PSEUDO COURSES
WHAT THEY ARE AND HOW TO USE THEM

A pseudo course is a course that has a unique name, different from the standard course definition. Courses at The University of Akron are defined numerically, with the dept. number for the first 4 digits, and the actual course number with the last 3 characters. Example: 3300:111------3300 designates the English Dept., and 111 defines the exact course, in this case English Composition I. History uses 3400, Math 3450, etc., so that every dept. is defined with its unique dept. and every course with its own number.

All undergraduate courses are listed with numbers 100 thru 400, with 100 being the lowest level, and 300/400 designating upper-level courses. Courses at the 500 level and higher are graduate courses. Example: 4200:561 is Solids Processing at the graduate level.

Within DARS, pseudo courses serve an important purpose as they are placed within requirements and subrequirements in order to be used for exception processing. Pseudo courses are created at the same time as the program; each pseudo is unique to that specific requirement or subrequirement.
For example, the pseudo for the first subrequirement within the major requirement for the Accounting Academic Plan is ACCT-MJR01. This pseudo will not be found anywhere else in DARS except this particular Accounting requirement.

A pseudo course at the requirement level is designated by the indicator PSNAME; for example, the pseudo at the requirement level for the Accounting Major requirement is ACCT-MJR. This is located at the top of the requirement, in the upper-right corner, and it can be used for various exceptions at the requirement level. NOTE: the letters PSNAME are not part of the pseudo; they are used to designate the pseudo.

Pseudo courses at the subrequirement level are combinations of alpha/numeric characters and are designated by a $ and a colon; example----$:ACCT-MJR01. NOTE: The “$:” are the symbols used to designate that this course is a pseudo, but they are not part of the pseudo course’s name.

The next page has a sample of the Accounting Major requirement with all pseudos displayed.
The PSNAME in the upper right-hand corner, which is the requirement level pseudo, will be used very rarely, if ever, for very specific needs.

The pseudo courses at the subreq level are noted for subreq 1 and subreq 2. These pseudos will most commonly be used for exception processing.
A Listall of M will display all pseudos that can be used in exception processing for any program in DARS. To run this Listall, proceed as normal to the Audit Request Panel. The procedure is the same as running a “what if” degree audit, with one additional detail.

Select the Degree Level for the program desired (example: Bachelor); then select the proper Program of Study (example: Business); then select the appropriate Academic Plan (example: 620000 BS, which is Accounting).
The example on the previous page shows the ID for our test student, New Student No Work, to be used to run the Listall. The test student ID is: 111112222. Feel free to use this ID for the Listalls that you need to run and print. The current catalog year will be used to run the Listall.

In order to run the Listall, scroll down go to the bottom of the panel and select “M—Include Pseudo” within the ListAll dropdown. Then click on “Submit a New Audit” on the button directly below.

If you have a student with an old catalog year, there is an option to run a Listall for the old catalog, using that student’s ID.
How to run a Listall for a Student with an “Old” Catalog Year

If a student with an old catalog year needs to have an exception done, a Listall of M may be run for the old catalog year. First, select the student with the old program in the Student Selection panel. DARS will take you to the Audit Request panel. Next, proceed to the bottom of the panel, the section entitled “Additional Run Options.” Select “D—Degree Audit” within the Run Type field; then select “M—Include Pseudo” in the ListAll field. (See sample below.)

Then proceed back up to the top of the Audit Request panel; click the “RUN” button next to the student’s Academic Plan. (See next pg. for the sample picture.)
Below is a sample of what the Listall of M looks like (for a real student) after being run thru DARSWeb. The pseudos will be displayed only for those subreqs not satisfied.