accountability

• “Behind the scenes” changes
Degree Audit Staff Assignments:
• Marissa Cirker (cirker.2)
  • ASC-SBS, HRS, JGS, NUR, PBH, SWK

• Karen Sondrini (sondrini.3)
  • ASC-ART, AHR, ATI, ENG

• Michael Shearer (shearer.14)
  • ASC-BIO, BUS, EHE

• Alex Kerns (kerns.137)
  • ASC-HUM, ASC-MPS, OPT, PHP, PHR, DHY, AGR*, ENR*
Questions?