SONISWEB®

Scholastic ONline Information System for the Web

Degree Audit

SONISWEB® Degree Audit makes it simpler and less time-consuming to evaluate how a student is progressing in studying for a degree, diploma, or certificate. Using the Web, your students and faculty can compare completed and enrolled courses against the requirements.

To make degree audit work, you enter the degree requirements in SONISWEB® tables. These must be carefully and accurately entered, then checked lest an error in these tables misleads a student in completing her or his requirements.

This text starts with **navigating** the functions on page 4 and then shows you how to define a curriculum on page 10. **Terms** used in Degree Audit start on page 28. To see the **changes** in this edition look on page 3.

August 2006

RJM Systems, Inc.

Table of Contents

NEW IN THIS EDITION

August 2006 Changes

- Correction to the depth of Requirements and Sub-Requirements that can be referenced; you can go only one level deep. See pages 11 and 25.

May 2006 Enhancements

- Example of Transfer and Equivalent Courses in a Degree Audit report, Figure 12, page 9.
- A fuller description of required course notation, page 9.
- "The Order of Courses in the Degree Audit Report", page 26.

Initial March 2006 Release

- This edition is for SONISWEB® version 2.0. A few of these changes were also added to version 1.4.
- This manual has been re-written to make the inherent complexity of degree audits clearer.
- Figure 1 Toolbar for those with User-ID access and Figure 2 Function Lists1 - Partial, page 4.
- Figure 45 Login Displays and Figure 46 Typical SONISWEB® Page, page 32.

NAVIGATING THE FUNCTION LIST

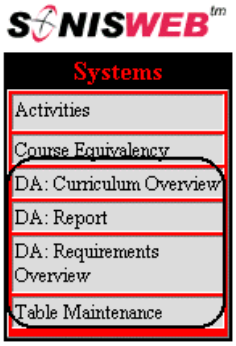
• Figure 1 Toolbar[1] for those with User-ID access

Administrative users have User-IDs and Passwords and see an initial display like Figure 1. Administrative users can be anyone in your system with an ID but typically they're paid Staff and those few Faculty with additional administrative duties.

The access rights of an administrative user are defined by:

1. The **Profile** selected when you were issued a User-ID and Password. Typical Profile categories are the Registrar, the Registrar's staff, the Financial Officer, Admissions staff, Dean of the Nursing School, etc. One profile covers all the people in each staff category.
2. The individual **limits** specified for you when you were issued a User-ID and Password. Typical limits are preventing access to faculty and staff personal records.
3. The **privileges** added for you when you were issued a User-ID and Password. The right to "Make Grades Official" or "View and Change PINs" are examples.

After clicking **Systems** in Figure 1 you get the selections shown in Figure 2.

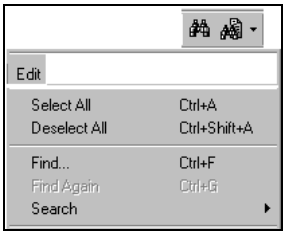


• Figure 2 Function Lists[1] - Partial

[1] You only see what you're authorized to see by your Profile and individual Limits and Privileges. So your choices may be fewer than these.

WHAT DO YOU WANT TO DO?

- If you don't see what you need above, check the table of contents on page 2. You can also use the Adobe® find or search functions illustrated in Figure 3. It allows a Google®-like search[2] by word or phase.



• Figure 3 Adobe® Find and Search

Diagnosing and Fixing Problems

See the text "Messages, Errors, and Diagnosis".

Setting Your Browser for Proper Function and Security

Internet Explorer (IE)[3], Firefox™, Netscape®, Opera, and Safari browsers have an "auto-complete" or password-form save feature that defeats security by letting others get to your records. Although handy for individual computers they defeat privacy on shared computers like those in computer labs and libraries. See the text "Browser Settings" for setting to prevent this.

RUNNING A DEGREE AUDIT

Make sure the curriculum you want to use has been created. See "Curriculum, Requirements, Sub-Requirements, and Courses" on page 10 for more information.

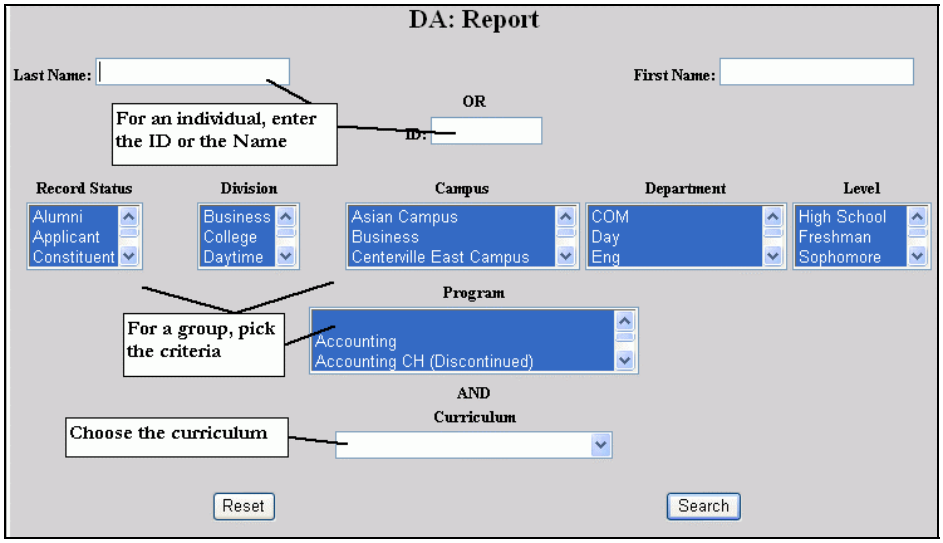
Log in to SONISWEB® as an administrator. Your assigned profile must include privileges to use the Degree Audit functions under **Systems**.

Click **Systems** in Figure 1.

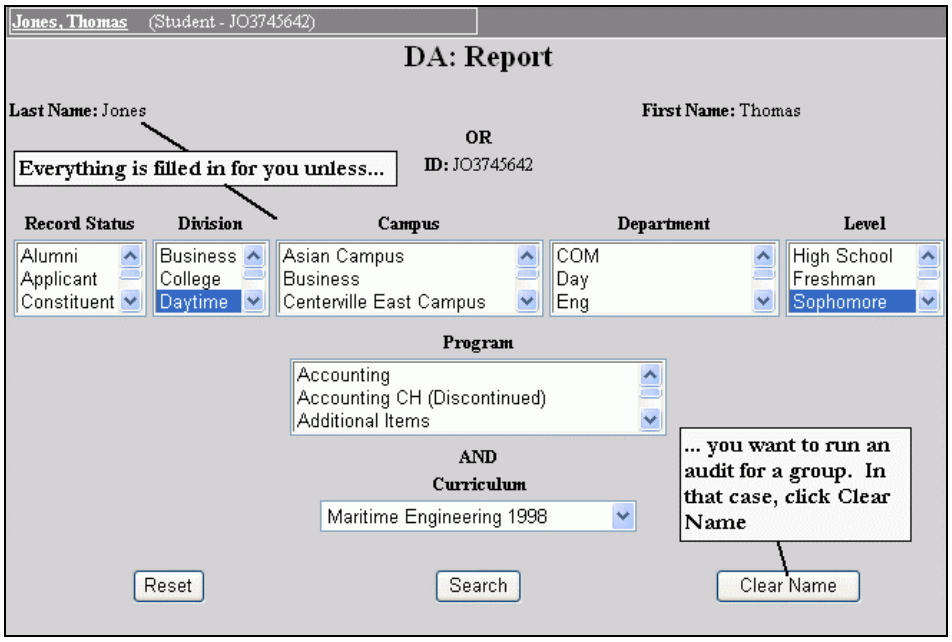
[2] If you're unfamiliar with this searching, click Adobe® reader Help or see the SONISWEB® text "Index to Texts".

[3] Internet Explorer (IE) version 5.5 is the only browser fully tested and therefore the only browser officially supported for SONISWEB®. The other browser have had some testing and appear to function properly but with variations changes in color and table order.

Click DA Report in Figure 2 then enter the person's ID (Figure 5) or select parameters for a group (Figure 4).



• Figure 4 Degree Audit (DA) Report Selections for a Group



• Figure 5 Degree Audit (DA) Report for an Individual

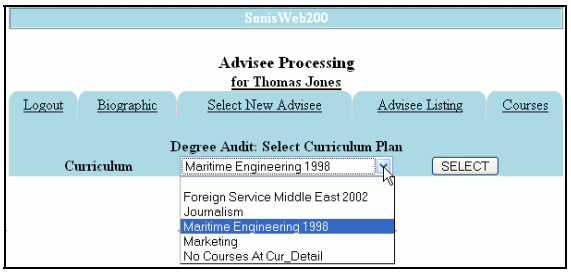
If you've been processing a person's records, you see Figure 5 not Figure 4.

Faculty run degree audits directly from their Advisee Processing display as shown in Figure 6.

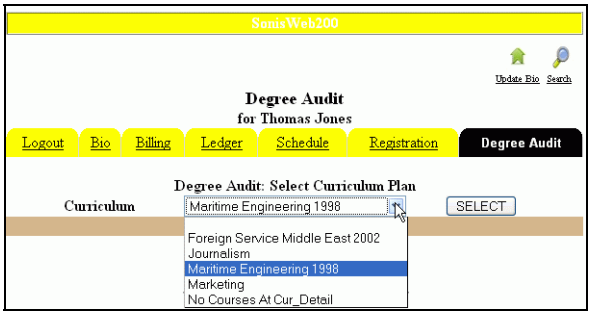
Students select degree audits with the Degree Audit tab shown in Figure 7.

You get Figure 8 or Figure 9 when you click the Search button.

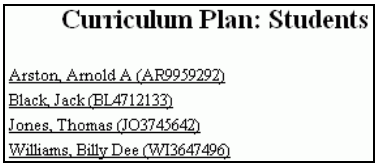
- If you've not interpreted a report before, see "Interpreting a Degree Audit Report" below.
- To see how curricula are defined for an audit report, see page 21.
- For an individual you see the report illustrated in Figure 9 directly.
- Reports for more than one person produces a list like Figure 8. Click the underlined name in the list to look at that person's audit report (Figure 9).



• Figure 6 Faculty-run Degree Audit



• Figure 7 Student-run Degree Audit

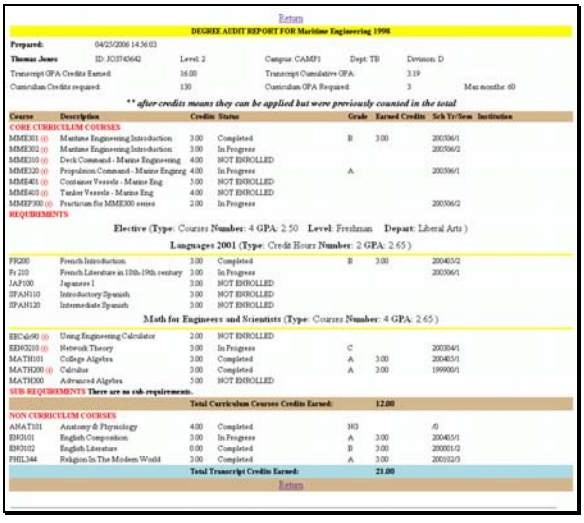


• Figure 8 Audit Selection List

INTERPRETING A DEGREE AUDIT REPORT

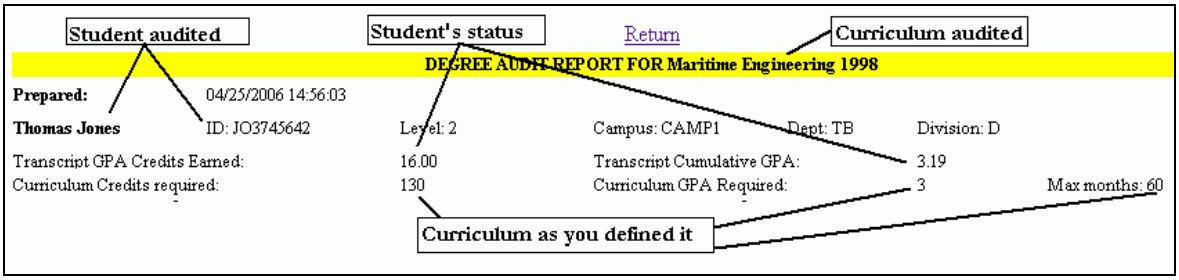
Figure 9 is a compressed report for one person. It's too big to show on a single page. (The report in Figure 9 is from the student's online session since it's more readable when printed in black-and-white in a manual. The information is identical with the Faculty and system versions of the report that have more color shading.)

Figure 10 is near the top of the report. It is a summary of requirements and accomplishments. These are what you entered in "Running a Degree



• Figure 9 Student Version of the Degree Audit Report - Compressed

Audit" on page 5.



• Figure 10 DA Report Summary for the Student

Figure 10 summarizes the student's accomplishments and the curriculum requirements.

Credits for a course are not shown nor are they added to the totals until the course is completed and marked as official.

*** after credits means they can be applied but were previously counted in the total***

Course	Description	Credits	Status	Grade	Earned Credits	Sch Yr/Sem	Institution
Elective (Type: Courses **Number:** 4 **GPA:** 2.50 **Level:** Freshman **Depart:** Liberal Arts)							
FR200	French Introduction	3.00	Completed	B	3.00	200405/2	
Fr 210	French Literature in 18th-19th century	3.00	In Progress			200506/1	
Languages 2001 (Type: Credit Hours **Number:** 2 **GPA:** 2.65)							
FR200	French Introduction	3.00	Completed	B	3.00 **	200405/2	
Fr 210	French Literature in 18th-19th century	3.00	In Progress			200506/1	
JAP100	Japanese I	3.00	NOT ENROLLED				
SPAN110	Introductory Spanish	3.00	NOT ENROLLED				
SPAN120	Intermediate Spanish	3.00	NOT ENROLLED				

• Figure 11 DA Report Course Duplication

The top of Figure 11 explains the use of asterisks to mark duplicate reporting. It works this way:

- One or more requirements have the Multi-Apply checkbox selected as illustrated in Figure 28 (page 15).
- The course is shown in both requirements as you see highlighted in Figure 11.
- The duplicate has asterisks beside the credits indicating that these credits will not be summed and added to this requirement. In effect the course is shown more than once but the credits are summed only once for the totals.
- See "The Order of Courses in the Degree Audit Report" on page 26 for a description of the logic of Multi-Apply.

ENG200	American Literature	3.00	Satisfied with transfer course Eng2000	B	3.00	200506/1	Lourdes College
ENG300	Contemporary Literature	3.00	Equivalent for Eng700 under 'English'.	A	3.00	200506/1	

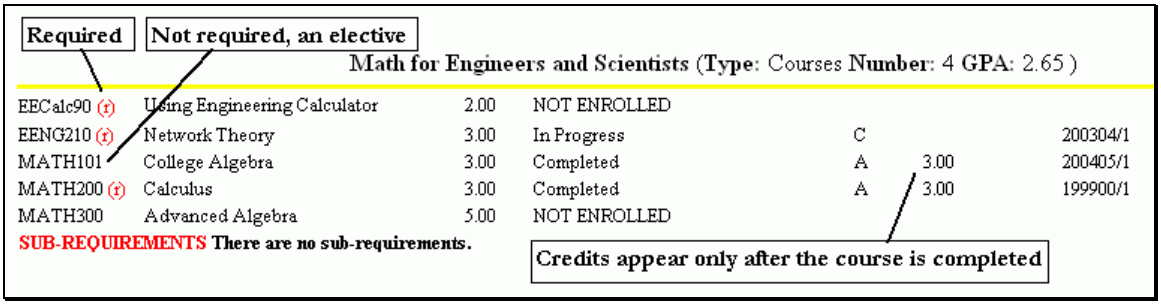
• Figure 12 DA Report with Transfer and Course Equivalency

Figure 12 shows how transfer and equivalent courses appear in an degree audit report. (The equivalency of these courses to your courses must be set up. You add transfer courses using **Courses**. You add equivalents using **Systems** Course Equivalency. Both are described in the manual "Course & Section Processing".)

Where you entered the optional Memo for a definition, you see it as illustrated in Figure 13.

Math for Engineers 2001
12 credit hours with a 2.6 or higher GPA are required

• Figure 13 Memo from Figure 11



• Figure 14 Reading the Requirements and Accomplishments

In Figure 14 the **(r)** beside a course means you defined it as a required course. No **(r)** means it's a choice or elective that is acceptable and adds to the total credits needed.

If "Report Excl[ude] Non-curric[ulum] Courses" is selected in the curriculum definition (Figure 35, page 19), the non-curriculum courses shown in Figure 15 will not appear in the report.

NON CURRICULUM COURSES						
ANAT101	Anatomy & Physiology	4.00	Completed	NG		/0
ENG101	English Composition	3.00	In Progress	A	3.00	200405/1
ENG102	English Literature	0.00	Completed	B	3.00	200001/2
PHIL344	Religion In The Modern World	3.00	Completed	A	3.00	200102/3

• Figure 15 Non-Curriculum Courses

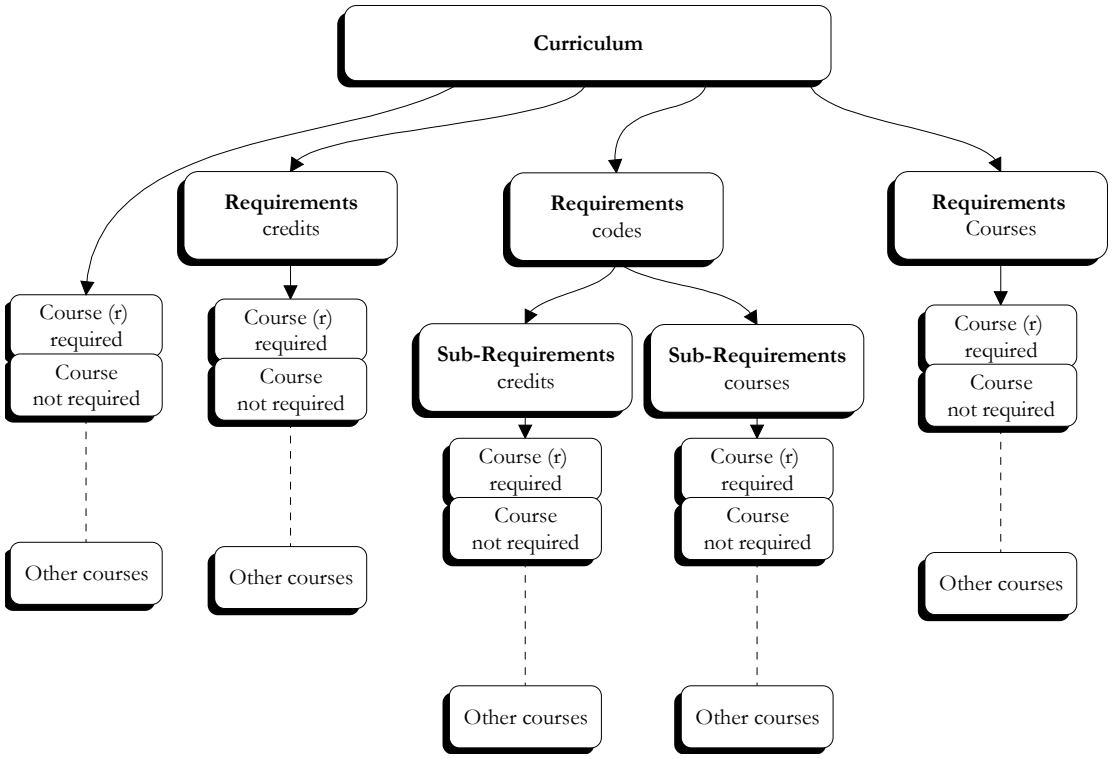
At the top and bottom of the report are the navigation choices, enlarged in Figure 16.

- You can Return To the Degree Audit report selection. If you selected more than one student for an audit, Return To List takes you back to Figure 8 (page 7) to select another person.

Return To Degree Audit Return To List

• Figure 16 Return Navigation

CURRICULUM, REQUIREMENTS, SUB-REQUIREMENTS, AND COURSES



• Figure 17 The Structure of Curriculum, Requirements, Sub-Requirements, and Courses

As illustrated in Figure 17:

Curriculum: the course of study required to get a degree, diploma, or certificate. It's defined by Courses and Requirements.

Requirements: needed to meet the curriculum specifications, but set up under a "Requirement Code" so it can be shared by other curricula. "Languages" is an example of a requirement. By defining it as a separate Requirement instead of within each Curriculum, it can be shared by other curricula.

Sub-Requirements: (in the displays they're simply called "requirements") are pointed to by the requirement above them as Figure 17 shows. For example, "Languages" might point to the (sub)-Requirements of Spanish, French, and Japanese, any one of which would satisfy the language requirement.

Courses are the specific courses needed to satisfy a Requirement or the Curriculum.

THE STRUCTURE AND THE TABLES

This is a visual guide to relate the structure in Figure 17 to the SONISWEB® table entries covered in detail on the following pages.

You start by defining the Requirements – which includes sub-requirements – so you can use them at the next higher level. You start at the bottom of Figure 17 and work up.

For assistance see "Guidance and Errors While Filling Entries" on page 25.

Requirements and Sub-Requirements

You define a Requirement as one of these:

Codes, point to one or more (sub)-Requirements as shown at the top of Figure 18.

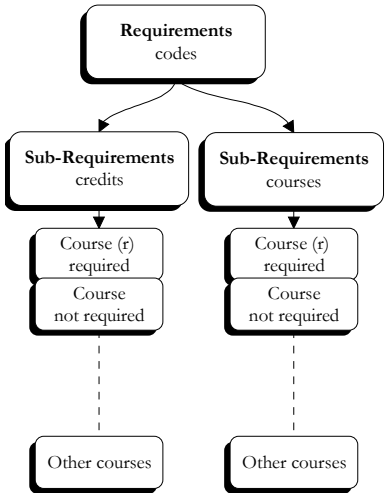
Credits means you'll specify the number of credits needed and specify how they're to be met with:

Courses, a list of electives, required, or a mix of required and elective courses that satisfy the credit hours, left in Figure 18.

Codes, one or more Sub-Requirements that satisfy the credit hours.

Courses, a list of electives, required, or a mix of required and elective courses that satisfy the number of courses specified, right in Figure 18.

You can go one level deep as Figure 18 shows. See "Guidance and Errors While Filling Entries" on page 25.



• Figure 18 Requirements and Sub-Requirements from Figure 17

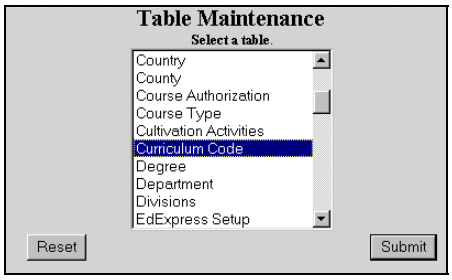
Name the Requirement

Establish and name the Requirement[4] with a code you will reference at the higher level.

Click Table Maintenance in Figure 2 to get Figure 19.

Pick the "Requirement Code" table in Figure 19. You get Figure 20.

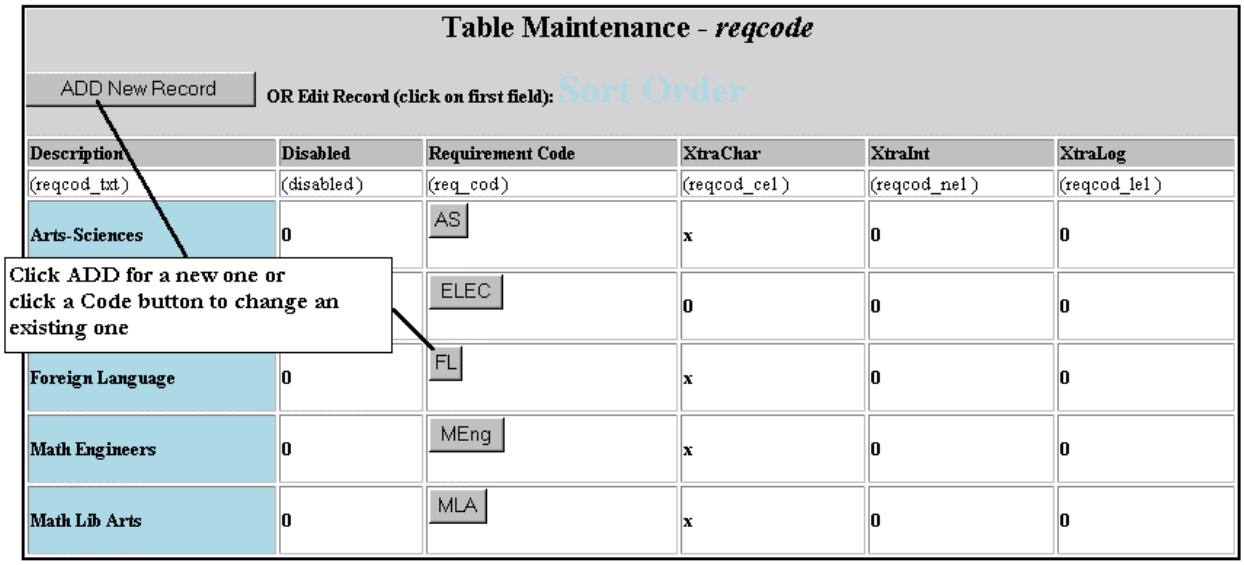
A quick way to get to a table in Figure 19 is to click the top item then use your keyboard to press the key for the first letter of the table's



• Figure 19 Table Maintenance Choices

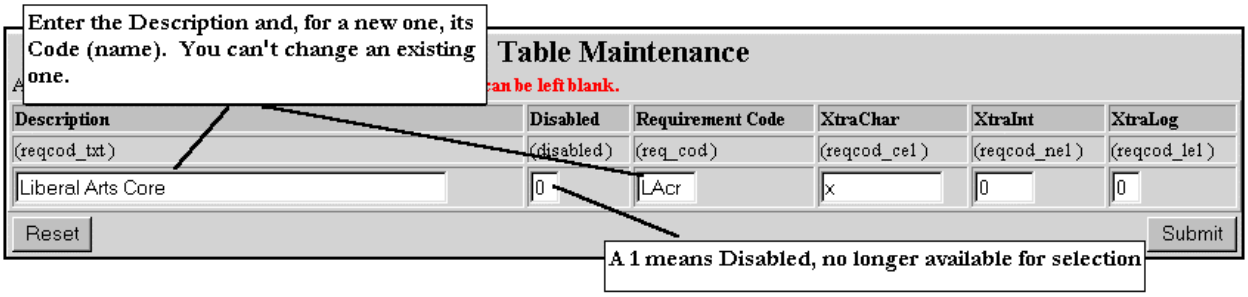
[4] You may use the term "equivalencies" meaning equally satisfactory choices of courses or requirements. SONISWEB® uses the term "Requirements" in Degree Audit so as not to confuse the defining of "equivalent courses" that are used for registration.

name, R for Requirements, for example. The list in Figure 19 jumps to the first table starting with that letter.



• Figure 20 Requirement Codes Table

Make your choice of Add or pick an existing code in Figure 20 to get Figure 21.



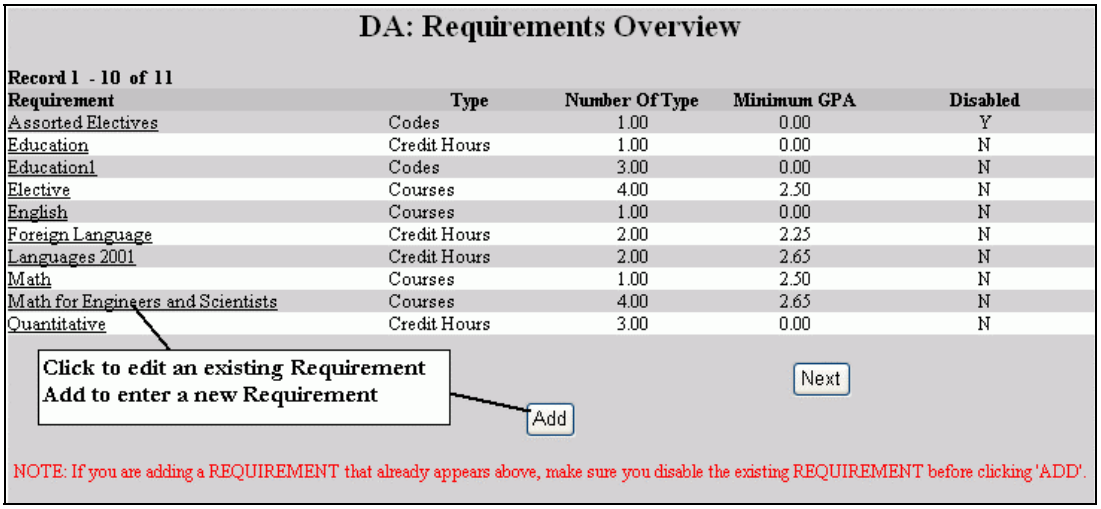
• Figure 21 Requirement Code Naming

Fill in Figure 21 then click Submit. Examples of requirement names are "Liberal Arts Core", "Mathematics for Engineers", "Languages", "Spanish Core", and "Japanese Basic". You can used any Description name, but don't include special characters. (See the caution in "Guidance and Errors While Filling Entries" on page 25.)

Define the requirement

After you've named the requirement codes, you define them.

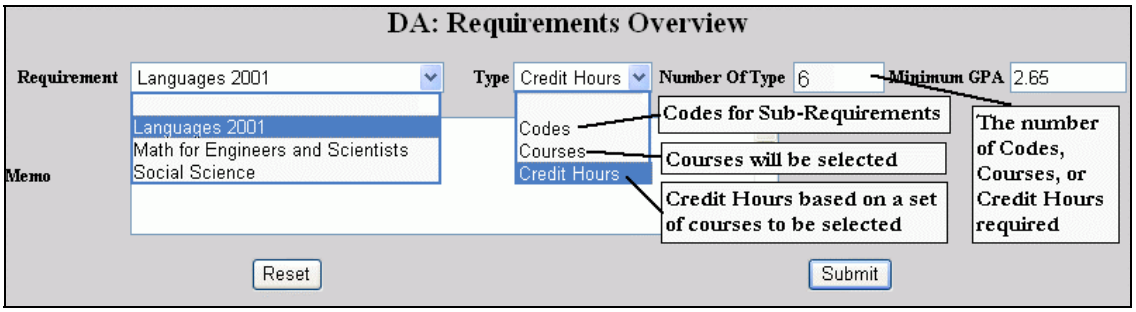
Click DA: Requirement Overview in Figure 2 to get Figure 22.



• Figure 22 Requirements Overview Choices

Comply with the note at the bottom of Figure 22 then make your choices. Requirements have the most choices and so can be the most complex to define. You get Figure 23.

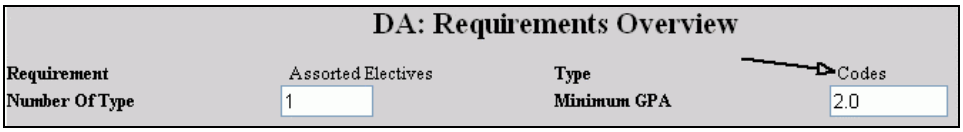
You must name a new Requirement in Figure 21 in order to use the Add button in Figure 22.



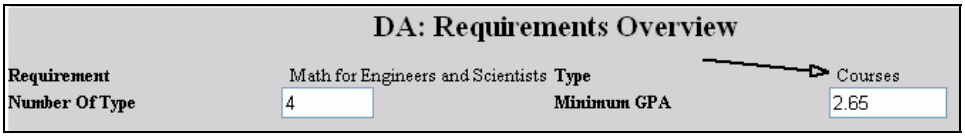
• Figure 23 Requirements Overview Specifications

Figure 23 is for defining the specifications for a requirement. See the explanation in "Requirements and Sub-Requirements" on page 11.

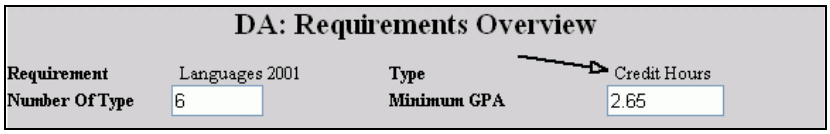
Make your choices in Figure 23 and click Submit. That give you a display that, at the top, looks like Figure 24 (Codes), Figure 25 (Courses), or Figure 26 (Credit Hours) depending on what you chose in Figure 23.



• Figure 24 Codes Selected in Figure 23



• Figure 25 Courses Selected in Figure 23

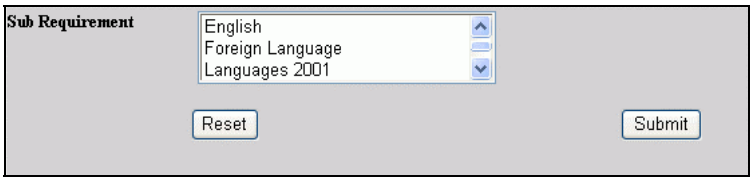


• Figure 26 Credit Hours Selected in Figure 23

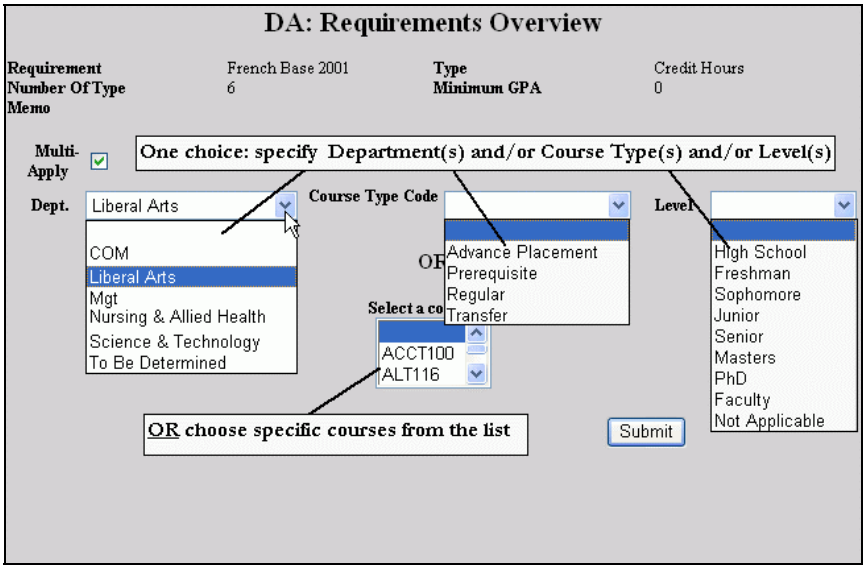
Note how the Type that you picked in Figure 23 determines the display you get, Figure 24 or Figure 25 or Figure 26.

Number of Type means the number of Codes (Figure 24) or the number of courses (Figure 25) or the number of Credit Hours (Figure 26) needed to meet this requirement. Optionally you can enter a Minimum GPA for the requirement.

At the bottom of these figures you see Figure 27 or Figure 28.



• Figure 27 The bottom of Figure 24, Choices for Codes (sub-requirements)



• Figure 28 The bottom of Figure 25 or Figure 26, Choices for Credit Hours or Courses

Sub Requirement (Figure 27) is the list of sub-requirements from which you make a choice. That's why you need to define the sub-requirements (Figure 18) before you define the requirements that use them. Pick one or more.

Credit Hours or **Courses** (Figure 28) provide two choices:

1. You can pick a combination of Department, Course Type, and Level. That means that any courses are acceptable as long as they come from that combination. You can pick one or more from each list. You can pick just the Department or the Course Type or the Level. (For guidance on making multiple choices from a list see Figure 48 "Selecting Multiple Choices" on page 33.)

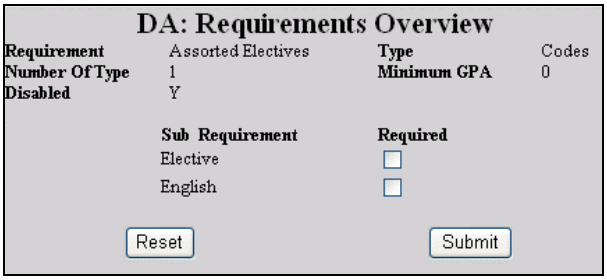
   OR

2. You can select one or more specific courses from the list at the bottom of Figure 28. (For guidance on making multiple choices from a list see Figure 48 "Selecting Multiple Choices" on page 33.)

The number of "Sub Requirements" (Figure 27) or "Courses" (Figure 28) must be equal to or greater than the "Number of Type" or be sufficient for the number of credit hours shown in Figure 24, Figure 25, or Figure 26.

The **Multi Apply** checkbox in Figure 28 means that courses – but not their cumulative credit hours – can be duplicated when shown on the report. The effect is easiest to understand by looking at Figure 11 on page 8.

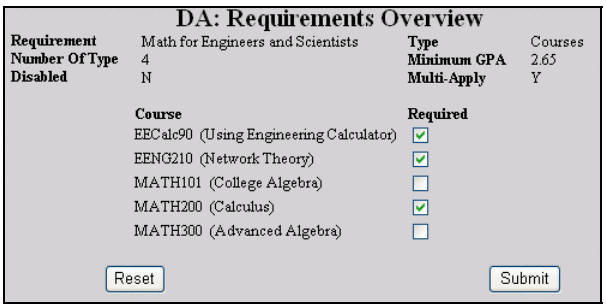
Required versus Elective; when you make multiple choices in Figure 27 or Figure 28 you get a display like Figure 29 or Figure 30 to decide on electives versus required.



• Figure 29 Codes Required or Not

A checkmark in a checkbox in means it's required.

In Figure 27 or Figure 28 a blank in a checkbox means it's an elective. That means anything in the list is acceptable as long as the student meets the "Number of Type" shown at the tops on Figure 29 and Figure 30.



• Figure 30 Courses Required or Not

Using Figure 30 as an example, the student must take four (4) courses ("Number of Type"), the three marked as required and either of the two electives (without Required checkmarks) to meet the requirement.

Set your required (checkmarks) and elective (no checkmarks) Sub-Requirements (Figure 29) or Courses (Figure 30) and click the Submit button.

Curriculum

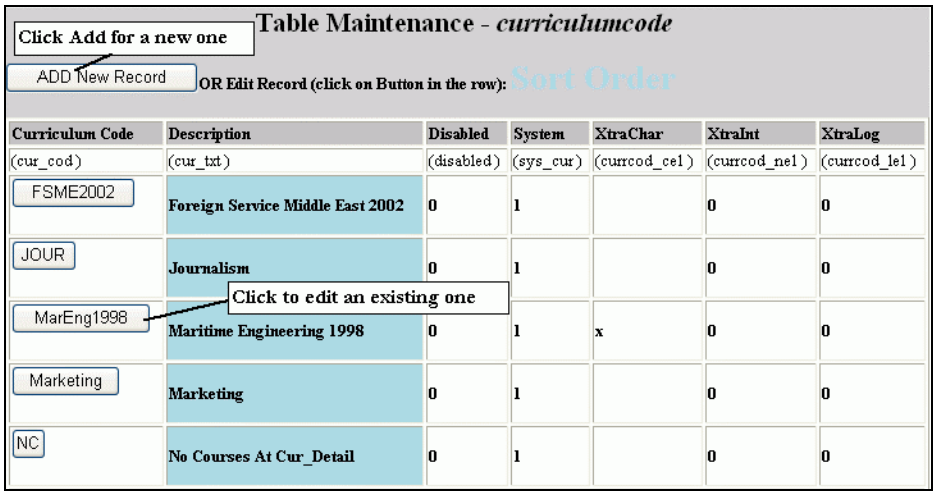
After you've established all the Requirements needed for this curriculum, define the curriculum.

For assistance see "Guidance and Errors While Filling Entries" on page 25.

Name the Curriculum

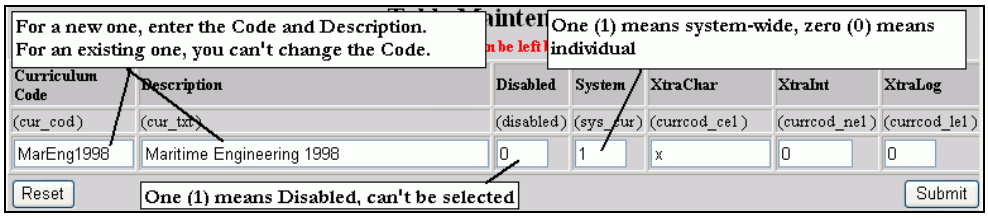
Click Table Maintenance in Figure 2 to get Figure 19.

Pick the "Curriculum Code" table as shown in Figure 19 then click Submit. That yields Figure 31.



• Figure 31 Naming or Editing a Curriculum Code

In Figure 31 click the Add button for a new curriculum or a "button" under "Curriculum Code" to edit an existing curriculum. You get a display similar to Figure 32.



• Figure 32 Curriculum Code Entry

Enter the Code and Description in Figure 32. You can used any Description name, but don't include special characters. (See the caution in "Guidance and Errors While Filling Entries" on page 25.)

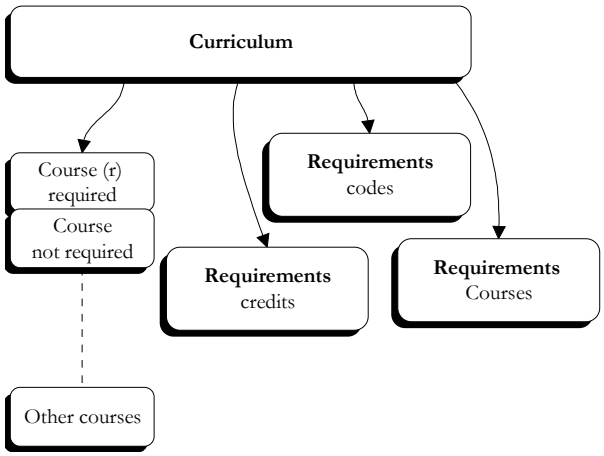
In the "System" field enter a 1 (digit one) if this is a system-wide curriculum available for any student. This is the normal setting. Enter a 0 (digit zero) if this is an individual curriculum that must be individually assigned to specific students. That's explained in "System-wide versus Individual Curriculum" on page 23.

Define the Curriculum

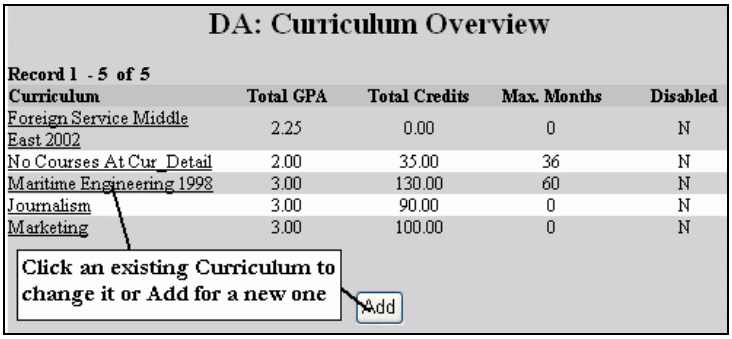
With the curriculum established and named, you define the courses and requirements needed to satisfy it.

Click DA: Curriculum Overview in Figure 2 to get Figure 34.

> You must name a new curriculum in Figure 32 in order to use the Add button in Figure 34.

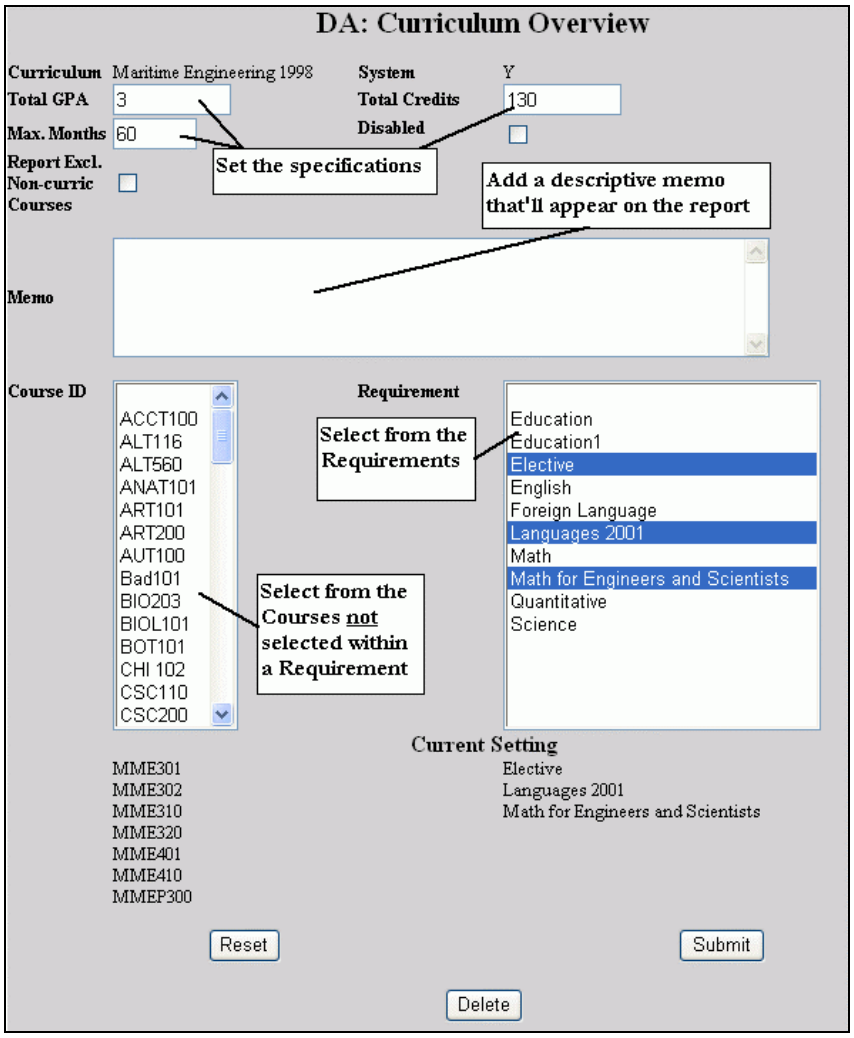


• Figure 33 Defining the Curriculum from Figure 17



• Figure 34 Curriculum Definition

Make your choices in Figure 34. That yields Figure 35.



• Figure 35 Curriculum Specifications

1. At the top of Figure 35 enter the specifications of GPA, Credits, and Maximum-Months to finish the curriculum in good standing. Although they're optional, most schools require them and they're usually part of your legally-binding curriculum definition.

The **Report Excl[ude] Non-curric[ulum] Courses** checkbox means that Courses and Requirements not defined in Figure 35 are not to appear on the report. Otherwise the non-curriculum courses will appear as shown in Figure 15 on page 9.

2. Enter a memo that will appear on the Degree Audit report as shown in Figure 13.

3. Pick the Requirement names from the list on the right. (For guidance on making multiple choices from a list see Figure 48 "Selecting Multiple Choices" on page 33.)

4. Select the courses, not included[5] in any of the Requirements, picked from the list on the left. (For guidance on making multiple choices from a list see Figure 48 "Selecting Multiple Choices" on page 33.)

5. Click the Reset button to erase what you just entered so you can start over again.

   Click the Submit button to save your entries.

   If there are any "Current Settings" at the bottom of Figure 35, they'll be replace by the selections you just made.

6. You now get Figure 29 and/or Figure 30. As with a Requirement definition, Figure 29 and/or Figure 30 let you pick which Courses and/or Requirements are electives and which are required using the checkboxes.

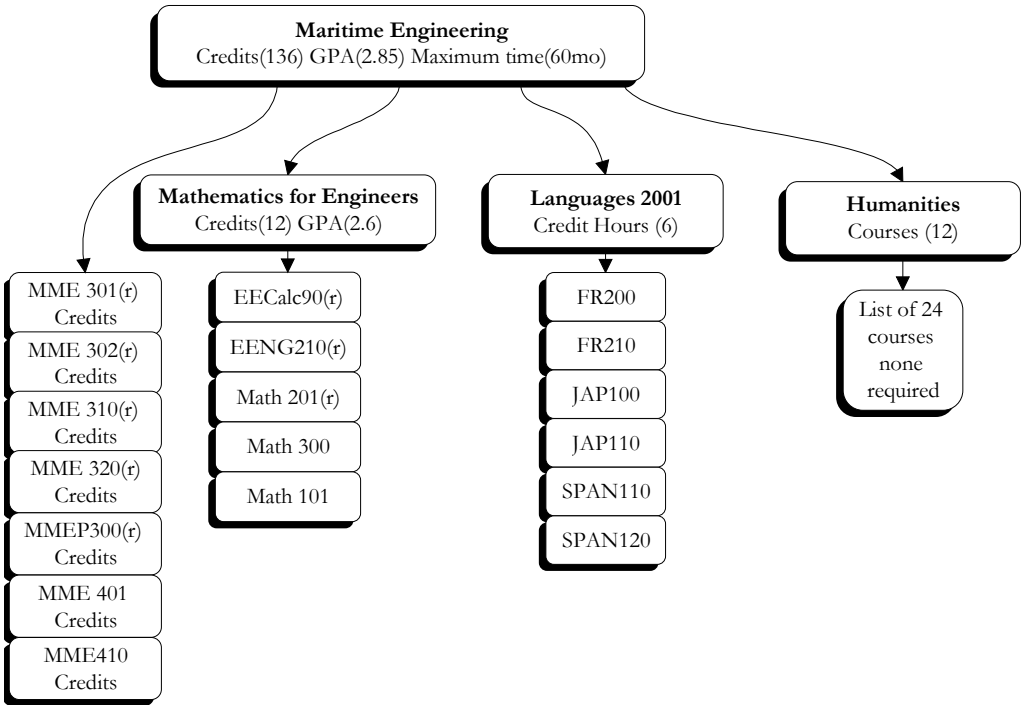
With the Requirements and the Curriculum defined, test it! That's the best way to see that what you defined matches your official degree requirement. See "Testing the Curriculum Specification" on page 30 for suggestions on setting up tests.

"Establishing a Curriculum Definition" below describes how to structure a curriculum from your official Catalog or specification.

[5] You may "double-define" courses by including Courses on the left that are already included in one or more Requirements on the right. However, it means that any course changes must be changes in both places and it makes the Degree Audit report more difficult to interpret.

ESTABLISHING A CURRICULUM DEFINITION

The best source for defining the SONISWEB® tables are the official, public curriculum plans, course catalogs, or degree specifications that your institution holds as its legally-binding statement of requirements. Then when you, a student, or a faculty member run a degree audit report, the results will reflect your official degree requirements.



• Figure 36 Curriculum Definition Example as a Diagram

First, write down your curriculum requirements either as a diagram like Figure 36 or a list like Table 1.

The **(r)** beside a course means it's required. With no **(r)** it is an elective that can be used to meet the requirement.

Procedure is important. First you name the curriculum and requirement codes from the top down, then you define their contents <u>from the bottom up</u>.

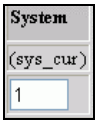
• Table 1 Figure 36 as a List

Type	Name	Required?	Codes[6]	Credits	GPA
Curriculum	Maritime Engineering		3 = Mathematics for Engineers, Humanities and Languages	136	2.85
Course	MME301	Y		3	
Course	MME302	Y		3	
Course	MME 310	Y		3	
Course	MME 320	Y		3	
Course	MMEP300	Y		3	
Course	MME 401	N		5	
Course	MME410	N		3	
Requirement	Mathematics for Engineers			12	2.6
Course	EECalc90	Y		3	
Course	EENG210	Y		3	
Course	Math 201	Y		3	
Course	Math 300	N		3	
Course	Math 101	N		3	
Requirement	Languages 2001			4	2.65
Course	FR200	N		3	
Course	FR210	N		3	
Course	SPN 101	N		3	
Course	SPN 102	N		3	
Course	Jap 100	N		3	
Course	Jap 110	N		3	
Requirement	Humanities		12 Courses		
Course	a list of 24 courses as electives, none required.				

[6] Named Requirement and Sub-Requirement Codes

System-wide versus Individual Curriculum

In Figure 37 (from Figure 32) you mark a curriculum as system-wide or individual. Here's the difference:

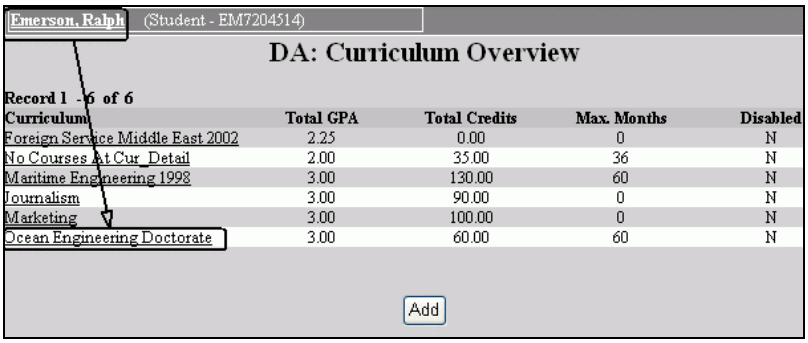


• Figure 37 System-Wide Setting from Figure 32

System = Y or **1:** This curriculum can be chosen for any student in his or her Education record.

System = N or **0:** You must assign the curriculum to each student individually. To do that:

1. Use **Names** to retrieve the student's records.
2. After you have the student's records on your display, click **Systems** then DA: Curriculum Overview in Figure 2 to get Figure 38.

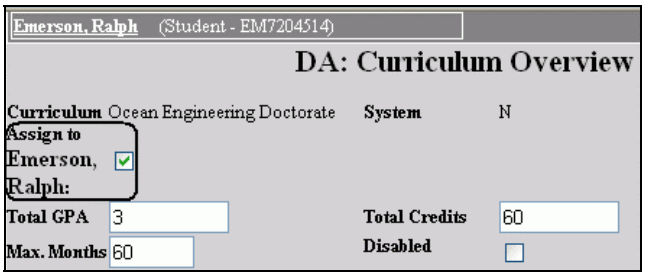


• Figure 38 Name Selected

The person's name must appear on your display as illustrated in Figure 38. Otherwise you'll not see the name in Figure 39.

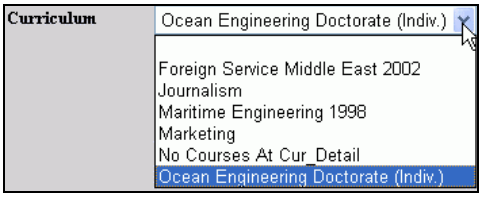
3. In Figure 38 click the underlined name of the curriculum you want to assign.

4. For an individual curriculum only, Figure 39 replaces the top of Figure 35. Click the checkbox to assign the curriculum to the person's Education record, then click the Submit button.



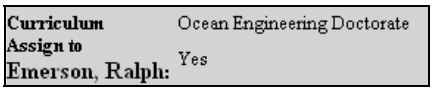
• Figure 39 Assign an Individual Curriculum

When you examine the person's Education record after the assignment, you'll see the curriculum assigned as illustrated in Figure 40.



• Figure 40 Assignment as seen in the Education Record

After you assign the curriculum, Figure 39 looks like Figure 41.



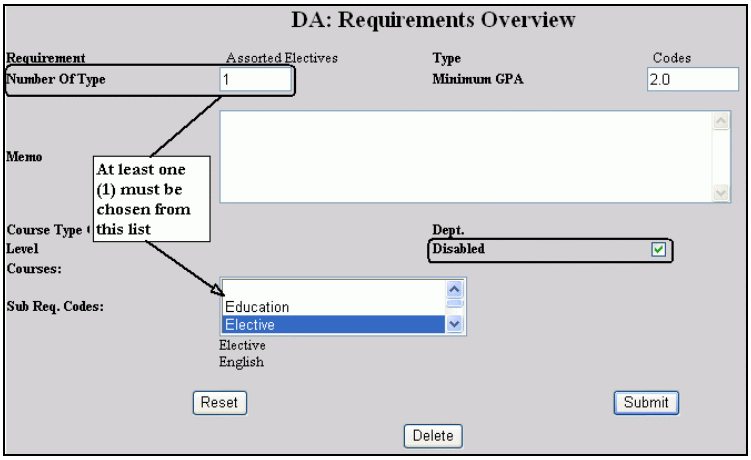
• Figure 41 After Curriculum Assignment

To remove the curriculum assignment from a person, you use **Names** to display his or her Education record and remove or change the curriculum by selecting another from the pulldown list shown in Figure 40.

GUIDANCE AND ERRORS WHILE FILLING ENTRIES

Caution: do not use any special characters such as " ' ; : % * &, etc. in the tables You'll get an error message if you do.

The **number of items** you select from a Sub-Requirements or Courses list must be equal to or greater than the "Number of Type" you entered. Figure 42 shows the relationship. (See Figure 48 on page 33 for guidance in making multiple selections from a list.)



• Figure 42 "Number of Type" to List Relationship

Requirements pointing to sub-requirements[7] can go one level deep (illustrated in Figure 18 on page 11).

To disable a Requirement or Curriculum so it cannot be used in an audit, click the "Disabled" checkbox until a checkmark appears (Figure 42) or[8] enter a 1 (the digit one) in the Disabled column. Disabling is best when this curriculum is temporarily removed but you will want to use it later. To enable it again, click the "Disabled" checkbox until it is empty or[8], enter a 0 (the digit zero) in the Disabled column.

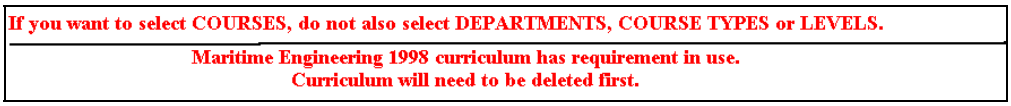
To delete a Requirement or Curriculum, select it for editing (Figure 22 or Figure 34) where a Delete button will be available. Click the Delete button. If the Requirement or Curriculum is in use, SONISWEB® will prevent you from deleting it. You'll have to use Disable instead.

Every field must be entered in the tables like Figure 21 and Figure 32. The "Xtra" fields are for custom features for certain SONISWEB® customers. "Char" must contain a letter, "Int" must contain a digit, and "Log" must contain a 0 or a 1.

[7] Sub-requirements are not the same as a specific course prerequisite. Prerequisites and corequisites are defined in the course record.

[8] Some entries provide Disabled checkboxes, some have a Disabled field where a 1 or 0 must be placed.

Errors While Entering or Deleting Requirements



• Figure 43 Typical Error Message

Owing to the amount of information on a display, an error message is often not visible unless you scroll down the display to the bottom. If you click a button and the system does not seem to "act right", scroll to the bottom to the see the message. As illustrated in Figure 43, the message is in red. (If you are seeing it in print, it may appear as gray.)

THE ORDER OF COURSES IN THE DEGREE AUDIT REPORT

The requirement displays (Figure 11, page 8 and Figure 14, page 9) show all the required courses:

- Those completed with official grades and credits.
- Those with unofficial grades so no credits.
- Courses "In Process" but not yet completed, also without credits.
- Those required but "NOT ENROLLED".

In applying courses taken to the courses in the curriculum plan (pages 13 and 18), if there is more than one instance of the same course, the courses are prioritized by whether or not they have an official grade. If there's a course with an official grade, the same course with an unofficial grade will be not be shown in the report.

Courses are first put in the report based on required or not required (a.k.a., elective). Required courses have an "(r)" beside their names, see Figure 11. The required course will apply to the first requirement it encounters. The application priority follows the hierarchy of the plan so courses are first applied to "Curriculum" (page 18), which are by default required. If the course is not in the "Curriculum", it's next applied to the first required course within a "Requirements" section of the curriculum plan. The "Requirements" are ordered alphabetically by the text of the requirement, so the ways to assure that a given course is applied to a specific requirement is to either make it required or only assign it to one requirement.

> For example, if the needed math courses are defined in the "Mathematics" requirement (page 13) you only need to specify "Mathematics" as a requirement in your curriculum (page 18). You don't need to list those same math courses a second time in the curriculum definition.

If the course is not required anywhere in the curriculum plan, it is applied to the first instance in the "Requirement" section.

The same procedure is followed at the "Subrequirement" section.

If curriculum plan refers to a course multiple times because the "Multi Apply" checkbox was checked (Figure 28, page 15), the first instance of the course shows the earned credits.

Those credits are added to the total credits earned. Subsequent references to the course in the curriculum plan show the credits followed by "**" (Figure 11, page 8) to indicate that the credits have already been counted and applied to another requirement. It is then a matter of your school's policy whether or not the courses with "**" are applied to those requirements as well. The Degree Audit report doesn't add them, you have to do that manually such as writing it on the report.

If you wish to make sure something is applied to a specific "Requirement" or (sub)-Requirement section, but the alphabetization would make it apply to a previous one, you should clear the "Multi Apply" checkmark in previous one.

> For example, if you have "SPEECH 101" within your plan twice, once under the requirement "Electives" (alphabetically the first one to appear in the report) and again under the requirement "Speech", and you want it to count under "Speech", you must clear "Multi Apply" checkmark in "Elective". You can have a checkmark in "Multi Apply" for "Speech" and it will be listed in subsequent requirements that use them if they appear alphabetically after "Speech".

This is typically an issue when you're dealing with requirement type of "Credit Hours" and not "Courses". Courses are specifically listed; therefore, you would simply list them only under "Speech" to have it applied there rather than under "Elective". When using "Credit Hours" and you've selected department and/or course type and/or level many courses are available. If you define the plan with multiple requirements using the same criteria (for example, the same department), the logic will have no way to prioritize course application other than alphabetically.

> In the example above, it would be better to make "Speech" a "Course" type (Figure 25, page 14 and Figure 27, page 15) and list the courses that could be used, marking some required perhaps. Then make "Electives" a "Credit Hours" type (Figure 26, page 14 and Figure 28, page 15) so that only those courses in that department not applied to your specific named course requirements would be applied as "Elective".

PARAMETERS AND TERMS USED

Audit Parameters

SONISWEB® degree audit tables store these values to define requirements:

- **Hours** is Credit Hours.
- **Courses**; specific courses by course code[9].
- **Course Type**; courses can be specified as a "type" such as "graduate", "advanced", etc., in the Course record[9]. It can then be used in setting up requirements.
- **Number of course choices** with a requirement, as in two (2) non-native language courses to satisfy the language requirements.
- **Minimum GPA** (grade point average) by course, by requirement code, by curriculum.
- **Department** teaching the course[9], for example, requiring a course to be taken in the medical school and not in the science and technology department.
- **Level** (class-year) is that defined in each Course record like that in Figure 44.
- **Maximum time** allowed to matriculate for the degree.

You use several but not all of these parameters to define each requirement.

Terms Used

Codes: a nickname for Requirement Codes.

Course: A course selected for inclusion in a Requirement Code or a Curriculum. See Figure 43.

Credit Hours: credit hours defined for a course or required for a Requirement Code or a Curriculum. See Figure 35.

Curriculum Code: the name and abbreviated code for a curriculum. See Figure 32.

Disabled: A "switch" in a degree audit table row that disables the entry so it cannot be selected. For example, if the Requirement Code of "Turkish" will be temporarily removed from the course offerings, it can be disabled so that it cannot be included in a curriculum plan. When it is again available, the disabled "switch" is removed so it can be selected.

Electives: course selections that are acceptable – but not required – in a Requirement Code or a Curriculum. Usually no specific course is required; rather the student can choose a required number of courses from a list you defined in the Requirement Code or Curriculum. Figure 30 shows it.

[9] See the SONISWEB® text "Course & Section Processing" for the details on defining courses and their specifications.

GPA: Grade Point Average is the total quality points for all courses taken for the current active program divided by the total credits earned. Note in Figure 44 a course can have its "Include GPA" checkbox blank so it does not contribute to the GPA.

Major Credits: Credits required for courses in a major field of study. These are usually required to receive a degree-with-major, a certificate, or a diploma.

Matriculation Time Limit: See "Maximum Months".

Maximum Months: The maximum time – in months – that a student has to complete all course work for a degree, certificate, or diploma. In course catalogs this is usually stated as "students have 60 months from initial enrollment at this institution to complete all the degree requirements".

Multi Apply, shown in Figure 28, is a checkbox that allows the courses to be duplicated in multiple requirements. The effect on the report is illustrated in Figure 11 (page 8).

Number of Type: It indicates the number of courses or "Requirement Sub-Codes" needed to meet the specification. It is used mostly to indicate how many courses must be taken, such as 2 language courses in a single language to meet the language requirement.

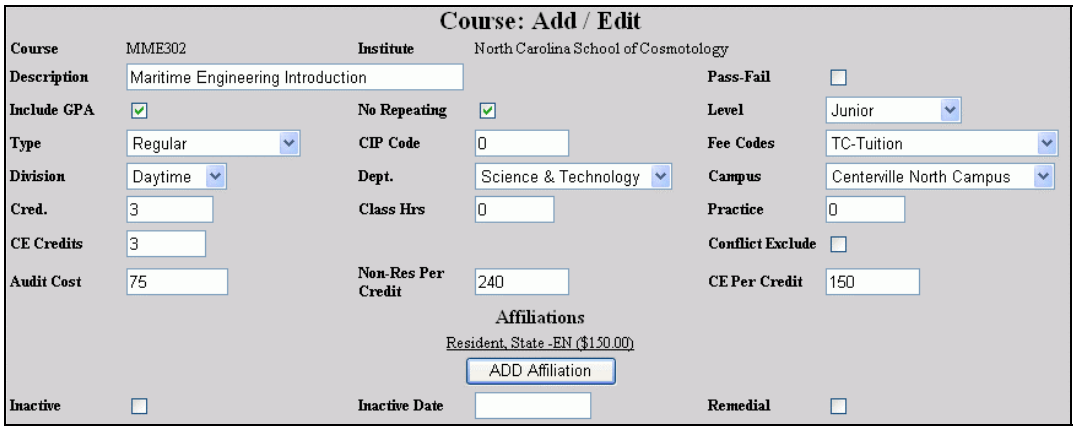
Requirement Code: The name and specifications for an academic requirement. It can be a specific course although it's usually a choice of courses. See "Name the Requirement" on page 11.

Requirement Type: one of either Codes or Courses or Credit Hours, Figure 23.

Requirements: the courses or Requirement Codes needed to fulfill a Requirement Code or Curriculum.

Total Credits: Total credits required for graduation including both "Major Credits" and those for courses outside the person's major.

Typical Course Record



• Figure 44 Portion of a Course Record

Figure 44 is an example of part of a course record. It is referenced in this text. For more details on this record, see the SONISWEB® text "Course & Section Processing".

TESTING THE CURRICULUM SPECIFICATION

Students and faculty will probably take a Degree Audit Report more seriously than they do the written degree specifications. You need to test the definitions you entered to be certain that the audit report does not differ from your legally-binding statement of requirements in your curriculum plans, course catalogs, or degree specifications. Some suggestions are given below.

Current Curricula

Ask your deans, key faculty, and advisors to name some students whose records you can audit manually then compare your manual audits to the SONISWEB® degree audit reports. For your manual audit, use the "Student Courses" report to see the courses the student has completed and those in which she or he is currently enrolled. See the SONISWEB® text "Standard Reports" for guidance in running and printing that report.

- Select students just starting with no completed courses. This is a good check that what you entered is the same as your written degree specifications. It is a type of "clean sheet" analysis.
- Find students on the "edges" of compliance with curriculum requirements. This tends to test the boundaries of what you specified. Compare the audit you do manually with the results of the degree audit report.
- Use students who are almost done with their studies. The degree audit report should show the students clearly meeting the requirements.
- Find students who have switched majors, programs, etc. Their completed and needed courses should match your written degree specifications.

Very Complex Curricula

The more complex the degree requirements, the more interpreting you must do while entering the requirements into SONISWEB® so the greater the chance of making a mistake entering them. For those curricula, there are usually more "edges" that define the boundaries of what is "inside" and what is "outside" the degree specifications. You need to test a larger number of student to define the edges. As with "Current Curricula", you do manual audits and compare them to the SONISWEB® degree audit reports.

Changed Curricula

If you have been using SONISWEB® degree audit successfully with the old curriculum, the quickest test is to use students who are almost done with their studies. The degree audit report should show the students not meeting the new requirements at predictable points.

If you have not been using degree audit, treat this like "Current Curricula" or "Very Complex Curricula" above.

New Curricula

- Select students just starting with no completed courses. This is a good check that what you entered is the same as your written degree specifications. If you expect some current students to switch to this new offering, identify some selected students and run the audit against the new curriculum. Their completed and needed courses should match your written degree specifications.

GETTING STARTED - LOG IN AND THE USE OF TABS, BUTTON AND FIELDS

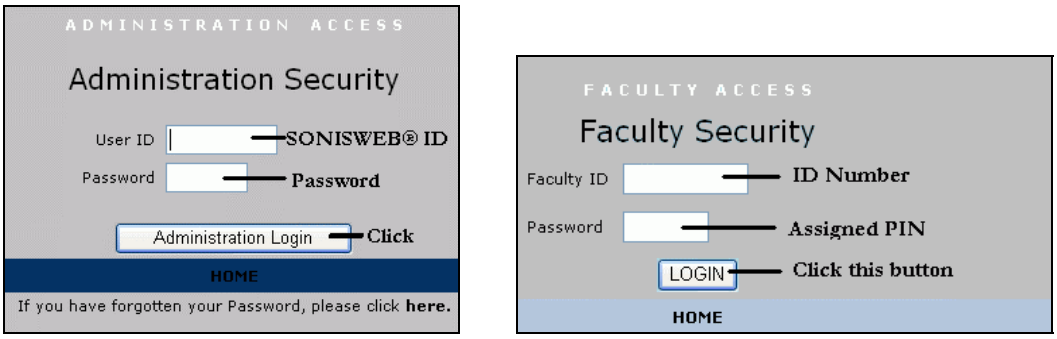
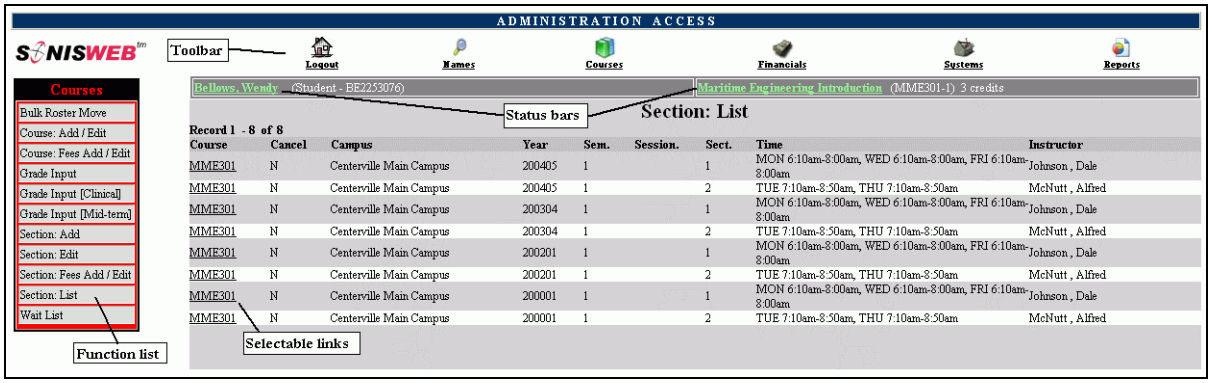


Figure 45 Login Displays

To log in as an administrator, select that option from your Web page. The standard SONISWEB® login pages look like Figure 45.



• Figure 46 Typical SONISWEB® Page

Figure 46 is a typical SONISWEB® page. The actions authorized in your profile appear at the top, called the **Toolbar**.

When you make a selection from the **Toolbar**, the applicable **Function List** appears on the left. Only the functions authorized in your assigned profile and your individual limits and privileges appear. Some might have only **Courses** in the toolbar and only Course: Add/Edit for functions.

Not apparent on the display is whether or not the profile permits editing or changing the information. Once the you select a function from the list on the left, you will see a Submit or similar button at the bottom of the display if you have the permissions to add, edit, or delete the data.

By clicking a **Status Bar** you quickly return to the "person" or the "course" you were processing even if you left it temporarily to look at a financial display or a report. Of course, if you have not selected a person with **Names** or a course with **Courses**, there will be no **Status Bars** at the top.

In Figure 46 click an underlined **Selectable Link** and you go to that record.

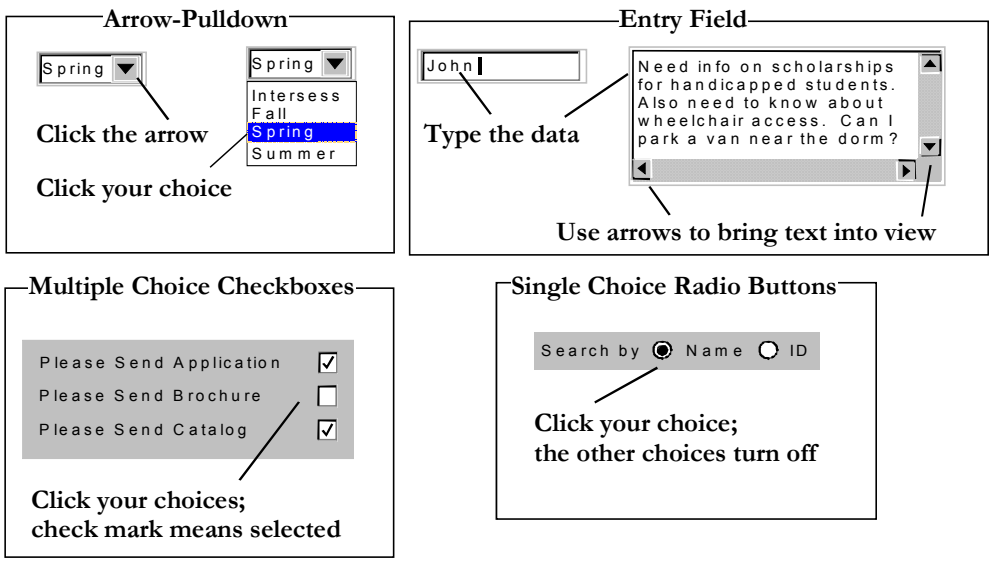


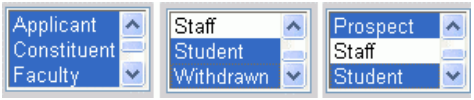
Figure 47 Arrows, Fields, Checkboxes and Buttons

SONISWEB® prompts you for information with windows like those in Figure 47. Use your mouse to click your selection.

- Once you have made your selection(s), you must click an action button; usually it is Submit, Delete, Reset, etc.
- For Entry Fields, click the beginning of the field so you don't get any blanks inserted in front of your entry.
- With Multiple Choice Checkboxes, each time you click a box it goes from selected (check mark) to unselected (no check mark). Click it again and it is selected, etc.
- Radio Buttons allow only one to be selected; when you click one, all the others are turned off.

Some SONISWEB® lists permit you to make multiple choices. It works just like most PC spread sheet software.

- To pick two or more in a series, click the top selection, hold down the **Shift** key on the keyboard and click the bottom item in the series. Release the shift key and they are selected as shown on the left and middle of Figure 48.



• Figure 48 Selecting Multiple Choices

- To pick two or more that are <u>not</u> adjacent, click the first item, hold the **Ctrl** key on the keyboard, select the next item and the next, etc. When you have picked the last item you want, release the **Ctrl** key and you see the selections like those on the right of Figure 48.