UNDERSTANDING AND ACCESSING
THE DEGREE AUDIT REPORT

The following steps must be taken to view the Degree Audit Report (DAR). The Degree Audit Report is an advising report that shows progress toward a degree. It is NOT an official document until completion of OCED 4350 and is signed by the Program Chair of Occupational Education and the Academic Advisor.

1. Applied and have been accepted to Texas State.
2. Establish a CATS pin. Go to http://www.catsweb.txstate.edu, click on “Student Services”, then Create your CATS Pin” listed under “Computing Services”. The pin is required to register online and to create the Texas State e-mail account.
3. Establish the Texas State e-mail account by using the web address listed in item 2 and clicking on “Create/reactive Your Texas State Username”.

    *It is important that students check the BobcatMail on a regular basis.*

Steps to view the Degree Audit Report:

1. Go to the web address listed in item 2 above and click “Student Services”, then “Generate Degree Audit Report” listed under “Academic Records”.
2. Enter your username and password.
3. Your major and catalog year will appear at the top of the page. If they are correct, click “submit” at the bottom of the screen. If the information displayed is incorrect, select the right major and catalog year at the bottom of the page, then click “submit”. Be sure to submit a Change of Major Form in your major department so that your student record is officially updated.
4. Click “Pending”.
5. Click on the small circle to the left of your major top of the page. Your audit should appear on the screen.
CatsWeb
Generate Degree Audit Report

also referred to as DAR

UNOFFICIAL - UNOFFICIAL - UNOFFICIAL - UNOFFICIAL

Above (unofficial) is how the DAR will look when generated by the student. It is IMPORTANT that the student remember to write in their name and ID when submitting the DAR to an advisor, faculty, etc.

Below is how the DAR will appear when generated by an advisor, faculty, etc.

ID: 111111
Name: JOHN DOE
Local Address: 2412 DOE LANE AUSTIN, TX 00000
Perm. Address: 2412 DOE LANE AUSTIN, TX 00000
Phone: (512) 000-0000
Phone: (512) 000-0000

Texas State user PG02 generated this page on January 18, 2006 at 04:24PM and is responsible for ensuring that only authorized individuals view its contents.

PROGRAM CODE: 178.10
CATALOG YEAR: 2008
OVERALL GPA: 2.74
TXST GPA: 3.00
Bachelor of Applied Arts and Sciences with
Major in Applied Arts and Sciences - OCED

-----> AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED <-----

Approved by:  _______________________________________  __________
College Of Applied Arts

Note: Degree audits are unofficial until reviewed by an advisor.

NO Departmental Authorization

Dr. Stephen Springer - Chair, Occupational Education

Once the student signs the DAR indicating their approval of the plan upon completion of OCED 4350 and receipt of the work/life award this will change to “OK”. Then once approved by the College of Applied Arts a signed copy of the DAR will be mailed to the student’s home address. The DAR is now official.

NO = requirement not satisfied.

Foreign Language Proficiency Status:
Required.
*** Language requirements vary by degree, SEE ADVISOR.

Computer Proficiency Status:
+ 1) Computer Proficiency satisfied by coursework.

If a student’s DAR reflects “NO” for computer proficiency then upon successful completion of OCED 4350 it will be automatically change to “OK”.

2
Special messages for OCED Students
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If you have courses that transferred to Texas State as "technical/vocational" or "TV", these courses will NOT appear on this degree audit report until after the official 12th class day of your first semester at Texas State. If you are a former student, now changing your major to OCED, and had "technical/vocational" you must inform Occupational Education. A credit memo will be processed to have the courses posted to your Texas State transcript.

The technical and vocational credit will appear under the "Additional Electives" of the degree audit report, however they may be able to be moved to the Occupational Emphasis.

Overall Minimum Texas State Graduation Requirements
-----------------------------------------------------

- **Minimum Texas State GPA of 2.00**
- **Minimum Major GPA: 2.25**
- **Minimum Minor GPA: 2.00**

Note: All bachelor's degrees require a minimum of 120 semester hours, including 36 advanced hours. Some degrees may require more than 120 hours. To learn more about your specific degree or major, including required hours, please contact your departmental advisor.

Junior College hours: Texas State will apply up to 66 hours from an accredited junior/community college. (At the approval of the individual college dean, 6-8 hours may be added.)

Honors: You must have 60 semester hours at Texas State to be eligible to graduate with honors if your GPA meets the criteria. See the Academic Policies section of the undergraduate catalog.

** Due to degree requirement changes within the catalog, **

THIS AUDIT IS SUBJECT TO REVISION.

- **Note: Depending on minor and/or prerequisite hours, **
- **additional elective hours may be required.**
- **CONTACT YOUR ACADEMIC ADVISOR.**

** TOTALS:**

- **R 1) Minimum Texas State GPA >= 2.0 (satisfied).**
- **R 2) Minimum of 36 advanced hours.**
  - 12.0 hrs. complete
  - IN-P --> 3.0 HOURS
  - NEEDS: 21.0 HOURS
- **R 3) Minimum of 32 residency hours. Additional rules:**
  - * In residence at Texas State for at least two long (Fall or Spring) semesters or 30 weeks in Summer terms.
  - * 24 of the required 39 advanced hours at Texas State.
  - * 6 hours of the advanced work included in major must be at Texas State.
  - * 24 semester hours of the last 30 hours offered toward graduation must be at Texas State.
  - (See advisor for clarification of residency rules.)
  - 21.0 hrs. complete
  - NEEDS: 11.0 HOURS

Note: OCED does not offer a minor.

OCED has no minor

" - " = Requirement not complete
"OK" = Requirement complete

"NO" = Requirement not complete

OCED 4350, OCED 4360, and 4361 will complete the writing intensive requirement for all students.

4) Minimum of 9 Writing Intensive hours.
   9.0 hrs. complete
   *** You have now completed at least 110 hours.
   Reminder: See advisor for degree check and information regarding applying for graduation.

+++++ DEGREE AUDITS ARE NOT CONSIDERED VALID FOR ++++
+++++ GRADUATION UNTIL THEY HAVE BEEN REVIEWED AND ++++
+++++ CERTIFIED AS CORRECT BY YOUR COLLEGE ADVISOR.++++

TOTAL TRANSFER HOURS:
103.0 hrs. complete 36 COURSES TAKEN

JC COURSE HOURS: (Maximum: 66)
68.0 hrs. complete 19 COURSES TAKEN

REJECTED JC COURSE HOURS (any hours above 66 hours)
2.0 hrs. complete 2 COURSES TAKEN

Minimum Graduation Requirements for BAAS - OCED
Minimum hours for this degree: 120 hours.

IP EARNED: 113.0 HOURS
IN-PROCESS: 3.0 HOURS

OK Communication (Core Code - 010)
EARNED: 6.0 HOURS 2 COURSES 1 SUB-GROUP
198305 ENG 1310 :U 3.0 B 010:READING & WRITING
   UNIV OF TEXAS AUSTIN
199412 ENG 1320 3.0 B 010:READING & WRITING

NO Communication-2 (Core Code - 011)
== NEEDS: 1 COURSE
   1) One required course.
      NEEDS: 1 COURSE
      Course(s): COMM 1310

OK Mathematics (Core Code - 020)
EARNED: 3.0 HOURS
198505 MATH 1316 :U 3.0 D 020:SURVEY CONTEMP MA
   UNIV OF TEXAS AUSTIN

OK Natural Science (Core Code - 030)
EARNED: 7.0 HOURS 2 COURSES
199512 CHEM 1341 :J 3.0 B 030:GENERAL CHEM I
   AUSTIN COMMUNITY COLLEGE
199607 PHYS 1410 :J 4.0 C 030:GENERAL PHYSICS I
   AUSTIN COMMUNITY COLLEGE

" + " = Requirement complete

LIMITED SPACE AVAILABLE - THIS INFORMATION IS A SAMPLE AND WILL BE UPDATED AS NECESSARY.

The natural science requirement can be completed with 6 to 7 hours either in the same science or different sciences IF
the courses transferred from a Texas institution and are core coded. For those students taking the courses at Texas State
the science must be completed within the same science if only taking 7 hours. If taking 8 hours then the science can be
from different sciences (2 labs).

IMPORTANT - this area is sometimes overlooked. Students need to
add the IP EARNED + IN PROCESS + specific courses still lacking
and if it does not total 120 hours then the student will need to take
courses as electives to satisfy the requirement.

Note that there is no “J” or “U” to the right of ENG 1320;
this indicates the course was taken at Texas State.
OK    Humanities (Core Code - 040) for OC ED
EARNED: 3.0 HOURS  1 COURSE
198505 ENG 2380 :U 3.0 B  040:MASTPS AMER LIT
UNIV OF TEXAS AUSTIN
CONVERTED TO: ENG  2360

=================================================================
OK    Humanities-2 (Core Code - 041) for OC ED
EARNED: 3.0 HOURS  1 COURSE
199505 PHIL 1305  3.0 C  041:WI:GEN PHIL

=================================================================
NO     Visual and Performing Arts  (Core Code - 050)
--> NEEDS: 1 COURSE
+ 1) One required course.
    NEEDS: 3.0 HOURS
    Course(s): ART 2313 DAN 2313 MU 2313 TH 2313

=================================================================
OK    U.S. History (Core Code - 060) for OC ED
EARNED: 6.0 HOURS  2 COURSES
199308 HIST 1310 :J 3.0 C RP 060:HIST US TO 1877
AUSTIN COMMUNITY COLLEGE
199312 HIST 1320 :J 3.0 B RP 060:HIST US TO DATE
AUSTIN COMMUNITY COLLEGE

=================================================================
NO     Political Science (Core Code - 070) for OC ED
--> NEEDS: 1 SUB-GROUP
+ 1) One required course.
    3.0 hrs. complete 1 COURSE TAKEN 4.000 GPA
    199312 POSI 2310 :J 3.0 A RP 070:PRIN OF AM GOV
    AUSTIN COMMUNITY COLLEGE

- 2) One required course.
    NEEDS: 1 COURSE
    Course(s): POSI 2320

=================================================================
OK    Social & Behavioral Science (Core Code - 080)
EARNED: 3.0 HOURS  1 COURSE
198312 SOCI 1310 :J 3.0 B 080:INTR-SOCIOLOGY
AUSTIN COMMUNITY COLLEGE

=================================================================
OK    Physical Fitness and Wellness (Core Code - 090)
Requirement Satisfied.
EARNED: 2.0 HOURS  2 COURSES
199605 CORE 0090 :J 1.0 A  PFW ACT:PHYS EDUC AC
AUSTIN COMMUNITY COLLEGE
199205 PE S ACT :J 1.0 A RC TENNIS I
AUSTIN COMMUNITY COLLEGE

Students who are prior military or are currently active duty military with 6 months or more of service may receive up to 4 hours of PFW credit by submitting the DD214 to the Admission’s Office or to the Administrative Assistant in Occupational Education.

=================================================================
NO     Institutional Option (Core Code - 090)
--> NEEDS: 1 COURSE
- 1) One required course.
    Course(s): US 1100

US 1100 can be waived IF the student has completed 8 hours of Natural Science OR completed the orientation to college class at another institution and the class did not transfer directly to Texas State to fulfill this requirement. The course must be listed on the evaluated transcript and “NT” will be notated to the right of the course title.

NOTE: US 1100 will not be required for those students applying for admission to Texas State beginning Fall 2007 and are transferring 30 hours or more from another institution.
NO Foreign Language Requirement
Two semesters of the same foreign language required.
(Most are exempt if had 2 years of same language in high school - see advisor for more details).
- 1) Spanish.
- OR) French.
- OR) German.
- OR) Japanese.
- OR) Russian.
- OR) Sign Language.

8 hours of Foreign Language are required. If a student completed two years of the same foreign language in high school then this requirement may be waived. To waive the requirement the student must submit the official high school transcript to the Admission’s Office, or Administrative Assistant in Occupational Education, or College’s Academic Advising Center.

NO Occupational Emphasis
This module can be completed with academic or technical/vocational transfer work or credit awarded for work/life experience, training, or examinations.
* Occupational Education (Occupational Assessment) should be taken as early as possible in the program.

EARNED: 3.0 HOURS
- 1) Forty-eight hours required.
  (Advisor can add courses here through modifications.)
  3.0 hrs. complete 1 COURSE TAKEN
  200605 OCED 4350 3.0 IP WI:OCCUPATIONAL ASMNT

NEEDS: 45.0 HOURS

The Occupational Emphasis will consist of courses that relate to the student’s work life experience or Associate’s Degree that have already been completed and are currently listed on the DAR under “Additional Courses”. The work life award received will also be placed in the emphasis. The average award for work life experience is 15 hours; therefore, if a student has only completed 12 hours, not counting OCED 4350, then the student will have completed 30 hours. During OCED 4350, students not reaching the 48 hours with the average 15 hours of work life award and/or course work must identify specific courses to be taken to complete the emphasis. Courses can be at the lower or upper level, but must relate to the student’s work life experience. These courses should be identified on a separate page, see example on Page 9, and should be listed in a priority sequence. Once the portfolio has been evaluated (normally three months after OCED 4350) the student will receive a memorandum stating their award with additional instructions. The student will have approximately one month to review the DAR, make any necessary changes, and return to Occupational Education for finalization. Students not returning their DAR by the deadline will have a hold placed on future registration.

Please DO NOT identify more than 48 hours.

If this is the student’s first semester and some courses transferred as technical/vocational OR “TV”, then the courses will not appear on the DAR until after the official 12th class day. If the student is a former Texas State student and has technical/vocational courses, then the Administrative Assistant in Occupational Education must prepare a credit memo to have the courses added to the Texas State transcript.
NO Professional Development Module
--> NEEDS:  6 COURSES  2.250 GPA
  - 1) Six advanced level courses required.
     (These courses are determined during OCED 4350).
     Course(s):  S01:178.10MJR

The Professional Development module will consist of courses that relate to the student’s future plans. During OCED 4350 students must identify 6 advanced level courses (3000 or 4000 level courses) to fulfill this requirement and the courses must be from three academic departments, see example on page 9. The courses in the Professional Development module will also have to be justified as to how they relate to the internship (OCED 4360 and 4361). Classes at the 1000, 2000, and 5000 level cannot be used. Example: a student could choose 12 hrs in Psychology, 3 hrs in Sociology, and 3 hrs in Career and Technology Education OR 6 courses from 6 different departments. Students do not have to have a specific number of hours from one academic department as long as three academic departments are represented. Students interested in Business courses will only be allowed to take FIN 3325, MGT 3303, and MKT 3343 and the student must have the business minor code in the system. Contact the Administrative Assistant in Occupational Education to have the business code entered into the system. Students pursuing Trade and Industrial Education certification through Career and Technology Education MAY have all CATE courses in this module.

For additional information on choosing courses for the Professional Development go to www.oced.txstate.edu, then click on BAAS Degree, then Choosing BAAS Coursework, located in the right margin. You can also view “Sample Professional Development Modules” OR “Selecting Professional Development Classes at the RRHEC” under “downloads”, or see your advisor.

NOTE: Neither the OCED 4350 instructors nor the departmental advisors will choose the classes for students’ professional development. The ability to individualize the professional development is a unique feature of the BAAS degree.

NO Internship for BAAS
--> NEEDS:  6.0 HOURS  2 COURSES
  - 1) Two courses in Cooperative Occupational Education.
     NEEDS:  2 COURSES
     Course(s):  OCED 4360, 4361

OCED 4360 and 4361 require special approval to register. Prerequisites for these courses are: All core curriculum complete, completion of foreign language (if required), Occupational Emphasis and necessary electives completed, 12 of the 18 hours completed in the Professional Development with a 2.25 GPA or higher, must be in the last semester of the degree, and 2.00 GPA with Texas State. Approval will NOT be given if the student is currently enrolled in the class.

In addition, students must have attended an internship orientation the semester prior to enrolling, and must have their application in by the published deadline.

Additional information and a schedule of orientations can be obtained from the OCED web site, click “undergraduate” then “cooperative education”.

=================================================================
Failed Courses and Incomplete Courses
EARNED:  .0 HOURS
198512 HIST 1320 :U 0.0 F DR RPD:HIST US TO DATE
UNIV OF TEXAS AUSTIN
=================================================================
ADDITIONAL COURSES-
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REMEDIAL COURSES:
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198405 MATH 1311 :J 3.0 B BASIC MATH
     AUSTIN COMMUNITY COLLEGE

REPEATED COURSES: (Not repeatable for credit)
(Transcribed courses marked as RPD)
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198405 CS 1318 :J 3.0 C DR RPD:FOUNDATIONS
     AUSTIN COMMUNITY COLLEGE
198505 HIST 1310 :U 3.0 D DR RPD:HIST US TO 1877
     UNIV OF TEXAS AUSTIN
198412 POSI 2310 :U 3.0 C DR RPD:PRIN OF AM GOV
     UNIV OF TEXAS AUSTIN

REPEATED COURSES: (Repeatable for credit)
(Repeated courses translated to CORE will always show as repeatable for credit)
------------------------
OE 198312 CS ELNA :J 3.0 A RC INTRO TO COMPUTERS
     AUSTIN COMMUNITY COLLEGE
OE 199105 CS ELNA :J 1.0 C RC MICROPC SYS I:PROG
     AUSTIN COMMUNITY COLLEGE
OE 199206 ELN ELNA :J 4.0 B RC SEMICOND DEV
     AUSTIN COMMUNITY COLLEGE
OE 199206 ELN ELNA :J 4.0 C RC DIGITAL LOGIC
     AUSTIN COMMUNITY COLLEGE
OE 199206 ELN ELNA :J 4.0 C RC PULSE DIGITAL
     AUSTIN COMMUNITY COLLEGE
OE 199206 ELN ELNA :J 8.0 A RC DC & AC CKTS
     AUSTIN COMMUNITY COLLEGE
198412 MU ELNA :U 3.0 B RC TOPICS IN POPULAR MU
     UNIV OF TEXAS AUSTIN
199612 PFW ACT :J 1.0 A RC CD-STRETCH FLEX
     AUSTIN COMMUNITY COLLEGE
199712 PFW ACT :J 1.0 A RC WEIGHT TRNG II
     AUSTIN COMMUNITY COLLEGE
199812 PFW ACT :J 1.0 A RC CD-STRETCH FLEX
     AUSTIN COMMUNITY COLLEGE

OPEN ELECTIVES:
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OE 198405 ADS ELNA :J 3.0 A INTRO TO BUSINESS
     AUSTIN COMMUNITY COLLEGE
198305 BIO ELNA :U 3.0 D BIO: NAT SCI PERSPEC
     UNIV OF TEXAS AUSTIN
199512 CHEM 1141 :J 1.0 B 030:GEN CHEM LAB I

Remedial courses and repeated courses (Not repeatable for credit) CANNOT be used towards the 120 hours for the degree.

All courses listed beyond this point can be used in the Occupational Emphasis, if they relate to the work/life experience, or if the course is at the 3000 or 4000 level then it can be used in the Professional Development module. To identify those courses that relate to one of these areas and should be moved the student needs to write, on the left-hand side of the course, “OE” for Occupational Emphasis or “PD” for Professional Development. See example below. Note this student, upon completion of OCED 4350, will have 48 hours in the Occupational Emphasis. In addition, the student has completed 6 hours in the Professional Development module and will need to identify 4 additional courses to be taken (see page 9 for example of how to list courses).

A student may have courses listed under “Additional Courses” that do not apply toward the Occupational Emphasis or Professional Development; however, the student feels the course could be used to satisfy a requirement in the Core Curriculum. To seek further evaluation of courses to fulfill a requirement in the Core Curriculum, students must complete a Transfer Equivalency Request and submit to the University College. For directions and the appropriate form go to http://www.txstate.edu/ucollege/formdirections.html. The form can also be obtained on the OCED web site at www.oced.txstate.edu under “Downloads”.

OE 198312 CS ELNA :J 3.0 A RC INTRO TO COMPUTERS
     AUSTIN COMMUNITY COLLEGE
OE 199105 CS ELNA :J 1.0 C RC MICROPC SYS I:PROG
     AUSTIN COMMUNITY COLLEGE
OE 199206 ELN ELNA :J 4.0 B RC SEMICOND DEV
     AUSTIN COMMUNITY COLLEGE
OE 199206 ELN ELNA :J 4.0 C RC DIGITAL LOGIC
     AUSTIN COMMUNITY COLLEGE
OE 199206 ELN ELNA :J 4.0 C RC PULSE DIGITAL
     AUSTIN COMMUNITY COLLEGE
OE 199206 ELN ELNA :J 8.0 A RC DC & AC CKTS
     AUSTIN COMMUNITY COLLEGE
198412 MU ELNA :U 3.0 B RC TOPICS IN POPULAR MU
     UNIV OF TEXAS AUSTIN
199612 PFW ACT :J 1.0 A RC CD-STRETCH FLEX
     AUSTIN COMMUNITY COLLEGE
199712 PFW ACT :J 1.0 A RC WEIGHT TRNG II
     AUSTIN COMMUNITY COLLEGE
199812 PFW ACT :J 1.0 A RC CD-STRETCH FLEX
     AUSTIN COMMUNITY COLLEGE

OPEN ELECTIVES:
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OE 198405 ADS ELNA :J 3.0 A INTRO TO BUSINESS
     AUSTIN COMMUNITY COLLEGE
198305 BIO ELNA :U 3.0 D BIO: NAT SCI PERSPEC
     UNIV OF TEXAS AUSTIN
199512 CHEM 1141 :J 1.0 B 030:GEN CHEM LAB I

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Note: Although this student will have the 48 hours, please note that on page 1 the student is lacking advanced hours. Therefore, receiving 12 hours (6 at the lower level and 6 at the upper level) of work life experience will assist in finishing the degree sooner. They have currently completed 12 advanced hours, currently enrolled in OCED 4350, giving a total of 15 hours. They need 12 additional hours in the Professional Development, OCED 4360 and OCED 4361 giving a total of 33 advanced hours (39 advanced hours are required).
Instructions for Students Enrolled in OCED 4350

Example for listing courses to be taken

**Occupational Emphasis**

48 hours completed upon completion of OCED 4350 – please do not list the courses on a separate page if they have already been completed, they should have been identified with “OE” on the previous page.

**The following is an example for a student who has not completed the 48 hours.**

- OCED 4350
- 12 hours completed as identified on previous page
- 15 hours – assuming average work life award is received
- PSY 3331
- TECH 1413
- CATE 3313D
- SOCI 3325
- SOCI 3300
- TECH 2330

**Professional Development**

- MGT 3303 completed
- SOCI 3343 completed
- CATE 3313C
- PSY 3333
- CATE 3381
- CATE 3313K

**Additional Information for students enrolled in OCED 4350**

The Degree Audit Report must be given to the student’s OCED 4350 instructor. The instructor will review, make changes, and approve all courses then submit to the Administrative Assistant. The Administrative Assistant cannot take the DAR directly from the student. Once the corrections have been made to the DAR an e-mail will be sent to the student indicating the changes were made.

If all courses are listed on the DAR then the evaluated transcript DOES NOT need to be included in the portfolio although it is listed on various documents.

Transfer equivalency requests should be submitted for evaluation as soon as possible. Once reviewed the equivalency memorandum from University College (yellow copy) should be submitted to the Administrative Assistant in Occupational Education so the DAR may be updated. This memorandum does NOT need to be submitted in the portfolio if it has already been submitted to the Administrative Assistant.

Remember, technical/vocational or “TV” courses will not appear on the DAR until after the official 12th class day of the semester of initial enrollment. If after this date there are still courses that do not appear; the student should submit the transcript to the OCED office as soon as possible.