

# Using the Online Degree Audit Adjustment Routing System

to submit degree audit  
adjustment requests

# Bringing up the Form (for advisers)

**ACCESSPLUS**  
About | Logout

Home

**Browse**

- Name Browse
- Name Browse Admsn
- TCE Browse

**Display**

- Class Schedule
- Degree Audit
- DegreeAuditAdj
- Grad Student Status
- Grade Report
- Student Info
- Internal Transcript
- Academic Interventn
- Graduation Status

Advisee List  
Advisees w/Midterms

**Admissions**

- Admission Info
- Admission Notice
- Transfer Credit Eval

**Advising Services7**

Enter keyword [Go]

**Student ID** **ID Type** **Student Name**

University ID

- **Degree Audit has been added to Advising Services!**  
**For help with finding your way around ISU Degree Audit, click the link below:**  
[ISU Degree Audit Guide](#)
- Please read [ISU's Confidential Information Policies](#).
- Select a specific student by entering SSN/University ID, then choose one of the options from the upper left menu.
- Enter part of the student name, then choose Name Browse to limit the search.
- Choose Name Browse to go directly to a list of all students.
- Choose Advisee List or Advisees /w Midterms to go directly to those lists.

Advising Services7

# Form Overview

No. [redacted] Last Registered To [redacted]  
 Entry Term [redacted] Classific. [redacted]  
 Name Chg. [redacted] 2nd Coll. [redacted]  
 College Adviser [redacted] 2nd Adv. [redacted]

Degree Program Information								
Select Program	Degree Program	Cat. Year	Waiver Options	Cat. Year	Expected Graduation Term	Degree Major	Degree Minor	Grad App. End
[redacted]	A BOLA B	2013			Spring 2018			Y
[redacted]	A A BCL B	2013			Spring 2018			Y

Instructions: ..... to be featured later.

PROGRAM CHANGES			
Action	Description	Rejected	Processed
Add/Change Options		<input type="checkbox"/>	<input type="checkbox"/>
Add/Change Degree		<input type="checkbox"/>	<input type="checkbox"/>
Add/Change Expected Graduation Date		<input type="checkbox"/>	<input type="checkbox"/>
Change Adviser (CALB and WS colleges only)		<input type="checkbox"/>	<input type="checkbox"/>

COURSE CHANGES								
Action	Course	Credit	Term Taken	Requirement/Course Title	Req-requirement Number	Notes/Comments	Rejected	Processed
Add							<input type="checkbox"/>	<input type="checkbox"/>
Add							<input type="checkbox"/>	<input type="checkbox"/>
Add							<input type="checkbox"/>	<input type="checkbox"/>

2 Add more course changes

ISUComm FOUNDATION REQUIREMENT CHANGES				
Course Requirement	Course Substitution	Notes/Comments	Rejected	Processed
English 230	Select One		<input type="checkbox"/>	<input type="checkbox"/>
English 230	Select One		<input type="checkbox"/>	<input type="checkbox"/>

**SPECIAL CHANGES REQUIRING ADDITIONAL APPROVALS**  
(Items marked with \* require attachment of justification)

	Notes/Comments	Selected	Rejected	Processed
College: First 32 credit waiver		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library*: Library 240 nontraditional (non-req) substitution		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health*: U.S. Diversity waiver(10) substitution		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health*: International Perspective waiver(10) substitution		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health*: Other university requirement requiring special approval		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
US College General Education Change (USG Gen)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Notes and Instructions

**ATTACHMENTS**

Attach Document  
View Attachments

Submit

- Pre-populated with student info
- Choose the correct degree program
- Request changes to option, catalog year, grad date, and adviser
- Request course subs, adds, waivers, and duals
- Request changes to the ISUComm Foundation Requirement
- Request special changes (last 32 credit waiver, Lib 160, IP, US Div)
- Add notes and/or special instructions
- Attach files
- Don't forget to click submit

# Choose the Correct Major

If you don't choose the correct major, the form will be routed to the wrong department:

<i>Degree Program Information</i>								
Select Program	Degree Program	Ctlg Year	Minors Options	Ctlg Year	Expected Graduation Term	Degree /Major	Degree Honor Ind	Grad App Ind
<input checked="" type="radio"/>	A BIOLA B	2013			Spring 2016	D		N
<input type="radio"/>	A A ECL B	2013			Spring 2016	M		N

Also, if you need to make changes to more than one major, you will need to submit more than one form

# Program Changes

Here's where you can request changes to a student's option, their catalog year, their graduation date, and/or their adviser

PROGRAM CHANGES			
Action	Description	Rejected	Processed
Add/Change Options		<input type="checkbox"/>	<input type="checkbox"/>
Add/Change Catalog		<input type="checkbox"/>	<input type="checkbox"/>
Add/Change Expected Graduation Date		<input type="checkbox"/>	<input type="checkbox"/>
Change Adviser - CALS and HS colleges only		<input type="checkbox"/>	<input type="checkbox"/>

Just enter the request(s) on the appropriate line(s)



# Examples: Sub, Add, Dual

Sub:

Action	Course	Credit	Term Taken	Requirement/Course Title	Sub-requirement Number	Notes/Comments
Substitute ▾	math 1t16			math 104		

Add:

Action	Course	Credit	Term Taken	Requirement/Course Title	Sub-requirement Number	Notes/Comments
Add ▾	chem 1t02			math & phys sci	1	replace chem 163 & L

Dual:

Action	Course	Credit	Term Taken	Requirement/Course Title	Sub-requirement Number	Notes/Comments
Dual ▾	agron 114			ag sci & econ	4	and in minor

# Examples: Waivers

## Waive Course:

Action	Course	Credit	Term Taken	Requirement/Course Title	Sub-requirement Number	Notes/Comments
Waive Course ▾	biol 212L			biol & life sci	3	waive 1 cr in area, too

## Waive Credits:

Action	Course	Credit	Term Taken	Requirement/Course Title	Sub-requirement Number	Notes/Comments
Waive Credit ▾		3		phys sciences		waive 3 crs in area

## Waive Course and Credits:

Action	Course	Credit	Term Taken	Requirement/Course Title	Sub-requirement Number	Notes/Comments
Waive C & C ▾	Chem 163L	1		phys sciences	1	



# ISUComm Foundation Requirement

Changes to the ISUComm Foundation Requirement **\*must\*** be made in this area

ISUCOMM FOUNDATION REQUIREMENT CHANGES				
Course Requirement	Course Substitution	Notes/Comments	Rejected	Processed
English 150	English 309 ▾	please fulfill ISUComm Found. Req. w/ Engl 250 and Engl 309	<input type="checkbox"/>	<input type="checkbox"/>
English 250	Select One ▾		<input type="checkbox"/>	<input type="checkbox"/>

# Special Changes Requiring Additional Approval

Don't forget to check the "Selected" box and attach any required documentation or forms

<b>SPECIAL CHANGES REQUIRING ADDITIONAL APPROVALS</b>				
(Items marked with * require attachment of justification)				
	Notes/Comments	Selected	Rejected	Processed
College: Final 32 credit waiver		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Library*: Library 160 waiver/special (one-time) substitution		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost*: U.S. Diversity waiver/ISU substitution		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost*: International Perspectives waiver/ISU substitution		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provost*: Other university requirement requiring special approval		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAS College: General Education Changes (LAS Only)		<input type="checkbox"/>		

# Additional Notes and Instructions, Attachments, Clicking Submit

If you don't click submit, all changes will be lost

Additional Notes and Instructions

|

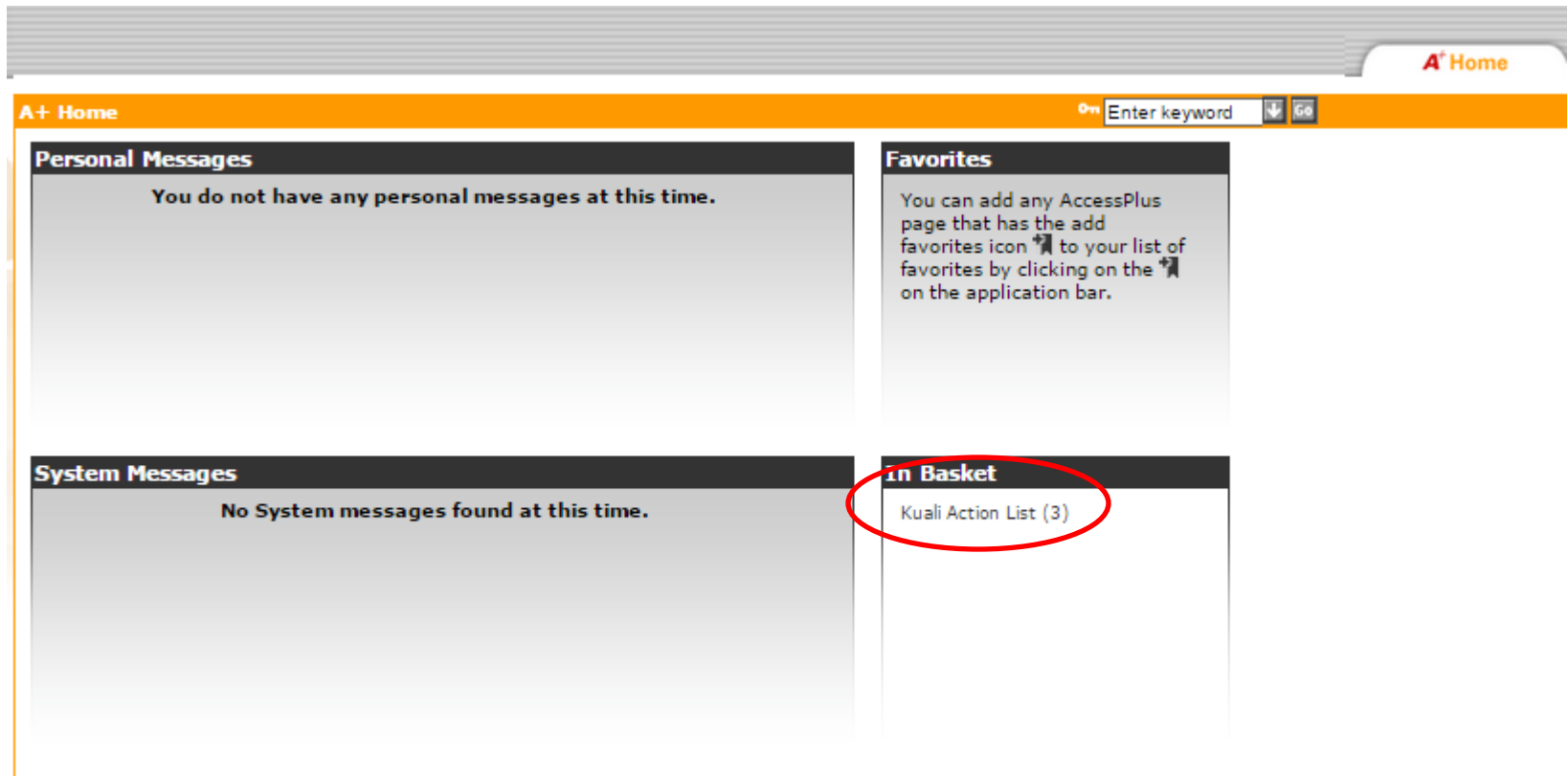
## ATTACHMENTS

[Attach Document](#)

[View Attachments](#)

Submit

# The Kuali In Basket (for everyone)



# The Kualu Action List




Workflow

action list doc search

Action List preferences refresh filter (Oracles)

Action List | [Outbox](#)

3 items retrieved, displaying all items.

<u><a href="#">Id</a></u>	<u>Type</u>	<u>Title</u>	<u>Route Status</u>	<u>Action Requested</u>	<u>Initiator</u>	<u>Delegator</u>	<u>Date Created</u>	<u>Group Request</u>	<u>Log</u>
<a href="#">384760</a>	Degree Audit Adjustment Form		ENROUTE	APPROVE	<a href="#">Burnett, John</a>		04:20 PM 04/25/2014		
<a href="#">394602</a>	Degree Audit Adjustment Form		ENROUTE	APPROVE	<a href="#">Burnett, John</a>		05:03 PM 05/13/2014		
<a href="#">494414</a>	Degree Audit Adjustment Form		ENROUTE	APPROVE	<a href="#">Stokke, Douglas</a>		10:35 AM 10/20/2014		

# Evaluating Requests from Advisers (for designees)

“Approve” sends the form to the college office -- it’s possible to reject some requests while approving others:

COURSE CHANGES								
Action	Course	Credit	Term Taken	Requirement/Course Title	Sub-requirement Number	Notes/Comments	Rejected	Processed
Substitute	music 102			math 104			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Add	chem 1t06			phys sci area	1	for 163 & 163L	<input type="checkbox"/>	<input type="checkbox"/>
Waive Credit		1		phys sci area		chem 1t06 only 4 crs	<input type="checkbox"/>	<input type="checkbox"/>

“Disapprove” is for when nothing is right

“Return to Previous” allows you to send the form back to the adviser to request changes / justification

approve

disapprove

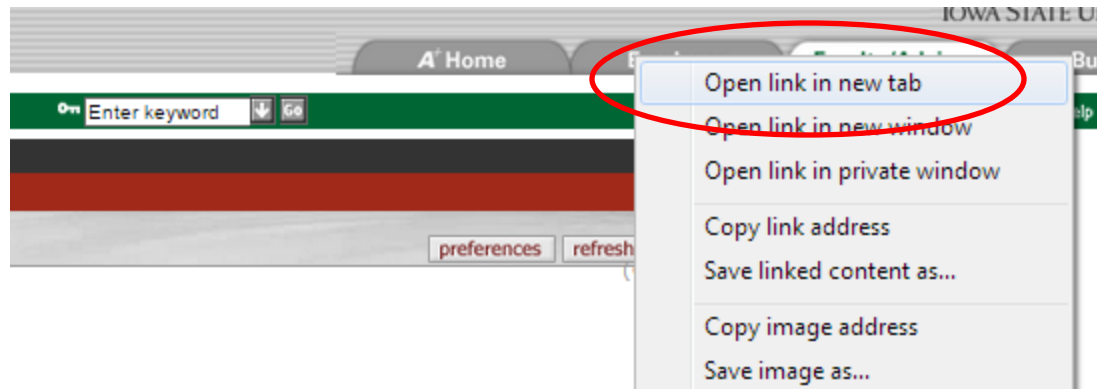
return to previous

# Processing Returned Forms (for advisers)

- If a form is disapproved, its route status is “disapproved” and the action requested is “acknowledge.”
- If a form is returned to previous, its route status is “enroute” and the action requested is “approve.”  
Advisers will need to get into the form, edit it, and then approve the changes in order to resubmit the form.
- If a form is processed with one or more notes or line-item rejects, its route status is “processed” and the action requested is “acknowledge.”
- If a form is processed and nothing has been rejected, its route status is “final” and the action requested is “FYI.”

# Multiple Tabs in AccessPlus (for everyone)

Right click a tab and choose “open link in new tab” ...

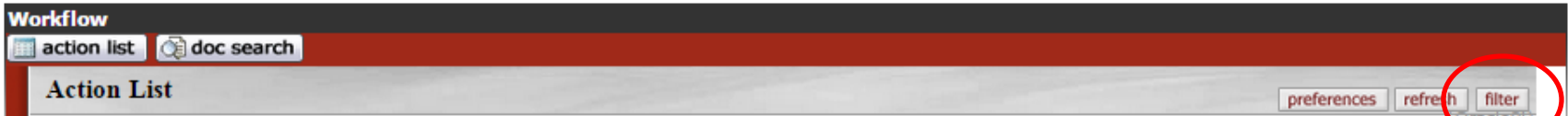


... or just hold the control key down while clicking on the tab to open a new tab in your browser

This makes it so you don't have to log in again when you change tabs



# Filtering your Action List



You can filter by title, route status, or action requested....

The Parameters dialog box is shown with a dark grey header and a light grey body. It contains several rows of filter criteria, each with a label, a control, and an "Exclude?" checkbox.

Parameters		
Document Title	<input type="text"/>	Exclude? <input type="checkbox"/>
Document Route Status	All <input type="button" value="v"/>	Exclude? <input type="checkbox"/>
Action Requested	All <input type="button" value="v"/>	Exclude? <input type="checkbox"/>
Action Requested Group	No Filtering <input type="button" value="v"/>	Exclude? <input type="checkbox"/>
Document Type	<input type="text"/>	Exclude? <input type="checkbox"/>
Date Created	from: <input type="text"/> <input type="button" value="c"/> to: <input type="text"/> <input type="button" value="c"/>	Exclude? <input type="checkbox"/>
Date Last Assigned	from: <input type="text"/> <input type="button" value="c"/> to: <input type="text"/> <input type="button" value="c"/>	Exclude? <input type="checkbox"/>

At the bottom of the dialog are four buttons: "filter", "clear", "reset", and "cancel".


# Using the Detailed Doc Search

Search for documents in the Kualu system:



- Search will find documents matching \*all\* the criteria listed
- Use “\*” in place of zero or more characters
- Title always reads “DAAF: MAJOR Grad Date LAST, FIRST student ID HONORS”
- You can save searches for use at a later time

# Tracking Forms You've Processed

<u>Status</u>	<u>Date Created</u>	<u>Route Log</u>
FINAL	10/14/2014 12:21 PM	

Clicking on the Route Log brings up its history:

ID: [redacted] [hide](#)

Title			
Type	Degree Audit Adjustment Form	Created	12:21 PM 10/14/2014
Initiator	Stokke, Douglas	Last Modified	12:45 PM 10/15/2014
Route Status	FINAL	Last Approved	12:45 PM 10/15/2014
Node(s)	wt18.DAAF.GraduationEvalFYIJoin	Finalized	12:45 PM 10/15/2014

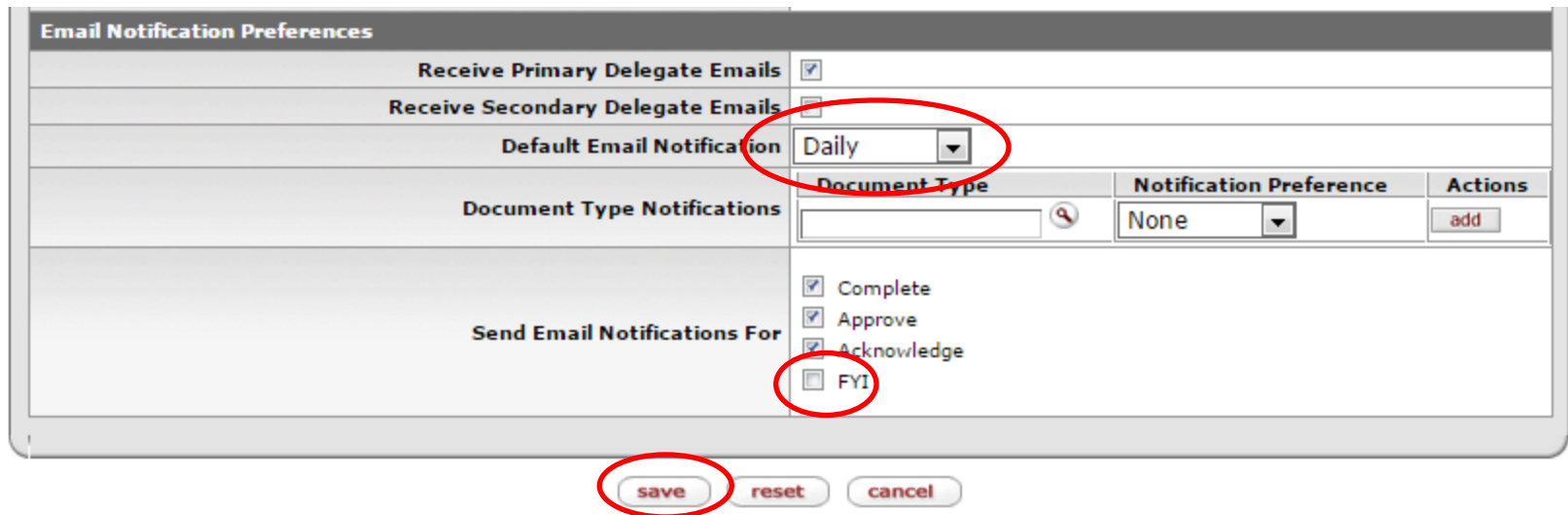
Actions Taken [hide](#)

	Action	Taken By	For Delegator	Time/Date	Annotation
	SAVED	Stokke, Douglas		12:21 PM 10/14/2014	
<a href="#">show</a>	COMPLETED	Stokke, Douglas		12:24 PM 10/14/2014	Document Routed from the AccessPlus /R500/DAFFForm.jsp
<a href="#">show</a>	APPROVED	Burnett, John		04:59 PM 10/14/2014	
<a href="#">show</a>	APPROVED	Ross, David		12:45 PM 10/15/2014	
<a href="#">show</a>	FYI	Stokke, Douglas		12:53 PM 10/15/2014	



# Preferences: Email Notifications

You can also change how often you receive email notifications (and whether or not these notifications include FYIs)



Be sure to click “save” when you are done

# If You Get Stuck

- Try switching browsers: Internet Explorer is known to cause some issues. Try Firefox, Chrome, Opera, or Safari (for Macs).
- Download the instructions we've posted on our web site.
- Call Dave (4-2879) or Tim (4-2766) and we'll help you get going again.