Degree Audit Frequently Asked Questions

Q: “I can’t find this student. Do they need added to DARS?”
A: Check the spelling of the name you’re entering in and the Student ID. If everything is correct, contact your DARS Coordinator.

Q: “I want this course to count in _____ and _______ and I want it to show in both requirements. Can I do this through exceptions?”
A: 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 DARS 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 it’s designed to.

If the requirement is not encoded to apply the course in the two requirements, 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 (courses display as blue text and the note will be black) but it will display the course you are performing the exception for. (See examples below)
Q: “I lost my exceptions help files from training, where can I get a new copy?”
OR
Q: “Where can I get a complete list of the new PeopleSoft Department names?”
A: A copy of the exceptions Manual and the Departmental Abbreviations listing are both available on the Registrar’s website.
http://www.ureg.ohio-state.edu/ourweb/cad/DARSWebHelp/index.html

Q: “Foreign Language/EM credit/Course isn’t falling where it should”
A: If the course entered does not match the course needed exactly but has been approved as the same course (example 104 vs. 104.01) you can do a Course Substitution to make the courses equivalent. If there is another situation, contact your DARS Coordinator.

Q: “When I do an Insert Course exception and they need more than one course, can I make the course being replaced go away or will it go away on its own?”
A: When the other required coursework is fulfilled the course being replaced will disappear.

Q: “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?”
A: 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***

Q: “The student is going to take a specific course in a future term. Can an exception be performed for a future term? Why isn’t the course showing on the degree audit?”
A: An Insert Course exception will display the course in the accept list, but the course will not show as applied until taken or registered (Degree Audits pull coursework directly from PeopleSoft). No other type of exception will display courses until it is taken/registered. If the student alters their course plan the exception will stay on the audit although unused. We do not recommend this practice.

Q: “I think the Course Mask/Department name is off on my exception. Is there an easy way to double check it?”
A: Easiest Way: Open the student’s audit and copy just the department name and course number using the keyboard shortcut of ctrl + c (highlighting the course and right clicking will not work.) and Paste the course into the exception using ctrl + v.

Another Option (Useful if the student has not yet taken the course or the course is not showing in the audit): To check if the department name is correct, you can use the link in the question above. (*** Department names must always be in ALL CAPITAL LETTERS***) When entering a course mask you can check it manually through counting the spaces.

Department name: 8 Character spaces (if it is shorter than 8 spaces, fill in the rest of the 8 spaces using the space bar)
General/Special/Technical (G/S/T) Credit: 1 space (this space is left blank if this is not a transfer course).

Course Number: 6 spaces (including the decimal point.) ***You do not need to add spaces after the Course Number***

Q: “I lost my Pseudo Reference Sheet. Can I get another copy? Is there a way to access the Psuedo’s online?”
A: You can get another copy of your Reference Sheets through your DARS Coordinator. However, you can always access the Psuedos by running a List All Audit for the Major. Psuedos are notated in each requirement by a $. OAN’s (Ohio Articulation Number) also have a $, and will always start with an “O” and have at least three letters followed by up to three numbers; these are not psuedos and should not be used in exceptions. Psuedos can have a combination of letters and numbers and generally have text relating to the requirement.

Example OAN: $ OSC003

Example Psuedo: $BRIT LIT

Q: “When I ran an audit, I get an Audit, but when I open it an error displays in red lettering.”
A: Contact your DARS Coordinator.

Q: I performed a Course Substitution exception and it didn’t work. I checked both course masks and they are correct. Now what?
A: There can be only one “alternate identity” to a course. There is an OAN/TAG attached to the course and the OAN needs to be removed on the transfer course on the student’s record in DARWIN. Only a DARS (or TCC) staff member can remove the OAN.

Q: In the Minor on the student’s audit, can I substitute course X for course Y listed on the Minor (or on the approved Minor sheet)?
A: The College that the minor originates from should be contacted for approval before altering the minor.

Q: Can I remove a course from the student’s Major so that it will be able to count in the Minor?
A: The College will perform the exceptions to remove the course(s) from the major.

Instructions for using exceptions to remove a course from a major: Do a Delete Course for the requirement the course is currently falling into. Repeat as necessary for requirements that grab the course until the course is not counting in the Major. The course should then flow into the Minor. If it does not, the College that “owns” the Minor may need to perform an additional exception. A Use Course exception into the minor can also be used.

Q: When I run the student’s Audit the Major/Minor requirements are different. Why isn’t it showing the correct coursework requirements?
A: 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 PeopleSoft to see if the Requirement Term for the Major (Plan) is correct. A student can have different requirement terms for their Major and Minor in the same stack, however the audit will run the Minor with the requirement term associated with the Major (Plan).

Q: I changed the student’s Program/Plan in PeopleSoft. Why isn’t it reflecting on the Degree Audit? OR Why doesn’t this student have a Default Plan in DARS?
A: The active CPP stack on or before the first day of the term will determine the default program for all students in DARS. If the effective date for the plan is after the first day of the quarter, you can back date the Plan in PeopleSoft. When the Default Programs are refreshed daily, the change should be reflected. Also, check the Requirement Term for the Plan. Is it compatible with what is available on the Degree Audits? If you aren’t sure when a Plan was approved/is available for Degree Audit you can contact your DARS Coordinator.

Q: “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 for them?”
A: The student may not have a default plan because their program pre-dates DARS.

If there is a Plan with similar/same course requirements as an older version, you can change the Requirement Term in PeopleSoft to match a catalog year represented in DARS.

You may be able to run a What-If audit for the student, by selecting the program and an earlier catalog year. If there is not a catalog year available in the drop down that would run the prior version, contact your DARS Coordinator for other options.