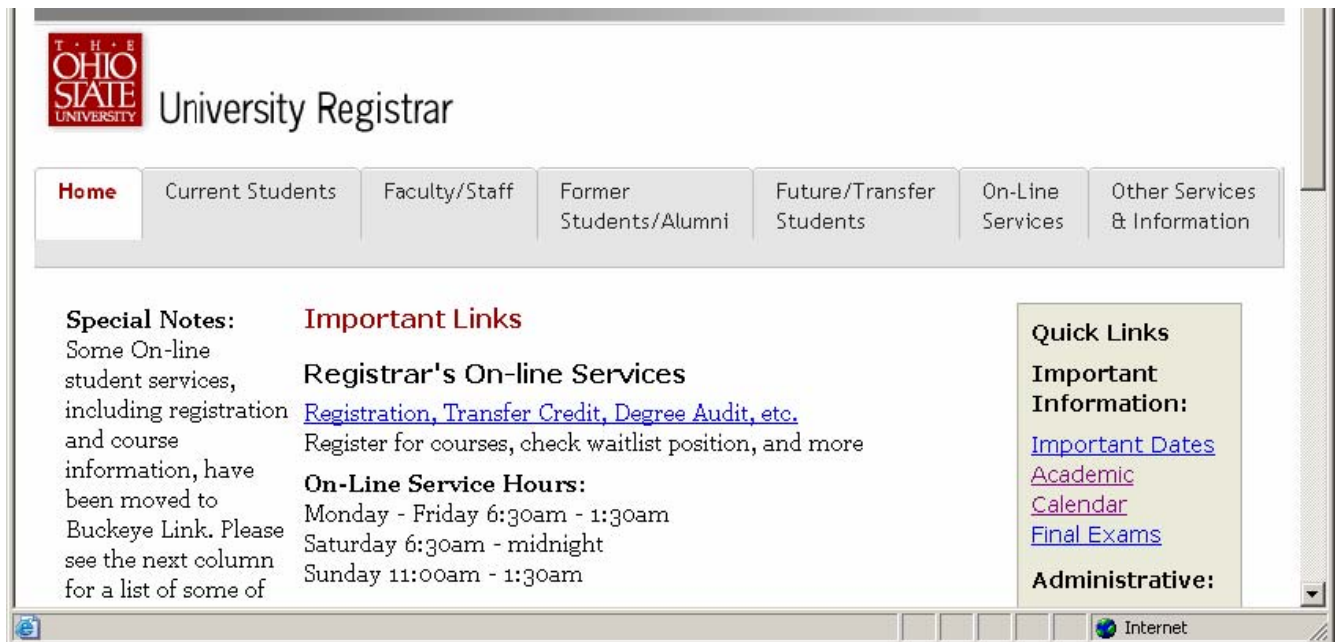


# DARSWeb 3.5 Advisor: How to Run a Transfer Credit Report

**Step 1. Find University Registrar on the Web (<http://www.ureg.ohio-state.edu>) and select “On-Line Services”**



**Step 2. Select “Student Degree Audit (for Advisors)”**

[Student's Grades \(for Advisors\)](#)

View a student's grades

[Student's Class Schedule \(for Advisors\)](#)

View a student's approved class schedule

[Student Advising Report \(for Advisors\)](#)

Summary of Ohio State academic history

[Student Degree Audit \(for Advisors\)"](#)

Check progress toward a student's undergraduate degree

## Step 3a. Login to OSU Degree Audit Report

The screenshot shows a Microsoft Internet Explorer browser window titled "OSU Web Services Login - Microsoft Internet Explorer". The address bar contains the URL: <https://webauth.service.ohio-state.edu/shibboleth/HS?shire=https%3A%2F%2Fdars.osu.edu%2FShibboleth.shire&target=https%3A%2F%2Fdars.osu.edu%2FShibboleth.shire>. The page header includes "The Ohio State University" logo and "www.osu.edu", along with navigation links for "Help", "Campus map", and "Find people".

The main content area displays a login prompt: "You've requested a web page which requires a user login." Below this, instructions state: "Enter your **OSU Internet Username** (your 'lastname.#') and password and click on the **Login** button."

The login form includes two input fields: "Username:" with the text "hampton.4" and "(example: doe.1)" to its right, and "Password:" with a masked field of ten dots. A "Login" button is positioned to the right of the password field.

On the right side of the page, the "Office of Information Technology" logo is visible, along with links for "Need an OSU Internet Username?", "Forgot your username or password? Call the TSC at 614-688-HELP (4357)", and "Change your password?".

## Step 3b. Login to "TRN"

The screenshot shows the "DARS Web" interface. At the top left is the Ohio State University logo. The main heading is "DARS Web". Below this is a section titled "Database Login Parameters".

Within this section, there are two fields: "Advisor ID: newman.5" and "College: TRN - Transfer Credit Report". The "College" field is a dropdown menu and is circled in red. Below these fields are two buttons: "Connect" and "Cancel".

At the bottom left, the copyright information reads: "Copyright © 2002-2005 Miami University. DARSweb Version 3.5.2 All Rights Reserved."

## Step 4a. Choose student via SSN or ...

Student Selection

Student Number:  Import Student Record:

**Search**

First Name:

Last Name:

Index of Last Names  
A B C D E E G H I J K L M N O P Q R S I U V W X Y Z

Student Logout

## Step 4b. ...search via first/last name(s)

Student Search

First Name:

Last Name:

Index of Last Names  
A B C D E E G H I J K L M N O P Q R S I U V W X Y Z

	Student Name	Student Number
<input type="button" value="Select"/>	STUDENT BECKY	444444444
<input type="button" value="Select"/>	TEST STUDENT 1	000001000
<input type="button" value="Select"/>	TEST STUDENT 2	000002000
<input type="button" value="Select"/>	TEST STUDENT 3 DAVID	000003000
<input type="button" value="Select"/>	TEST STUDENT 4	000004000
<input type="button" value="Select"/>	TEST STUDENT 5	000005000
<input type="button" value="Select"/>	TEST STUDENT 7 TERI	000000007

**Step 5. Once student is selected, select “Request New Audit”**

The screenshot shows the DARS Web interface. At the top left is the Ohio State University logo. The main header is "DARS Web". Below this is a navigation bar with tabs: "Student", "Exceptions", "Audits", "Planned Courses", "Degree Programs", and "Logout". The "Audits" tab is selected, and a dropdown menu is open with options: "View Audits", "Request New Audit", and "Help". A red arrow points from the text in Step 5 to the "Request New Audit" option. Below the navigation bar, the page title is "Audits". It displays "Student Number: 800808000" and "Student Name: THIS IS A TEST RECORD JOHN H.". A message states "The 'Refresh List' Button Updates the List of Audits" with a "Refresh List" button below it. Another message states "The 'Open Audit' Button Opens the Detailed Audit in a New Window". Below this is a table header with columns: "Open Audit", "Webtitle", "Catalog Year", "Run Date", "Run Time", "Delete", and "Select/Deselect All". There are two rows of buttons corresponding to these columns.

**Step 6. Select a “What-if” Degree Program and Choose an Alphabetical or Chronological Listing. BE SURE TO CHECK THE “RUN SELECTED PROGRAM” option.**

The screenshot shows the "Run Selected Program" form. At the top, there are two radio buttons: "Run Default Programs Listed:" (unselected) and "Run Selected Program:" (selected). Below the "Run Selected Program:" option, there are several dropdown menus: "College:" (TRN - Transfer Credit Report), "College:" (OSU), "Major:" (TRANSFER), "Degree:" (EVALUATION), and "Degree Program:" (ALPHA -). The "Degree Program:" dropdown is circled in red, and the "ALPHA - BY DATE -" option is highlighted. A red arrow points from the text in Step 6 to the "Run Selected Program:" radio button. At the bottom of the form, there are "Done" and "Internet" buttons.

**This audit is processing. The page might refresh several times before audit finishes and appears in the list below.**

Student Exceptions Audits Planned Courses Degree Programs Logout

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### Audits

**Student Number:** 804040404      **Student Name:** THIS IS A TEST RECORD KATHY

The "Refresh List" Button Updates the List of Audits

**Audits in Queue**

<b>Degree</b>	<b>Catalog Year</b>
ALPHA	99993

Click "Refresh List" button if an audit appears above

---

**DARS Web Audits Completed for Student Number: 804040404**

The "Open Audit" Button Opens the Detailed Audit in a New Window

Open Audit	Webtitle	Catalog Year	Run Date	Run Time	Delete	Select/Deselect All
<input type="button" value="Open Audit"/>	ALPHAEVAL	99993	2005-10-07	14:02:06	<input type="button" value="Delete"/>	<input type="checkbox"/> Select for Deletion

Done Internet

**Step 7. Click on "Open Audit" button to display.**

MIAMI UNIVERSITY

Student Exceptions Audits Planned Courses Degree Programs Logout

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### Audits

**Student Number:** 804040404      **Student Name:** THIS IS A TEST RECORD KATHY

The "Refresh List" Button Updates the List of Audits

---

**DARS Web Audits Completed for Student Number: 804040404**

The "Open Audit" Button Opens the Detailed Audit in a New Window

Open Audit	Webtitle	Catalog Year	Run Date	Run Time	Delete	Select/Deselect All
<input type="button" value="Open Audit"/>	ALPHA	99993	2005-10-07	14:36:59	<input type="button" value="Delete"/>	<input type="checkbox"/> Select for Deletion

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# Step 8. **\*\* NOTE: IMPORTANT \*\***: Select “Printer Friendly” Version to Print

You are here ▶ **Audit** [View Course History](#) [Close Window](#)

PREPARED: 10/07/05 - 14:36 804-04-0404  
 THIS IS A TEST RECORD KATHY  
 PROGRAM CODE: ALPHA COL: HUM MAJ: CAP: COL ADV: COOK  
 GRD QTR: SP06 (STDT)  
 CATALOG YEAR: 99993

**Audit** **Categories**

Hours GPA

Unfulfilled Planned  
 In Progress Complete

**Course Cart** [Open All Sections](#) [Close All Sections](#) **Printer Friendly**

No courses in cart

Total 0.0

Course to add:   
 Add to cart

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

\*\*\*\*\*  
 IT IS IMPORTANT THAT YOU WORK WITH YOUR ACADEMIC ADVISOR  
 TO UNDERSTAND HOW THESE TRANSFER COURSES APPLY TOWARD YOUR  
 INTENDED DEGREE AT OHIO STATE  
 \*\*\*\*\*

▼ **THESE COURSES TRANSFER TO OHIO STATE**

EARNED: 40 HOURS

-	SP05	BIOLOGY	101	0.0	KA>D	CSCC	:	BIO 111
	SU05	BIOLOGY	102	5.0	KB	CSCC	:	BIO 112
	WI04	CHEM	251	3.0	KB	U AKRON	:	3150-263,-264
	WI04	CHEM	252	3.0	KB	U AKRON	:	3150-263,-264
	WI04	CHEM	253	3.0	KA	U AKRON	:	3150-263,-264
	WI04	CHEM	254	3.0	KA	U AKRON	:	3150-265
	WI04	CHEM	255	3.0	KA	U AKRON	:	3150-266
	AU99	HISTORY	111	5.0	KB	CSCC	:	HUM 111,112
	AU99	HUMANIT	S000.04	5.0	KB	CSCC	:	HUM 111,112
	AU99	MATH	151	5.0	KA	CSCC	:	MATH151
	AU99	MATH	152	5.0	KB	CSCC	:	MATH152

▼ **THESE COURSES DO NOT TRANSFER**

- COURSES IN WHICH YOU EARNED A GRADE LOWER THAN "C-" OR FROM WHICH YOU WITHDREW DO NOT TRANSFER

	AU99	HISTORY	S000.05	0.0	NT	CSCC	:	HUM 113
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▼ **REPEATED COURSES**

THESE ARE COURSES THAT HAVE BEEN DUPLICATED; ONLY ONE

If you are finished, you can logout.

**IMPORTANT NOTE: YOU MUST CLOSE  
YOUR WEB BROWSER IN ORDER TO  
COMPLETELY EXIT FROM THIS  
APPLICATION**