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601 : THE ON COURSE MENU SCREEN

601 On Course Menu	
Screen: ___ Degree Code: _____ Catalog: ___ Printer Code: 	
CATALOG DEGREE REQUIREMENTS DEFINITION SCREENS -----	STUDENT DEGREE PROGRAM MANAGEMENT SCREENS -----
606 Degree Index List	651 Student Degree Plan Definition
607 Requirement Index List	652 Course Plan Maintenance
611 Degree Requirement Definition	654 Course Exceptions
621 Requirement Definition	655 Requirement Exceptions
622 Group Requirement List	656 Advisor Notations
623 Course Requirement List	657 Graduate Tracking
625 Degree Requirement Display	658 Graduate Committee Members
	672 Student List By Advisor
***** 681 Student Degree Audit Request ***** ***** 682 Academic Requirement Audit Request *****	

The 601 screen provides an On Course menu for the various screens used in On Course design and utilization. As an advisor, you will only be using four of these screens regularly: the 651, 654, 656, and the 681 screens.

The 601 screen serves as a screen to designate your printer prior to running On Course audits (although you can designate your printer within an audit and will likely do it within the audit!).

Selecting a Printer

You select your printer by simply typing in your printer code in the “Printer Code:” cell (highlighted above). This will remain in memory as long as you remain logged into the SIS system – or until you change printer code! Printer codes are listed below by department.

Printer Code	Department
AH	Arts & Humanities
EC	Engineering & Computer Science
GS	General Studies
HD	Human Development
NM	Natural Science & Mathematics
SM	School of Management
SS	Social Sciences

651 : THE STUDENT DEGREE PLAN DEFINITION SCREEN

651 Student Degree Plan Definition			
Screen: ___	SID: _____	Degree Plan: _____	Term: ___
Plan Title: _____			
Catalog: <input type="text"/>	Use Custom Degree Requirements: _____		
Advisor: <input type="text"/>			
Plan Type: _	Date Filed: _____		
Plan Status:	Last Changed:	by	
Last Audit:	Results:		
Academic Program as of	Primary	Secondary	Other Plans
College:			
Class:			
Degree:			
Majors:			
Concentration:			
Minors:			
Copy to New SID: _____ and/or Degree Plan: _____ Delete: _			

The 651 screen provides term-based academic history on students and serves as the screen on which both the advisor and student catalog can be assigned. The catalog and advisor data **must** be completed before any advisor substitutions, exceptions, or comments can be processed.

Assigning a Catalog

Enter the starting year of the catalog under which the student was admitted or the student's catalog year under which the approved degree plan requirements are defined (i.e. 2002-2004 would be 02F). The "Catalog:" cell is highlighted above.

Assigning an Advisor

Enter the advising identification number – by default, this will be your social security number – if you would prefer an assigned identification number, contact your On Course Manager. The "Advisor:" cell is highlighted above.

Note: this information must be entered before any advisor substitutions, exceptions, or comments can be processed.

Assigning an Advisor when the Student is not Yet Matriculated (also for a second active matriculation when dual degree)

This sounds as though an alien abduction must take place before an advisor can be assigned, however, it is not quite so unique a situation. If a student is admitted and needs an On Course audit run prior to enrolling in any coursework - you may find yourself in this situation. Also, if a student changes their major and has not yet enrolled in coursework for their new major - you could find yourself in this situation.

Basically, when you go to the 651 screen the currently active matriculation (based on the **Term**) will automatically fill in the **Degree Plan** field. If the student has not enrolled under their most recent matriculation, this information will not carry over; therefore, you must enter it in the **Degree Plan** field manually. It is not particularly difficult, but it is picky about format.

651 Student Degree Plan Definition

Screen: ___ SID: _____ Degree Plan: Term: ___

Plan Title: _____

Catalog: ___ Use Custom Degree Requirements: _____

Advisor: _____

Although it is not broken into separate fields of data the **Degree Plan** cell has certain spaces reserved for the school, degree, and major. The first three spaces are for the school (Ex: a&h, ecs, gs, hd, mgt, nsm and ss). This means if you are entering a two character school such as “gs” you must include a blank space to complete the first three spaces reserved for the school. Now you enter another blank space (this separates the school field from the degree field). The degree field has four spaces reserved for the degree code. Most degree codes are simply “ba” or “bs” but there are others (such as “bsee” or “bste”). Again you must enter blank spaces to account for these four character slots if your degree code is fewer than four characters. Now you enter another blank space (this separates the degree code from the major code). The major code is a four space field. Here you would enter the major code (Ex: acct, ba, ee, cs, is, ams, psy, cgs, math, chem, govt, cjs, ap, and lit.)

Examples: ECS_BSEE_EE
SS__BA__GOVT

NOTE: You may receive the message, “DEGREE PLAN DOES NOT MATCH ACADEMIC PROGRAM” – don’t worry, just continue on.

Once you have entered the degree plan information you desire, the screen will now allow you to assign the catalog and advisor codes as described above. You can now also do any substitutions and exceptions you want to do. Keep in mind when you go to the 681 to run the audit it will still not carry over the right degree plan by default until the student has matriculated; therefore, you will have to run the custom audit with the appropriate manually entered degree and catalog information to run the audit.

NOTE: If you need help finding the right school, degree, or major code to enter – go to the 110 screen and use the help function (get your cursor over the cell and press F2 – press F4 to exit help). This will list all of the various codes you may need to manually enter on the 651 screen. See below for assistance ↓

110 Academic Program Maintenance	
Screen: ___ SID: _____ Course: _____ Term: ___	
MATRICULATION HISTORY	
Seq Acad Program Cls Car Ent Exit	
MATRICULATION RECORD	
Col:	<input type="text"/>
Deg:	<input type="text"/>
Maj:	<input type="text"/>
Class: ___	Class Rule: Residency: _
Career: __	Grade Rule: __ Level:

Move your cursor over any of the shaded fields and press F2 (even if the cell is populated with text and cannot be changed by you, you may still use the help function). This will list your options and you can press F4 to exit back to the 110 screen.

654 : COURSE EXCEPTION SCREEN

The 654 screen serves for substitutions and completed pseudocourse entries. Substitutions include direct course for course substitutions and course plug substitutions. Completed pseudocourse entries correspond to fulfilled requirements that do not have hours designated with that requirement. Please see the explanations below for more information.

Substitutions

A quick word on substitutions in On Course: when a course is substituted in On Course, the substituted course becomes the course (or course plug) it is substituted for – meaning the course’s identity is transformed into the substituted course. The old course (the course which was substituted) no longer exists to On Course – only the new course is known.

Example: See entry 1 on Screen Print Example 1 – now On Course will see only HUMA 1301, not AP 2317. In fact, AP 2317 is now unknown to On Course altogether!!!

Direct Course Substitutions

A direct course substitution should be used when the course required on the degree plan is the same level (upper or lower) and has the same amount (or fewer) of hours as the course being substituted. See entry 1 on Screen Print Example 1.

WARNING: If a direct substitution is made in which the levels do not match, you will have a student with incorrect tallies of upper or lower level credit hours. See entry 2 on Screen Print Example 1. That student just lost 3 upper level credit hours – Ooops!

Furthermore, if you substitute a course with fewer hours than the required course on the degree plan, the audit may show an unfilled requirement with no remaining course options left to fulfill it. See entry 3 on Screen Print Example 1. If AP 1301 is programmed as the only course to fulfill this component with a 3 hour requirement, the resulting audit from this type of entry will appear like this:

----- Arts & Humanities Requirement -----

Core: Arts & Humanities for UTD

Complete one Humanities class and one Fine Arts class. See your advisor for options.

A. Core Curriculum: Arts Component

 Compete 1 course from: .

The AP 1301 disappears because it recognizes the course prefix and number that we substituted the AP 13XX for; however, the requirement of 3 hours is still unfulfilled because we only substituted 2 hours. Ooops!! Also keep in mind that On Course does not allow multiple substitutions for the same course – it will make them “repeat – no credit” in the audit. We have

to do a little bit different type of substitution to do this correctly. See the notation on Screen Print Example II for more information.

Screen Print Example I

654 Course Exceptions		Text = Advisor data entry	
Screen: ___ SID: _____ Degree Plan: _____			
No.	Type	Date	Rsn Hrs Occ
1	S	11-18-02	3
			Required Crs: HUMA1301 Substitution: AP 2317 Approved: 555-55-5555
			←NICE!!
2	S	11-18-02	3
			Required Crs: HUMA1301 Substitution: AP 3V01 Approved: 555-55-5555
			←NOT GOOD!!
3	S	11-18-02	2
			Required Crs: HUMA1301 Substitution: AP 13XX Approved: 555-55-5555
			NOT GOOD!! ↑
4	S	11-18-02	3
			Required Crs: GNEDHUMA Substitution: AP 3V01 Approved: 555-55-5555
			←EXCELLENT!!
Page of Next Page: _			

Course Plug Substitutions

A course plug is a generic label for a particular spot on a degree plan. Course plugs were designed to help us around the upper/lower level course substitutions. It allows us to, in a sense, rename the substituted course into something that is particular to a requirement while still maintaining its course level attributes. For example, lets say we have a selected topics course AP 3V01 that has some course titles that fulfill the HUMA 1301 general education core requirement. Since it is not already on the approved core list, On Course does not automatically recognize it as a substitute. Moreover, if we do a direct substitution the student loses 3 upper level hours of credit as the AP 3V01 course becomes the HUMA 1301 course (see entry 2 on Screen Print Example 1). However, we have a course plug GNED HUMA which is designed for the specific HUMA 1301 requirement. If we substitute the AP 3V01 course into the GNED HUMA course plug, On Course knows to use the course to fulfill the HUMA 1301 requirement and count the GNED HUMA course plug in the upper level hour tally (see entry 4 on Screen Print Example 1).

WARNING: Keeping in mind that a course substitution results in the transformation of the old course to new, when this substitution is made the AP 3V01 no longer exists to On

Course. If the AP 3V01 also fulfilled a requirement in another part of the degree plan – it would no longer be available to meet that requirement. In this case, a different approach to the substitution is required. See the Screen Print Example II ↓

Screen Print Example II

654 Course Exceptions		Text = Advisor data entry	
Screen: ___		SID: _____ Degree Plan: _____	
No.	Type	Date	Rsn Hrs Occ
1	S	11-18-02	NT 3
		Required Crs: HUMA1301	
		Substitution: LIT 13XX	
		Approved: 555-55-5555	
			← This could be any lower level free elective

In this case we cannot substitute our AP 3V01 because it would be unavailable for our other requirement; therefore, we select any free elective class that is the same level and number of course hours and substitute it in the “NT” notation under the “Rsn” column to refer the viewer to the 656 Advisor Comment Screen. Once on the 656 screen the viewer would find the following:

656 Advisor Notations		Text = Advisor data entry	
Screen: ___		SID: _____ Degree Plan: _____	
No.	Entry Date	Dept	Oper ID Type
1	11-18-02	_____	_____
			#1 HUMA 1301 content fulfilled by AP 3V01, used Lit 13XX for hours

This comment would explain that the course content of HUMA 1301 was indeed fulfilled by the AP 3V01 course; however, the LIT 13XX free elective credit provided the lower level, 3 hour credit needed to substitute for the HUMA 1301 requirement and still keep the overall hours and upper/lower level tally correct.

NOTE: This approach is also used to fulfill a requirement that has several different courses fulfilling its content. For example, if a 1 hour design class and a 2 hour art history course are approved for the AP 1301 course you cannot substitute both courses for AP 1301 (you will get a “repeat – no credit” on the audit); you would find another free elective, lower level course of the same hours and substitute it with notations on the 656 explaining the substitution.

Completed Pseudocourses

A pseudocourse is a code that represents a degree plan requirement that does not have an hour requirement attached to it. For example, our degree plans have an advanced writing requirement that must be fulfilled; however, it does not require that a specific amount of hours be used to fulfill it. Therefore, On Course provides the pseudocourse to represent a degree plan requirement when no amount of hours is necessary. Although many of the courses that fulfill this requirement are automatically recognized by On Course, some are not. Since a large variety of courses may be approved by the various schools to fulfill this requirement, the advisor has the freedom to complete the pseudocourse (\$advwrit) and provide a notation on the 656 Advisor Comment Screen to explain what course has provided the content for the completion of this component. See the Screen Print Example III below ↓

Screen Print Example III

654 Course Exceptions						Text = Advisor data entry
Screen: ___ SID: _____ Degree Plan: _____						
No.	Type	Date	Rsn	Hrs	Occ	
1	CP	11-18-02	NT			Required Crs: \$ADVWRIT
No hours associated ↑ with a pseudocourse					-	Substitution: _____
						Approved: 555-55-5555
						↔ No substitution entry required

Pseudocourses provide a logical waiver of a course or requirement. We never use the built-in On Course waive function because it reduces the degree plan total hour requirement by the amount of hours of the course being waived. Therefore, we set up optional course requirements as pseudocourses and allow them to be marked as completed (logistically waived).

Pseudocourses also allow us to eliminate certain groups of requirements. For example, a particular degree may have three different concentrations but only one particular one must be completed. In typical On Course programming, all concentration requirements must be displayed until one concentration requirement is completely fulfilled. With some courses overlapping the various concentrations this can provide a somewhat confusing audit. However, with a “completed pseudocourse” entry by the advisor distinguishing the particular concentration – the other concentrations can be eliminated from the audit.

occurrence of the course to distinguish it from the rest. Lets assume a student has taken AP 4V71 in 02F and 03S. If we wanted to substitute the first occurrence of this course for a required course of AP 3350 then the occurrence field would be left blank (it defaults to the 1st occurrence of any course). See entry 1 below. However, should you wish to use the 2nd occurrence of the AP 4V71 (from 03S), then you would place a “2” in the **Occ** field. See entry 2 below.

Screen Print Example IV

654 Course Exceptions					
Screen: ___ SID: _____ Degree Plan: _____					
No.	Type	Date	Rsn	Hrs	Occ
<u>1</u>	<u>S</u>	<u>11-21-02</u>	<u>NT</u>	<u>3</u>	
↗Make a mental note of this number before going to 656 to make your notation					Required Crs: <u>AP 3350</u> Substitution: <u>AP 4V71</u> Approved: <u>555-55-5555</u>
<u>2</u>	<u>S</u>	<u>11-21-02</u>	<u> </u>	<u>3</u>	<u>2</u>
					Required Crs: <u>AP 3350</u> Substitution: <u>AP 4V71</u> Approved: <u>555-55-5555</u>

This same principle applies to transfer credit. If you have a student from Beijing who has 7 different entries on the 143 screen of ACCT 13XX then you can specify which one you want to work with by using the occurrence field. If, however, you have a student with more than 10 occurrences of a particular course number and prefix, you will need some help from the Student Records Office in order to make a substitution. On Course can only refer to 10 different occurrences of a course on the Course Exception screen. If you need to equate some of this credit to specific coursework in your preparatory or major core, email the Records Office at records@utdallas.edu and ask about having some of the specific transfer courses equated to specific courses for your program. Keep in mind that if it is a substitution requiring special approval – the Records Office will need the paperwork supporting this change.

NOTE: You can press the F2 key while your cursor rests on any of these fields to receive the built-in help information (press F4 to exit help).

Entering a Course Plug Substitution

A course plug substitution in On Course is almost exactly like entering a direct course substitution, the only difference is in the **Required Crs** field. The same mandatory fields apply and the same optional fields apply and are used in the same way; however, when entering your **Required Crs** you will now consult your Appendix I in this manual. In Appendix I you will find alpha course prefix and numbers which represent a particular course spot on the degree plan into which you wish to plug a particular course. **Warning:** Course plugs also have an additional attribute of lower or upper level credit and it is vital that you only use course plugs that match the level of the substituted course. Consult the On Course Manager if you need something you cannot find. Now you will entered the specific course plug you need into the **Required Crs** field and you have let On Course know where you want it to place the course. See Course Plug Substitutions for more information.

Entering a Completed Pseudocourse

654 Course Exceptions		Shaded Fields = Mandatory Fields			
Screen: ___ SID: _____ Degree Plan: _____					
No.	Type	Date	Rsn Hrs Occ		
—	■	_____	■ _____	—	Required Crs: ■
					Substitution: _____
					Approved: ■

A completed pseudocourse has different field entry requirements from a substitution because it does not involve course credit hours in order to fulfill it. Therefore, we also do not refer to any specific course in their academic history for the **Substitution** field. The **Type** field requires the “cp” entry. The **Rsn** field has the familiar “nt” entry (I shaded this as mandatory because 95% of your waivers will need an explanation/notation; however, it will work without it). The **Approved** field will require your Advisor ID number. Consult Appendix II in this manual to find the pseudocourse code to enter in the **Required Crs** field. See Completed Pseudocourses for more information and Screen Print Example III for an sample entry.

Deleting an Entry on the 654

You can delete any entries on the 654 screen by locating the invisible field just before the **No.** field. Once there type in a “d” for delete and press enter.

Moving on to Additional Pages on the 654

Once you have filled a page on the 654 and need to make another entry, just move your cursor down to the **Next Page:** field and type in the next page number. This will take you to a fresh page to begin more course exception entries.

656 : ADVISOR NOTATIONS SCREEN

656 Advisor Notations				
Screen: ____ SID: _____ Degree Plan: _____				
Entry	Oper			
No.	Date	Dept ID	Type	
__	__	__	__	<u>#5 This number refers to entry on 654 screen</u>

The 656 screen provides an area to make advisor comments and explanations for On Course audits and course exception entries. The 656 screen numbers and the 654 screen numbers do not have any special correlation. Therefore, when entering a notation on a particular course exception, it is recommended that you begin the comment with “#” and the course exception number from the 654 screen (see the example above).

The **Oper Dept ID** field will fill in automatically while the **Type** field is a means of providing privacy to comments based on department (similar to comments on the 148 screen). Since these comments are for the benefit of all using the On Course audit, it is unnecessary to fill in this field.

Deleting an Entry on the 656

You can delete any entries on the 656 screen by locating the invisible field just before the **No.** field. Once there type in a “d” for delete and press enter.

Moving on to Additional Pages on the 656

Once you have filled a page on the 656 and need to make another entry, just move your cursor down to the **Next Page:** field and type in the next page number. This will take you to a fresh page to begin more course exception entries.

681 : STUDENT DEGREE AUDIT REQUEST SCREEN

This screen serves as the source screen for actually running On Course audits. It provides a means of running audits on current programs or custom programs and/or catalogs. We will first look at the commands necessary to invoke these various audit types and then look at the audit output when the audit is ran.

Running a Current Degree Audit

681 Student Degree Audit Request			
Screen: ___	SID: _____	Term: ___	
Academic Program as of		↑	Final Audit: _
		↑	Select Primary or Secondary: <input style="background-color: #cccccc;" type="text"/>
	Primary Secondary	↑	and supply any overrides
College:		↑	or specify a program below:
Degree:	↔ Pulls matriculation information		_____
Majors:	term-based from the 110		_____
Concentration:	screen – along with the		_____
Minors:	catalog information		_____
Catalog:	↗		_*
Plan Filed:			_
			Double Degree: _
			Partial Record:
TERMS REGISTERED			

If the matriculation information is not what you expected, check the **Term:** and make sure it is correct (matriculation data is term-based on this screen). Also, check your **Catalog:** to make sure it is the proper degree plan catalog you wish to audit on. If all the information is correct, then you can run the audit with one entry. You will notice the Primary and Secondary headings in the center of your screen – these will show two matriculations for students who are dual degree. You can process the audit by placing a “p” (primary matriculation) or “s” (secondary matriculation) in the **Select Primary or Secondary:** field (shaded above). When you press enter it will go straight to the audit.

Running a Semi-custom Degree Audit

What is a semi-custom degree audit? Well it is not uncommon for the matriculation program to be correct, but the catalog information to be incorrect. This is due to the automatic catalog assignment by SIS+ when a person is admitted. Unfortunately, you the advisor cannot physically change the catalog setting on the 110 screen which provides the source cell for this data. What you can do, however, is place your primary or secondary key in the **Select Primary or Secondary:** field (shaded above) and then enter the correct catalog in the custom audit **Catalog:** field (asterisked above). The audit will now be processed on the primary or secondary program with the degree catalog denoted in the custom catalog cell.

Running a Custom Degree Audit

681 Student Degree Audit Request		
Screen: ____	SID: _____	Term: ____
Academic Program as of		Final Audit: _
	Primary Secondary	Select Primary or Secondary: _
College:		and supply any overrides
Degree:		or specify a program below:
Majors:		<input type="checkbox"/> _____
Concentration:		_____
Minors:		_____
Catalog:		<input type="checkbox"/> _____
Plan Filed:		_____
		Double Degree: _
		Partial Record:
TERMS REGISTERED		

A custom degree audit provides a means for what-if scenarios and also running audits prior to the student actually matriculating. **Note:** some degree program audits can provide only minimal forecasts of coursework use without advisor input from that department - furthermore, On Course is not currently set up to audit according to second majors, concentrations, or minors (data in these field will be ignored). To run a custom audit you must fill in the **College:**, **Degree:**, **Majors:** and **Catalog:** fields (shaded above). You can press F2 over each of these fields to assist you with entering the proper codes for your desired program (press F4 to return to the 681 screen). Once you have populated these fields, press enter and you will go straight to the audit.

IN THE ON COURSE AUDIT

Once you have entered the On Course audit, you will see the student name, degree plan title, catalog year, summary of credit, and the page index (see example below).

Analysis of Degree Progress Analysis of Academic Progress School of General Studies B. A. in Interdisciplinary Studies Catalog 2000F, Academic Year 2000-01	Student Name																																										
This evaluation is provided for advisement: it is not an official record. Please report any additions or corrections to your advisor.																																											
----- Summary of Credit towards Graduation -----																																											
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">REF</th> <th style="text-align: left;">INSTITUTION</th> <th style="text-align: right;">PASSED IN/PROG</th> <th style="text-align: right;">N/A</th> <th style="text-align: right;">GPA</th> <th style="text-align: right;">VARIANCE</th> </tr> </thead> <tbody> <tr> <td colspan="6" style="border-top: 1px dashed black; border-bottom: 1px dashed black;"></td> </tr> <tr> <td style="text-align: left;">1</td> <td style="text-align: left;">University of Texas at Dallas</td> <td style="text-align: right;">54.00</td> <td></td> <td style="text-align: right;">3.630</td> <td style="text-align: right;">+88</td> </tr> <tr> <td style="text-align: left;">2</td> <td style="text-align: left;">Collin County Community College</td> <td style="text-align: right;">97.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: left;">3</td> <td style="text-align: left;">ADVANCE PLACEMENT SCORES</td> <td style="text-align: right;">9.00</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="6" style="border-top: 1px dashed black;"></td> </tr> <tr> <td></td> <td></td> <td style="text-align: right;">160.00</td> <td></td> <td style="text-align: right;">3.630</td> <td style="text-align: right;">+88</td> </tr> </tbody> </table>	REF	INSTITUTION	PASSED IN/PROG	N/A	GPA	VARIANCE							1	University of Texas at Dallas	54.00		3.630	+88	2	Collin County Community College	97.00				3	ADVANCE PLACEMENT SCORES	9.00												160.00		3.630	+88	
REF	INSTITUTION	PASSED IN/PROG	N/A	GPA	VARIANCE																																						
1	University of Texas at Dallas	54.00		3.630	+88																																						
2	Collin County Community College	97.00																																									
3	ADVANCE PLACEMENT SCORES	9.00																																									
		160.00		3.630	+88																																						
PAGE INDEX: 2-REMAINING 3-COMPLETED 14-N/A Page 1 of 14 Next: ___																																											

You will notice a variety of titles within the Summary of Credit towards Graduation. The REF title represents a reference number for the various institutions from which transfer credit was awarded. Reference number 1 is always the UTD credit with the remaining numbers representing the various FICE codes on the 141. The INSTITUTION is self-explanatory while PASSED shows the amount of passed hours the student received from that institution. IN/PROG will reflect any hours that are in progress (enrolled but not graded) while the N/A title shows any hours that are not applicable. The GPA is self-explanatory while the VARIANCE represents a statistical value which is the square of the standard deviation (I don't know if it will help you in advising or not).

The bottom of the screen has the PAGE INDEX: which will show the starting pages for the three major divisions of an audit. The first section is the "Academic Requirements Remaining" section which is shown by the "-REMAINING" notation. The second is the "Academic Requirements Completed or In Progress" represented by the "-COMPLETED" notation. The third section of the audit is the "Work Not Applicable to This Program" section shown as "-N/A." You will then find the page number you are presently on out of the total number of pages in the audit. The "Next:" field allows you to enter a specific page number to jump directly to it.

Navigating in the On Course Audit

Once in the On Course audit you can press any key to scroll page by page through the audit. You can also enter a specific page number in the “Next:” field and jump directly to a specific page. **The only way to exit an On Course audit to return to the 681 screen is to press the F9 key.**

The On Course Audit Body

The body of the audit may consist of as few as one section or as many as three sections. The titles of the three possible sections are: Academic Requirements Remaining, Academic Requirements Completed or In Progress, and Work Not Applicable to This Program. A section will appear only if On Course has something to display in that section. For example, If a student has not yet enrolled and has no transfer hours then the audit would not have the Academic Requirements Completed or In Progress or the Work Not Applicable to This Program sections in the audit. We will now look at how each section appears when it is present in the audit.

Academic Requirements Remaining

This section of the audit shows in outline form the remaining courses and/or requirements the student needs to fulfill in order to complete their degree plan requirements. The courses and/or requirements vanish as they are completed, in progress or fulfilled. This section ultimately vanishes completely when all requirements are fulfilled or in progress.

Academic Requirements Completed or In Progress

This section of the audit shows each requirement that has been partially, or completely fulfilled. It will list each course that has fulfilled a requirement in that segment of the degree audit (what requirements have vanished from the Academic Requirements Remaining section).

You will notice that the course prefix, number, and title appear along with the term the work was completed (or applied) within the degree program. You also may, or may not, see a comment in the far right field. This will tell you where transfer work came from and exactly which course from that school was used. Furthermore, it will comment on whether courses have been renumbered, repeated, or cross-listed.

Transfer credit is described first by the course prefix and number from the source school – look at the American History Requirement in the screen print below. HST 1301 was fulfilled by the HST – 0002 course which shows the specific course taken at the source school. The “Transfer from #2” refers to the reference number on the summary screen (page 1 of the audit). This will let you know which specific school provided the course. Looking at the HST 2301 just below it you will notice the comment “Renumbered to HST 1302”. This lets you know On Course has updated the older HST 2301 to the new HST 1302 which it recognizes as fulfilling the second half of the American History Requirement.

----- American History Requirement -----

HST 1301 THEMES & IDEAS IN AME 70F 3.00 CR HST -0002 Transfer from #2
HST 2301 ISSUES IN AMERICAN HI 70F 3.00 CR Renumbered to HST 1302
HST -0006 Transfer from #2

Total 6.00

----- Social/Behavioral Science Elective -----

ISGS 4338 NATIVE AMERICAN CULTU 01F 3.00 A-
Total 3.00 GPA 3.670, Variance +5

----- Arts & Humanities Requirement -----

AP 1301 EXPLORATION OF THE AR 70F 2.00 CR Substituted for AP 1301
A&H -0009 Transfer from #2
A&H 1301 EXPLORATION OF THE HU 70F 3.00 CR Renumbered to HUMA 1301
A&H -0008 Transfer from #2

Total 5.00

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You will sometimes see a comment such as “Cross-listed, No Credit.” This lets you know that a particular course is built as a cross-listed course with some other course the student has taken. On Course recognizes this and counts it as a repeat. Unfortunately we sometimes build courses as cross-listed on some occasions but not on others, however, since On Course cannot look to the specific section of a course it does not see the course on this level. If you encounter this, you can often get around it by using a course plug for one of the courses if it is available.

Another comment that sometimes appears is the “Repeat, No Credit.” This lets you know that a specific course or course plug has been repeated, or in the case of variable credit courses – the course has exceeded its maximum amount of repeatable hours.

Work Not Applicable to this Program

This section of the audit will contain any coursework that does not fulfill any other part of the degree plan requirements, excessive hours, and sometimes pseudocourses entered by the advisor that do not specifically apply to completed degree plan requirements. **NOTE: These hours are still counted in the student’s academic record – they are just not needed or used to fulfill the requirements of this particular degree program.**

Printing an On Course audit

While the audit is displayed, press the F6 key and the audit will be sent to the specified printer. If you have not already specified a printer, On Course will prompt you to enter one and provide a two character cell to do so. Enter your printer code (as shown above). Now press the F6 key again to send the audit print job to the printer.

ON COURSE

FREQUENTLY ASKED QUESTIONS

Version 10-30-02

- **Why do courses appear under the “Institutional Requirements” section of the audit sometimes and not others?**

Some degree plans must account for a variety of hours needed to fulfill various segments of the audit. For example, a student may have 36 to 44 hours in their major core; therefore, their free electives may also vary in number. Because On Course requires a minimum hour designation in the free electives there can be occasions where a student fulfills the minimum amount of required free elective hours, but not have the minimum total hours for the degree; it is in this circumstance that On Course prints the hours fulfilling the total hour requirement in the Institutional Requirement section.

- **What if I have to substitute an upper level course for a lower level course or requirement?**

Use a course plug designated for that spot on the degree plan which is reserved for upper level credit if available, however, if one does not exist and you must do a direct course for course substitution then substitute another lower level course for the required lower level course in order to fulfill the lower level hour requirement. Now place a comment on the 656 comment screen to explain what upper level course is fulfilling this lower level course requirement by content.

- **What if I have to substitute a lower level course for an upper level course or requirement?**

If no lower level course plug for the designated spot on the degree plan exists then substitute the upper level course that will fulfill the upper level hour requirements and explain on the 656 screen what lower level course is fulfilling the content of the requirement. For example, suppose a Psychology major has Psy 4334 Lifespan Development required in their degree; however, the student took a Psy 2312 Lifespan Psychology course at the community college. Because lower level hours can never replace upper level hours – you can substitute another 3 hour upper level course for Psy 4334 on the 654 screen and then put a comment on the 656 screen explaining that Psy 2312 fulfills the content of Psy 4334.

- **Why does some of the student’s credit appear in the “Not Applicable” portion of the audit when it is valid credit?**

When a student has excessive hours over-and-above the minimum required hours to fulfill their degree plan requirements, then On Course will place these courses in the not applicable section because they are not directly fulfilling any particular requirement. They are included, however, in the student’s overall GPA.

- **Why did On Course try to use zero hour coursework to fulfill a requirement?**

On Course systematically pulls courses from a list to fulfill various requirements and continues trying until it is fulfilled, or until On Course runs out of valid courses for the requirement.

- **Why does a course sometimes appear in multiple locations on the degree plan? Is On Course counting it twice?**

Some coursework on a UTD degree plan is reusable. For example, the same biology & lab used to fulfill the general education natural science requirement may also fulfill a preparatory requirement for a science major; therefore, it appears under both sections of the audit. However, On Course only counts the credit once in its calculations.

- **Why does coursework sometimes move to other portions of the audit from one audit to the next?**

On Course essentially lists all the coursework a student is enrolled in and has completed over their academic career and then goes down the list in order to fulfill all requirements, this can cause some courses to shuffle over time as other coursework becomes available to On Course to fulfill the most degree plan requirements it possibly can. Furthermore, as substitutions are made - the characteristics of available coursework can change too!

- **What if a student is core complete from another school?**

Complete the On Course Common Core Transfer Form (an example of this form follows this section of your handbook) and submit to Student Records.

- **What if a student has received a “D” in a state required history or government course at another school?**

Consult your Appendix II chart and find the appropriate pseudocourse for the course in question, enter it in and it will fulfill the course content requirement without counting the hours.

- **What if a student is under the general education requirements of an earlier catalog but is following the major core requirements of a more recent catalog?**

Complete the On Course General Education Substitution Form (an example of this form follows this section of your handbook) and submit to Student Records.

- **Why does a course appear in the audit as “Cross Listed, No Credit” ?**

A course that is potentially cross listed with another course that the student has taken is viewed by On Course as a repeat and is given no credit. (This is due to the fact that On Course does not consider particular sections of a course – only the course prefix & number). Contact your On Course manager for assistance.

- **When I go to the 681 screen to run an audit, the student’s screen is blank - why?**

This means the student may be admitted but has no enrollments in any terms yet; therefore, the matriculation data does not pull over to the 681 screen. You can still run an audit on the student by entering in the customized audit data.