

**OTTERBEIN'S**  
CardinalWeb  
for Students

**Check Progress**  
**Towards Your**  
**MAT Degree**  
**on the Web**

- ✓ know where you stand at all times
- ✓ check requirements in both the Masters and licensure areas



## **Logon to CardinalWeb**

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

- Go to [www.otterbein.edu](http://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.

- Click **Enter Student Services**.
- 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.

## **Access Your Degree Audit**

- Point mouse at **Student Records** pull-down menu at top and click **Degree Audit**.
- Follow the instructions at the top of the page.
- Scroll to the bottom and click **Submit**. Your academic program and the catalog you are following will display. Be sure to read "About the Degree Audit" below before proceeding further with accessing your degree audit.

**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 and waivers that do not apply.

## 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.
- For MAT students, there are two separate audits. The first audit shows the Primary program (labeled MAT) which displays all *graduate* courses necessary to earn the Masters degree. The second audit shows the Secondary program (labeled XMT) which displays all *undergraduate* courses necessary to be licensed to teach in the two concentration areas you have chosen.
- Select and click **Submit** for each of the two programs (Primary and Secondary) shown.
- Under each program, make sure you review Section 1 which is entitled **Academic Requirements Remaining** and Section 2 which is entitled **Academic Requirements Completed or in Progress**. Section 1 will be blank when all requirements have been fulfilled and a statement regarding this accomplishment will appear at the end of the audit.

## What if my Degree Audit information is incorrect?

- **Incorrect or Missing Concentrations**

Complete a Request to Change Academic Program form at the Registrar's Office.

- **Missing Substitutions/Waivers/Exceptions in the Major/Concentrations**

Check with the MAT Program Director 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](mailto:lmayhew@otterbein.edu) or call 823-1249).

## 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."** Contact Laurie Mayhew at the Registrar's Office ([lmayhew@otterbein.edu](mailto:lmayhew@otterbein.edu) or call 823-1249).
- **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.

## Contact Information

### Registrar

Towers Hall Room 27 (ground floor)  
823-1351

Academic Year Hours (Labor Day to June Commencement):

Mon & Thurs 8:30am-6:00pm

Tues/Wed/Fri 8:30am-5:00pm

Summer Hours:

Mon thru Fri 8:30am-4:00pm

**Student Help Line at Information Technology**

Roush Hall Room 15 (basement)

823-1060

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

[www.otterbein.edu](http://www.otterbein.edu), click Academics, click Registrar

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

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