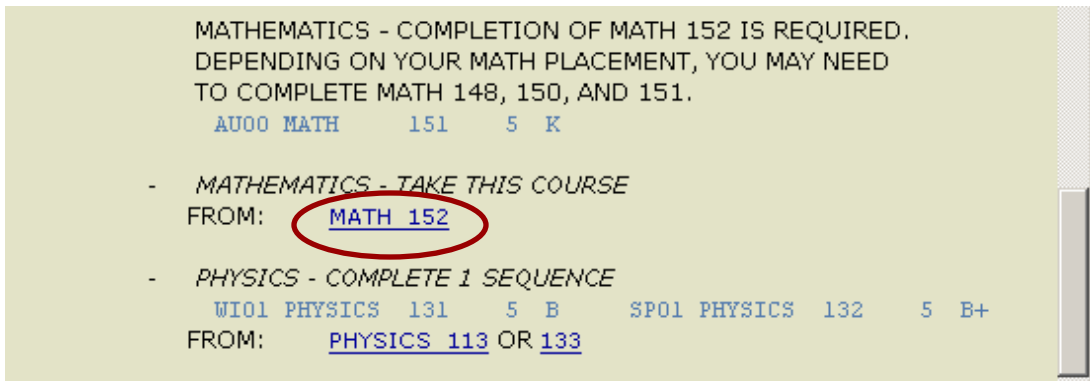


DARSWeb 3.5 Advisor: How to Add Planned Courses

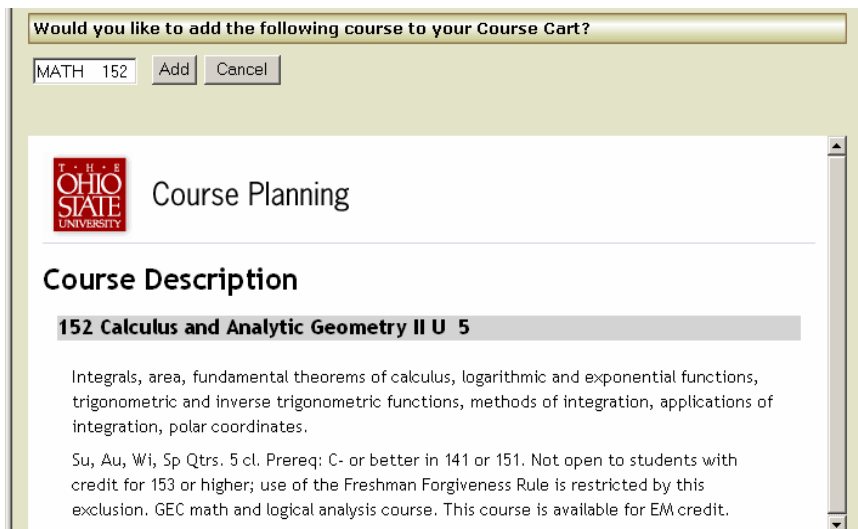
Note: The best way to add a planned course is within the degree audit itself.

Step 1. After running an audit (See DARSWeb 3.5 Advisor: How to Run a Degree Audit Report), click on a course you want to plan for a particular student.



Once planned, the course will be available for inclusion in *any* audit runs for that student until it is deleted.

The Course Description will appear in a new window:

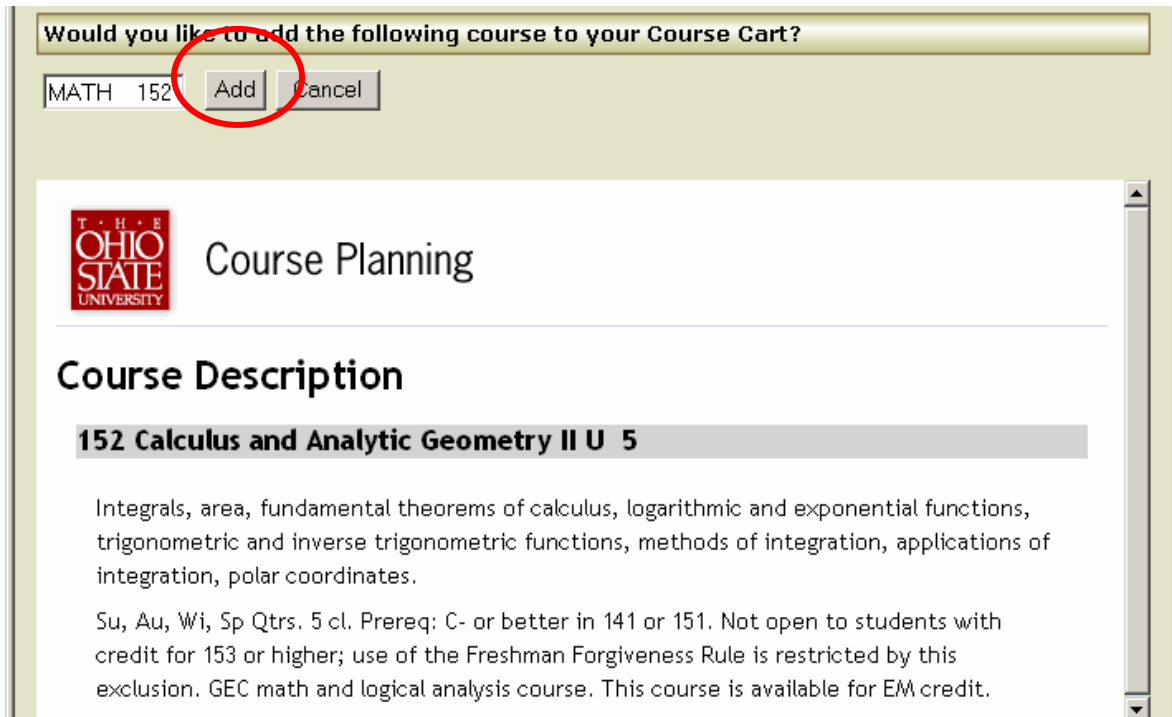


As you and your student plan course work, it is important to take care that the student has fulfilled all necessary prerequisite courses listed in the course description.

You should also make sure that the student plans courses for terms in which they are actually offered.

Note that there are no linkages between the Degree Audit Course Planning tools and any registration tools. The student has not registered by planning a course nor has he or she reserved a place in any planned course. The student will still need to go through standard registration procedures.

Step 2. Choose “Add”



The Course Description window will close and the course will be added to the Course Cart in the student’s Interactive Audit window.

Course Cart [Open All Sections](#) [Close All Sections](#) [Printer Friendly](#)

Course	Term	Credit
<input type="checkbox"/> MATH 152	Winter 2006	5.0
Total		5.0

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

*** GENERAL EDUCATION CURRICULUM ***

THIS DEGREE AUDIT REPORT SHOULD BE READ IN CONJUNCTION WITH AN UP-TO-DATE VERSION OF THE ARTS AND SCIENCES CURRICULUM SHEET FOR THE BACHELOR OF SCIENCE DEGREE UNDER THE GENERAL EDUCATION CURRICULUM.

Course to add:

Add to cart

Update year/terms of all courses

Winter 2006

[View Planned Courses](#)

- ▶ ✓ 1. WRITING AND RELATED SKILLS
- ▶ ✗ 2. QUANTITATIVE AND LOGICAL SKILLS
- ▶ ✓ 3. NATURAL SCIENCE REQUIREMENT

Step 3a. Make the Course A Planned Course:

Course Cart [Open All Sections](#) [Close All Sections](#) [Printer Friendly](#)

Course	Term	Credit
<input checked="" type="checkbox"/> MATH 152	Winter 2006	5.0
Total		5.0

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

THIS DEGREE AUDIT REPORT SHOULD BE READ IN CONJUNCTION WITH AN UP-TO-DATE VERSION OF THE ARTS AND SCIENCES CURRICULUM SHEET FOR THE BACHELOR OF SCIENCE DEGREE UNDER THE GENERAL EDUCATION CURRICULUM.

Course to add:

Make courses Planned

Add to cart

Make courses Planned

Delete from cart

Update year/terms of all courses

Winter 2006

[View Planned Courses](#)

- ▶ ✓ 1. WRITING AND RELATED SKILLS
- ▶ ✗ 2. QUANTITATIVE AND LOGICAL SKILLS
- ▶ ✓ 3. NATURAL SCIENCE REQUIREMENT

SELECT ONE TWO-COURSE SEQUENCE AND THREE ADDITIONAL COURSES. AT LEAST ONE COURSE MUST BE A BIOLOGICAL SCIENCE. AT LEAST ONE COURSE MUST BE A PHYSICAL SCIENCE.

a. Check the box beside the course.

b. Select "Make courses Planned" from the Pull-Down Menu

Step 3b. Make the Course A Planned Course:

Course Cart [Open All Sections](#) [Close All Sections](#) [Printer Friendly](#)

Course	Term	Credit
<input checked="" type="checkbox"/> MATH 152	Winter 2006	5.0
Total		5.0

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

*** GENERAL EDUCATION CURRICULUM ***

THIS DEGREE AUDIT REPORT SHOULD BE READ IN CONJUNCTION WITH AN UP-TO-DATE VERSION OF THE ARTS AND SCIENCES CURRICULUM SHEET FOR THE BACHELOR OF SCIENCE DEGREE UNDER THE GENERAL EDUCATION CURRICULUM.

Course to add:

[Make courses Planned](#)

Update year/terms of all courses

Click "Go"


[View Planned Courses](#)

- ▶ 1. WRITING AND RELATED SKILLS
- ▶ 2. QUANTITATIVE AND LOGICAL SKILLS
- ▶ 3. NATURAL SCIENCE REQUIREMENT

SELECT ONE TWO-COURSE SEQUENCE AND THREE ADDITIONAL COURSES. AT LEAST ONE COURSE MUST BE A BIOLOGICAL SCIENCE. AT LEAST ONE COURSE MUST BE A PHYSICAL

Close the Interactive Audit window and check that the course has been added to the list of planned courses for the student by selecting "View Planned Courses" from the "Planned Courses" menu.

NOTE: Students do not have access to the "Planned Courses" menu at this time.

 **DARS Web**

[Student](#) [Exceptions](#) [Audits](#) [Planned Courses](#) [Degree Programs](#) [Logout](#)

Planned

Student Number: 855015555 Student Name:

Select Course Year: All

Course Year	Course Number	Course Sequence	Credit	Grade	Title	
20061	MATH 152	001	5.00000	C		<input type="button" value="Delete Courses"/> <input type="checkbox"/> Select for Deletion <input type="button" value="Delete Courses"/>

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Run an audit to check the impact of the planned course on the student's academic program. When running the Audit, be sure to

check the Include Planned Courses checkbox on the Request New Audit screen.

The screenshot shows a web interface for requesting a new audit. It features two main sections, each with a radio button for selection. The first section, 'Run Default Programs Listed', contains a table with columns for College, Degree Program, Title, and Catalog Year. Below the table is a checkbox labeled 'Include Planned Courses' which is checked and circled in red. The second section, 'Run Selected Program', contains several dropdown menus for College, Major, Degree, Degree Prog, and Catalog Year, followed by another 'Include Planned Courses' checkbox, also checked and circled in red.

College	Degree Program	Title	Catalog Year
ASC	075 44GEC	BIOLOGY, BACHELOR OF SCIENCE	20011

Run Default Programs Listed:

Include Planned Courses:

Run Selected Program:

College: ASC - Arts and Sciences

College: ASC

Major: ACT SCI

Degree: B.A.

Degree Prog: 673 23GEC - ACTUARIAL SCIENCE, I

Catalog Year: Current

Include Planned Courses:

When you check either of these boxes, both will be checked.

To delete a course from the list of planned courses, access the list by selecting “View Planned Courses” form the “Planned Courses” menu as shown below. Check the box on the line corresponding to the courses you wish to delete and press the “Delete Courses” button.

DARS Web

Student Exceptions Audits **Planned Courses** Degree Programs Logout

View Planned Courses
Add Planned Courses
Help

Planned

Student Number: 888888101 Student Name: THIS IS A TEST RECORD RAND

Select Course Year: All

Course Year	Course Number	Course Sequence	Credit	Grade	Title	
20061	HISTORY 598	001	5.00000	PL		<input type="checkbox"/> Delete Courses <input type="checkbox"/> Select for Deletion
20061	MATH 152	001	5.00000	PL		<input checked="" type="checkbox"/> Select for Deletion <input type="checkbox"/> Delete Courses

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Courses planned through the Course Cart will have the following effects on the student’s degree audit:

1. Course counts will be incremented by 1 for each planned course
2. The number of hours per course is always 5
3. Planned courses always carry a grade of “PL” and will have no impact on the student’s GPA calculations. They will, however, count toward completion of requirements that require a grade of C- or better.

As shown below, planned courses will cause a number of special symbols to be included on the degree audit. “PL” is used as a flag for a planned course, a grade for a planned course, and a flag for a sub-requirement that includes a planned course.

MATHEMATICS - COMPLETION OF MATH 152 IS REQUIRED.
DEPENDING ON YOUR MATH PLACEMENT, YOU MAY NEED
TO COMPLETE MATH 148, 150, AND 151.

AU00 MATH 151 5 K

PL MATHEMATICS - COMPLETED

WI06 MATH 152 5.0 PLPL

- PHYSICS - COMPLETE 1 SEQUENCE

WI01 PHYSICS 131 5 B SP01 PHYSICS 132 5 B+

FROM: PHYSICS 113 OR 133

Requirements that complete with a planned course will have a checkmark/calendar symbol showing the completion in place of a checkmark or "X".

▶ ✓ 1. WRITING AND RELATED SKILLS

▶ 📅 2. QUANTITATIVE AND LOGICAL SKILLS

PL

A. BASIC COMPUTATIONAL SKILLS

AU00 MATH 151 5 K

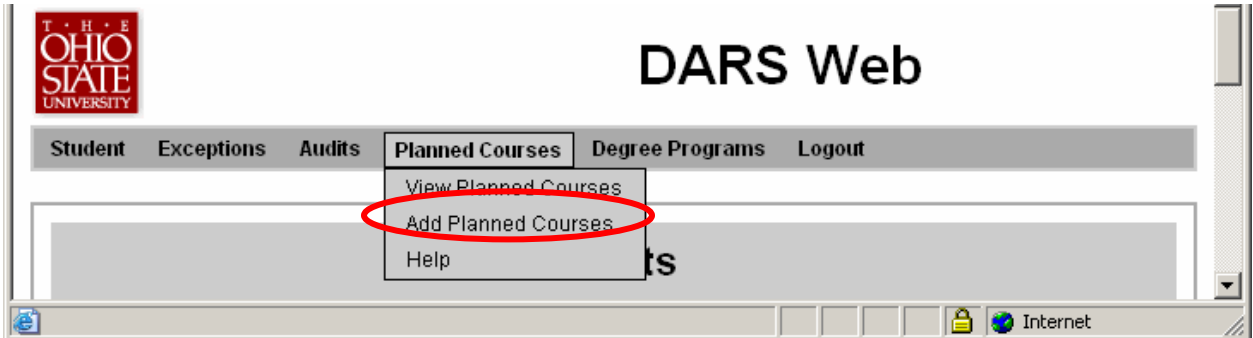
PL B. MATHEMATICAL AND LOGICAL ANALYSIS - MATH 151 & 152

AU00 MATH 151 5 K WI06 MATH 152 5.0 PLPL

**IMPORTANT NOTE: THIS MAY NOT BE THE FINAL
FORMATTING FOR DENOTING PLANNED COURSES IN THE
AUDIT**

Courses may also be planned through the Planned Courses menu.

Step 1: Select "Add Planned Courses" from the menu



Step 2: Fill in the required fields (the first four fields are required)

A screenshot of a web form titled 'Planned'. At the top, it displays 'Student Number: 888888101' and 'Student Name: THIS IS A TEST RECORD RAND'. Below this, there are several input fields: 'YR/TM:' (text box), 'Course:' (text box), 'RCredit:' (text box with '0.0'), 'Grade:' (dropdown menu), 'Title:' (text box), and 'Memo:' (text area). A black box labeled 'Required Fields' has four red arrows pointing to the YR/TM, Course, RCredit, and Grade fields. At the bottom, there are 'Last Modified:' and 'By:' labels, and two buttons: 'SaveAdd' and 'Cancel'.

Step 2a: YR/TM (Year/Term)

Planned

Student Number: 888888101 **Student Name:** THIS IS A TEST RECORD RAND

YR/TM:

Course:

RCredit:

Grade:

Title:

Memo:

Last Modified:
By:

Format: YYYYT
 YYYY = Year
 T = Term (1 = SP, 2 = WI, 3 = SU, 4 = AU)

Step 2b: Course

Planned

Student Number: 888888101

YR/TM:

Course:

RCredit:

Grade:

Format: A*****?999.xx
 A = Department name (up to 8 characters)
 ? = Space (reserved for Transfer Credit)
 9 = Course number (3 digits)
 X = Course number extension (eg ".01")

The first 12 spaces must be accounted for either with a character or a blank space. Spaces 13 through 15 may be left blank if there is no decimal extension on the course. The three-digit course number always starts in position 10.

Step 2c: RCredit (course credit)

Planned

Student Number: 888888101 **Student Name:** THIS IS A TEST RECORD RAND

YR/TM:

Course:

RCredit:

Grade:

Title:

Memo:

Last Modified:
By:

SaveAdd Cancel

Format: nn
 Enter the credit hours for the course

Only whole numbers are allowed.

Step 2d: Grade

Planned

Student Number: 888888101 **Student Name:** THIS IS A TEST RECORD RAND

YR/TM:

Course:

RCredit:

Grade:

Title:

Memo:

Last Modified:
By:

SaveAdd Cancel

Select PL (if left blank, course will not
 affect hours, GPA, or course count

Step 2e: Click "SaveAdd"

Planned

Student Number: 888888101 **Student Name:** THIS IS A TEST RECORD RAND

YR/TM: 20061
Course: HISTORY 598
RCredit: 5
Grade: PL
Title: _____
Memo: _____

Last Modified:
By: _____

SaveAdd **Cancel**

Saved Planned Course

Planned

Student Number: 888888101 **Student Name:** THIS IS A TEST RECORD RAND

Select Course Year: All

Course Year	Course Number	Course Sequence	Credit	Grade	Title	Delete Courses
20061	HISTORY 598	001	5.00000	PL		<input type="checkbox"/> Select for Deletion Delete Courses

To edit a planned course, click the course link. Grades cannot be changed by editing the course. PL is the only grade allowed for courses once they are planned (see below for a method to change the grade).

Make the desired edits in the appropriate fields, then click "SaveEdit"

Planned

Student Number: 888888101 **Student Name:** THIS IS A TEST RECORD RAND

YR/TM: 20061
Course: HISTORY 598
RCredit: 5.000
Grade: PL
Title:
Memo:

Last Modified: 2005-09-28 16:21:52.0
By: mcglaughlin.3

SaveEdit Cancel

The Planned Courses list may also be accessed through the Interactive Audit using the Course Cart.

Course Cart

Course	Term	Credit
<input type="checkbox"/> MATH 152	Winter 2006	5.0
Total		5.0

Course to add:
Add to cart

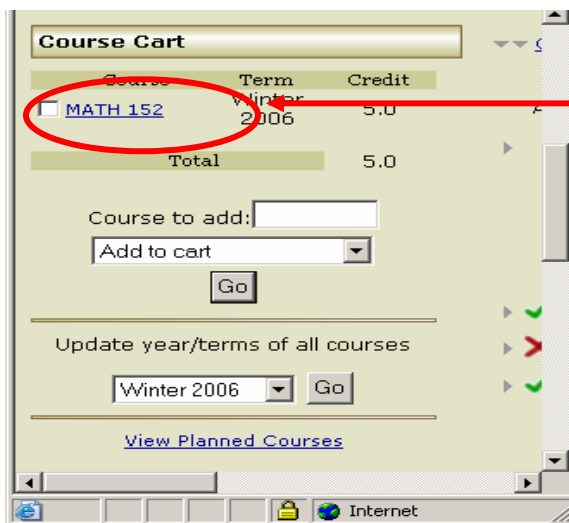
Update year/terms of all courses
Winter 2006

[View Planned Courses](#)

Click "View Planned Courses"

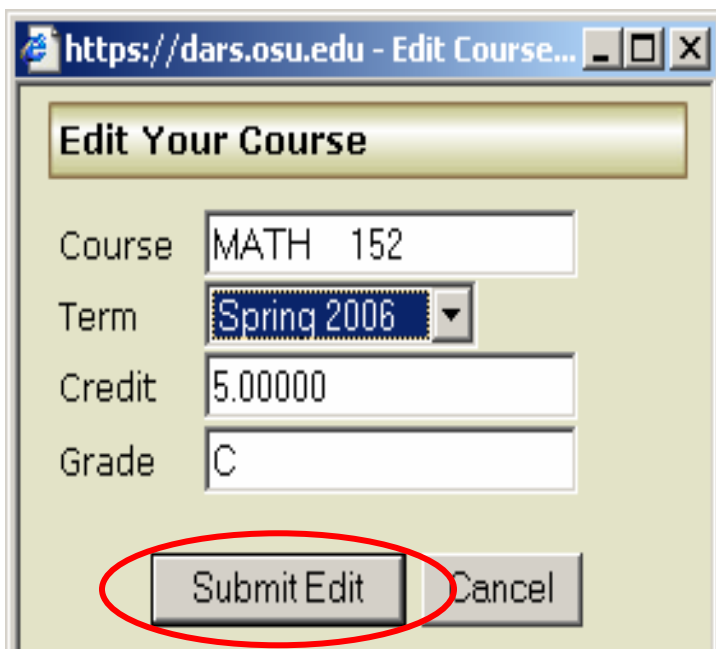
The Planned Courses list will open in a new window. After checking that courses have been properly added to the Planned Courses list, be sure to close the window.

Courses in the Course Cart can be edited before making them planned.



Step 1: Click on the underlined course

Step 2: Within the new browser window, make any desired changes, then click “Submit Edit”. This window is the only location that allows grades to be changed from “PL”. This allows you to observe what effect different grades may have on a student’s GPA.

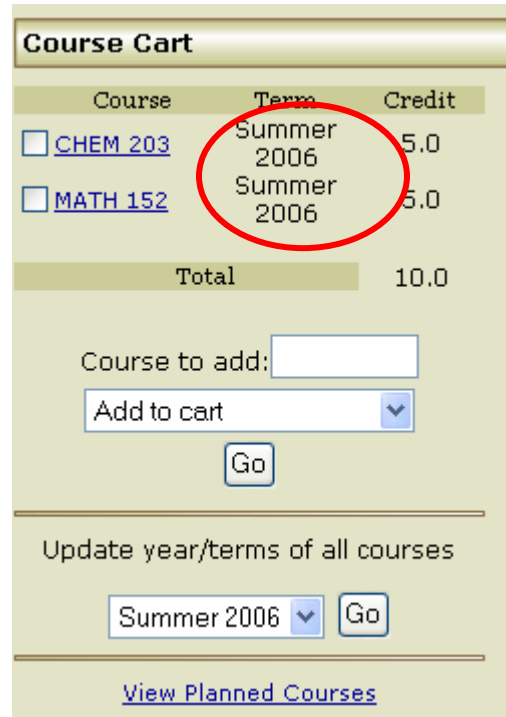
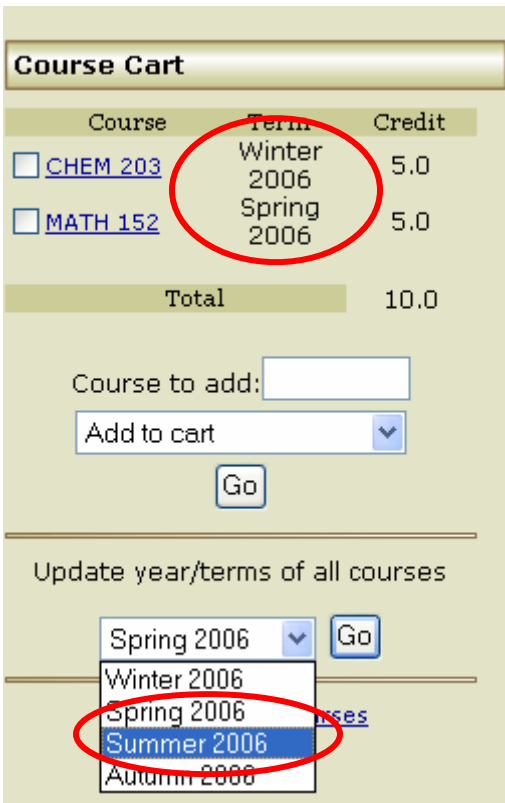


Please note that the formatting of the fields follows the same rules as when adding/editing courses through the Planned Courses menu

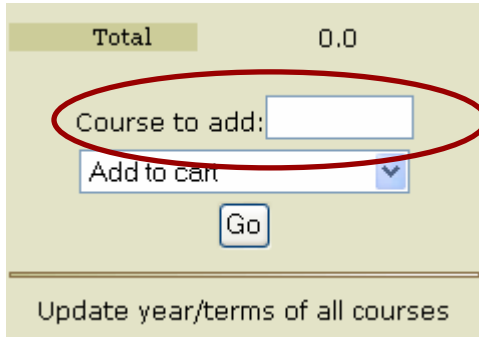
The edits will now be reflected in the Course Cart and will be carried along when the courses are added to the Planned Courses list.



The term of multiple courses in the course cart can be changed before adding them to the Planned Courses list. Add the courses to the course cart as usual by clicking on their links in the interactive audit as described previously. Select the desired term from the drop down menu as shown below, and click on "Go". All courses in the course cart will be changed to that term.



Note that it is possible (though not recommended) to add a course to the course cart by entering the course number directly into the “Course to Add:” field in the Course Cart.



The screenshot shows a web interface for a course cart. At the top left, the word "Total" is displayed in a light green box, followed by the value "0.0". Below this, there is a form area with a light green background. The first element is a text input field labeled "Course to add:" which is circled in red. Below the input field is a dropdown menu with the text "Add to cart" and a blue downward arrow. Underneath the dropdown is a "Go" button. At the bottom of the form area, there is a link that says "Update year/terms of all courses".

You need to be careful that the course name follows OSU's numbering format as described previously otherwise the course will not match in the audit. *Again, this method is not recommended.*