

OTTERBEIN'S CardinalWeb for Students

Check Progress Towards Your Degree on the Web

- ✓ know where you stand at all times
- ✓ do a “what-if”... check to see how your courses fulfill another major or secondary teacher licensure



CardinalWeb Availability

7 days a week: 7am-1:30am

@: www.otterbein.edu and click CardinalWeb for Students

AOL users please note: After connecting to the internet, it may be necessary to open Internet Explorer and use that browser to connect to CardinalWeb.

About the Degree Audit

- The degree audit displays (1) graduation requirements that have been met and (2) those that remain to be completed and for which you need to register. Use it to monitor your progress towards a degree from day one until program completion. It is the same software the Registrar's Office uses to perform final graduation check-out.
- If you have Otterbein credit earned **prior to Autumn Quarter 1987**, the degree audit is not accurate and should not be used.
- Providing you are officially enrolled as a degree-seeking undergraduate and the Registrar's Office has been officially notified of your acceptance into the Teacher Education Program, the audit can be used to monitor progress towards adding **Secondary Teacher Licensure**. Teacher licensure will appear as a “clickable” secondary program on the degree audit website.
- You can select “Modeling” and do a **what-if scenario**. This feature is explained elsewhere in this brochure.

Accessing Your Degree Audit

Step 1

Once you have accessed CardinalWeb for Students and reached the log-in screen:

- Enter your **Student ID**. This is your SS# or your Otterbein-assigned 8 digit ID. Either one works.
- Enter your **PIN**. This is your date of birth in MMDDYY format or a PIN you have created yourself.
- Click **Login**. Only click once. If you click twice, the system will error-out.
- The main menu will appear.

Step 2

- Point mouse at **Student Records** pull-down menu at top and click **Degree Audit**.
 - Follow the instructions at the top of the page. Note the mention of the **Modeling** feature which is explained later in this brochure.
 - Scroll to the bottom and single-click **Submit**. Your academic program and the catalog you are following will display.
- Note:** The degree audit is divided into two or more sections depending on how far along you are in completing requirements for your degree. Any courses that do not count appear in the last section. These include repeats, withdrawals, courses that exceed the maximum allowable credit (such as too many HPES courses) and waivers that do not apply.

“Modeling” Other Programs

“Modeling” is exploring a what-if scenario...such as what if I want to see where I stand in some other major or secondary teacher licensure or a teacher reading endorsement. Modeling is not accurate and should not be used if you are not officially enrolled as a degree-seeking student. **All programs can be modeled except minors, concentrations and PACE majors. And substitutions and waivers applied to your existing program do not transfer when modeling.**

Step 1

- This step assumes you are already logged in to CardinalWeb. If you aren't, follow Step 1 as previously described in Accessing Your Degree Audit.

Step 2

- Point mouse at **Student Records** pull-down menu at top and click **Degree Audit**.

Step 3

- Click **Modeling** and then click **Submit**. A drop-down menu of programs to select will appear.
 - Click (highlight) the major, secondary teacher licensure area or teacher reading endorsement area you desire to model and then single-click **Submit**.
- Minors and concentrations cannot be modeled.*

Step 4

- Click (highlight) the applicable program that appears in the drop-down menu and single-click **Submit**.
- Note:** This step may seem repetitive and unnecessary. It is required due to the fact some majors are offered under both the BA and BS degrees and thus you must pick between one or the other.
- The modeled program will appear.
- Note:** When you use the modeling feature, keep in mind that any substitutions and waivers applied to your declared academic program will **not** appear in the model because they may not be applicable. Consult with Laurie Mayhew in the Registrar's Office if you are seriously considering changing your academic program.

What if my Degree Audit information is incorrect?

- **Incorrect or Missing Degree, Major, Concentration, Minor or Secondary Teacher Licensure**
Complete a Request to Change Academic Program form at the Registrar's Office.
- **Incorrect or Missing Foreign Language/Math Placement Test Results**
Send an email to Cindy Davis in the Registrar's Office (cdavis@otterbein.edu) and explain what needs corrected.
- **Missing Substitutions/Waivers/Exceptions in the Major, Minor or Secondary Teacher Licensure**
Check with your Department Chairperson (Education Department Chairperson for secondary teacher licensure) who must submit a Request for Substitution or Waiver form to the Registrar's Office.
- **Incorrect or Missing Adviser Name**
Complete a Request to Change Advisers form at the Registrar's Office.
- **Other Degree Audit Situations**
Start with an email to Laurie Mayhew in the Registrar's Office (lmayhew@otterbein.edu).

Using CardinalWeb Successfully

- **Do not use the Back button.** Use the drop down menus at the top of the page to navigate. If you click the back button and get an error message such as “Data Missing” or “Page Has Expired,” try clicking the Forward button to go back to the previous page and then use the menus to navigate.
- **“Session Login Expired”:** You may get this message if you are using AOL. Use AOL to connect to the internet and then open Internet Explorer and use that browser to access CardinalWeb for Students.
- If you are logged in to CardinalWeb for 15 minutes without clicking on a link or button, your login will expire for security reasons.
- **“The degree program for your catalog is not available on the web.”** This message will appear when using the Modeling feature if the academic program was changed sometime after you enrolled. You must either follow the latest

course catalog for this program or contact the Registrar's Office to see if the old program in your catalog entry year can still be followed.

- **Logout** by clicking the Exit icon in the upper right-hand corner and then closing the window. It is very important to protect your information.
- **Problems connecting to CardinalWeb for Students:** Call the Student Help Line at 823-1060.
- **Problems using CardinalWeb or degree audit questions:** Contact the Registrar's Office at 823-1351 or Towers Hall Room 27.
- **Computer Access:** Any computer with an Internet connection is capable of running CardinalWeb for Students. Additional computers are available in all Otterbein computer labs. The system is available every day from 7am – 1:30am (the remaining hours of the day are set aside for overnight backup and maintenance).
- **Your PIN Number** is originally set to your birthdate in a MMDDYY format. For example, if you were born October 3, 1984, the PIN would be 100384. Once logged in to CardinalWeb for Students, a PIN may be changed by clicking **Change PIN**. All PINs must consist of six numeric characters. If you experience difficulty with a PIN, contact the Registrar's Office.

Other Brochures

The following brochures are available at the **Registrar's Office**:

- "Web Resources for Students"
- "Registration on the Web"
- "Get an Enrollment Letter on the Web"

Information Technology in the basement of Roush Hall also has brochures you'll want to pick up.

See the Registrar's Web Page for lots more info...

www.otterbein.edu, click Academics, click Registrar

- Academic calendar
- Registration deadlines
- Exam schedules
- Course catalog
- Commencement details
- INST substitutions
- CLEP and AP testing
- Printable forms

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