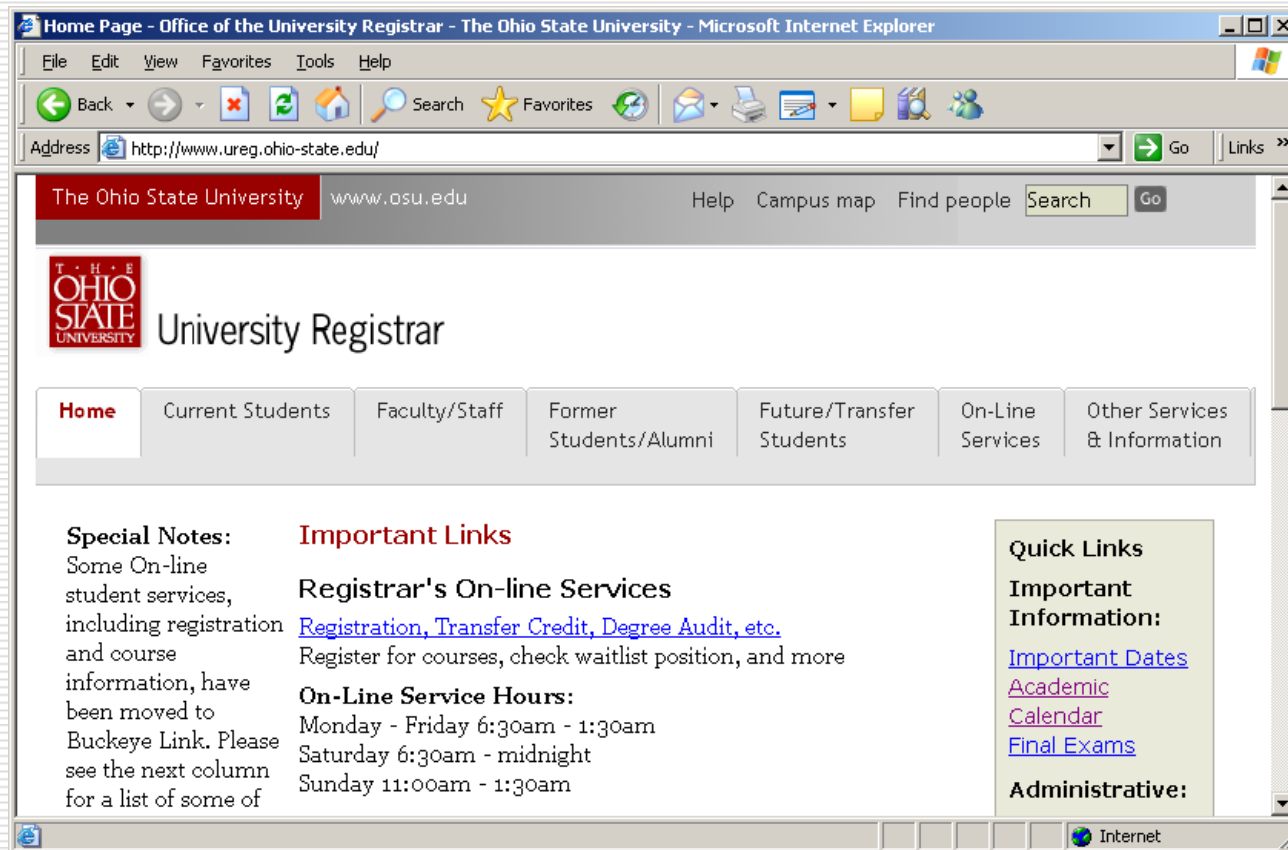




DARSWeb: Advisors How to Run a Degree Audit Report

Step 1. Open UREG home page and select "On-Line Services"



Step 2. Select "Student Degree Audit (for Advisors)"

The screenshot shows a Microsoft Internet Explorer browser window with the address bar displaying <http://www.ureg.ohio-state.edu/ourweb/online.html>. The page content is titled "On-Line Services for Faculty/Staff" and lists several services:

- [Class Rosters \(for Faculty\)](#)
View a list of students enrolled in your course
- [Deadlines](#)
View information about class/grade rosters and deadlines for grade posting and incompletes
- [Post Grades via the Web \(for Faculty\)](#)
Enter your grades using the web
- [View Web-posted Grades \(for Faculty\)](#)
View a list of grade assigned to students in your class/section
- [View Missing Grade & Graduating Students Lists \(for Faculty\)](#)
View a list of students in your class/section with missing grades or students projected to graduate
- [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

A red arrow originates from the top right of the slide and points to the "Student Degree Audit (for Advisors)" link.

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/H5?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" and "www.osu.edu".

The main content area features a login form with the following elements:

- You've requested a web page which requires a user login.**
- Instruction: "Enter your **OSU Internet Username** (your "lastname.#") and password and click on the **Login** button."
- Username:** (example: doe.1)
- Password:**
- Login** button

On the right side, there is a section for the "Office of Information Technology" with the following links:

- [Need an OSU Internet Username?](#)
- Forgot your username or password?
Call the TSC at 614-688-HELP (4357)
- [Change your password?](#)
- Other questions?
 - [About OSU Internet Usernames](#)
 - [About OSU Web Login](#)
 - [Contact Technology Support Center](#)

At the bottom, a note states: "Login will remain in effect until you completely exit your browser or several hours have elapsed." Below that, an **IMPORTANT** notice reads: "To protect your privacy, **completely exit your web browser** when finished."

A red arrow originates from the title "Step 3a. Login to OSU Degree Audit Report" and points directly to the "Login" button.

Step 3b. Login to current or desired college/school

DARS Web Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <https://dars.osu.edu/secure/darsweb352adv/servlet/LoginServlet> Go Links >>

OHIO STATE UNIVERSITY

DARS Web

Database Login Parameters

Advisor ID: hampton.4

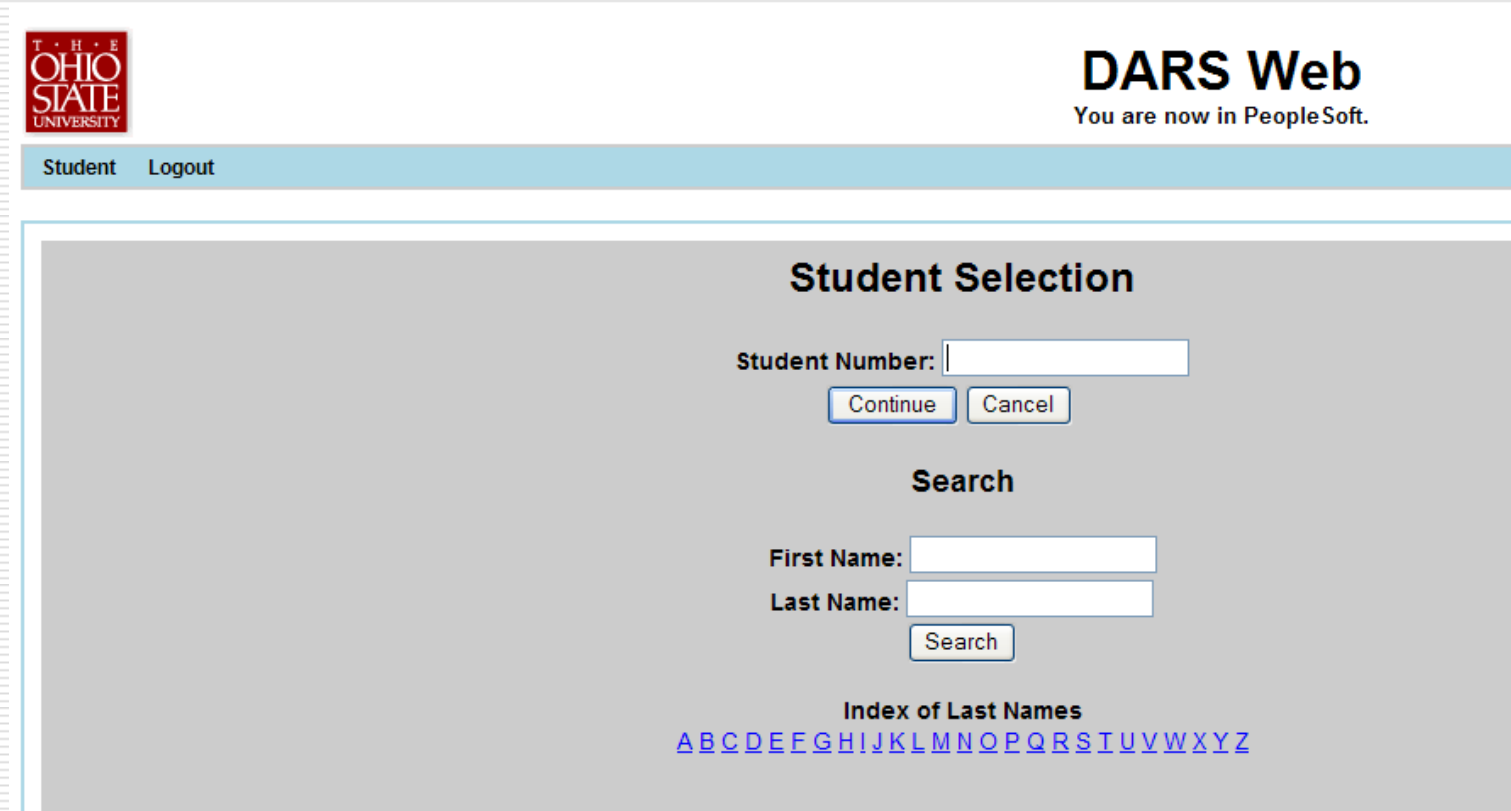
College: OSU - Ohio State University

- OSU - Ohio State University
- AGR - Food, Agriculture and Environmental Sciences**
- AHR - Architecture
- AMP - Allied Medical Professions
- ART - Arts
- ASC - Arts and Sciences
- ATI - Agricultural Technical Institute
- BIO - Biological Sciences
- BUS - Business
- DHY - Dental Hygiene
- EDU - Education

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DARSweb Version 3.5.2
All Rights Reserved.

Done Internet

Step 4a. Choose student via Student Id or ...



The screenshot shows the DARS Web interface. At the top left is the Ohio State University logo. At the top right, it says "DARS Web" and "You are now in PeopleSoft." Below this is a navigation bar with "Student" and "Logout" links. The main content area is titled "Student Selection" and contains a form with the following elements:

- Student Number:** A text input field.
- Continue** and **Cancel** buttons.
- Search** section with:
 - First Name:** A text input field.
 - Last Name:** A text input field.
 - Search** button.
- Index of Last Names** section with a list of letters: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Step 4b. Search via First/Last name

Student Search

First Name:

Last Name:

Index of Last Names

[A](#)[B](#)[C](#)[D](#)[E](#)[F](#)[G](#)[H](#)[I](#)[J](#)[K](#)[L](#)[M](#)[N](#)[O](#)[P](#)[Q](#)[R](#)[S](#)[T](#)[U](#)[V](#)[W](#)[X](#)[Y](#)[Z](#)

| | Student Name | Student Number |
|---------------------------------------|--------------------------|----------------|
| <input type="button" value="Select"/> | HAMPTON BRADLEY JAMES | 100652710 |
| <input type="button" value="Select"/> | HAMPTON JEFFREY ALAN | 100407153 |
| <input type="button" value="Select"/> | HAMPTON JEFFREY MICHAEL | 200042034 |
| <input type="button" value="Select"/> | HAMPTON JOHN WILLIAM III | 05149243 |



Step 5. Choose to Run Student's Default Program or...

Request New Audit - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Internet Options

Address <https://dars.osu.edu/secure/darsweb352adv/servlet/RequestAuditServlet> Go Links >>

THE OHIO STATE UNIVERSITY

DARS Web

Student Exceptions Audits Planned Courses Degree Programs Logout

Audit Request

Student Number: 800808000 **Student Name:** THIS IS A TEST RECORD JOHN H.

Choose Between Run Default Programs Listed and Run Selected Programs

Run Default Programs Listed:

| College | Degree Program | Title | Catalog Year |
|---------|----------------|----------------------------|--------------|
| AGR | 572 45GEC | AGRICULTURAL COMMUNICATION | 19964 |

Include Planned Courses:

Run Selected Program:

College:

Done Internet

... select a "What-if" Degree Program

Click on Run
Selected
Program
Radio Button

Run Selected Program:

College: ASC - Arts and Sciences

Program: ASC

Plan: ACT SCI

Degree: B.A.

Degree Prog: ACTUARIAL SCIENCE, BACHELOR C

Catalog Year: Current

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

Audits

Student Number: 88888300 Student Name: Mister Grumpygills

The "Refresh List" Button Updates the List of Audits

Audits in Queue

| Degree | Catalog Year |
|--------|--------------|
| ALPHA | 99993 |

Click "Refresh List" button if an audit appears above

DARS Web Audits Completed for Student Number: 88888300

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"/> | MASTER OF BUSINESS ADMINISTRATION (FULL-TIME) | 20092 | 2009-07-16 | 08:29:45 | <input checked="" type="checkbox"/> | Select for Deletion |
| <input type="button" value="Open Audit"/> | MBA FOR WORKING PROFESSIONALS | 20092 | 2009-07-16 | 08:28:56 | <input type="checkbox"/> | Select for Deletion |

Step 6. Click on "Open Audit" button to display

Audits

Student Number: 888888300 Student Name: Mister Grumpygills

The "Refresh List" Button Updates the List of Audits

Audits in Queue

Degree Catalog Year

ALPHA 99993

Click "Refresh List" button if an audit appears above

DARS Web Audits Completed for Student Number: 888888300

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"/> | MASTER OF BUSINESS ADMINISTRATION (FULL-TIME) | 20092 | 2009-07-16 | 08:29:45 | <input checked="" type="checkbox"/> | Select for Deletion |
| <input type="button" value="Open Audit"/> | MBA FOR WORKING PROFESSIONALS | 20092 | 2009-07-16 | 08:28:56 | <input type="checkbox"/> | Select for Deletion |

Click on "Printer Friendly" to Display Audit Report Only

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

PREPARED: 10/11/05 - 09:05
THIS IS A TEST RECORD JOHN H.
PROGRAM CODE: 114ICP23GEC
COL: HEC MAJ: CAP: COL ADV:
BACHELOR OF ARTS
SOCIAL SCIENCES, COMMUNICATION- INTERACTIVE COMMUNICATION PROCESS

800-80-8000
GRD QTR: (UNKNOW N)
CATALOG YEAR: 99993

Audit **Categories**

Hours GPA

Unfulfilled Planned
In Progress Complete

Hours GPA

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

No courses in cart

Total 0.0

Course to add:
Add to cart

Update year/terms of all courses
Winter 2006

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

*** GENERAL EDUCATION CURRICULUM ***

THE DEGREE AUDIT REPORT SHOULD BE READ IN CONJUNCTION
WITH AN UP-TO-DATE VERSION OF THE ARTS AND SCIENCES
CURRICULUM SHEET FOR THE BACHELOR OF ARTS DEGREE
UNDER THE GEC.

▶ **X 1. WRITING AND RELATED SKILLS**
▶ **X 2. QUANTITATIVE AND LOGICAL SKILLS**

PREPARED: 10/11/05 - 09:05
THIS IS A TEST RECORD JOHN H.
PROGRAM CODE: 114ICP23GEC

800-80-8000

GRD QTR: (UNKNOW N)

CATALOG YEAR: 99993

COL: HEC MAJ: CAP: COL ADV:
BACHELOR OF ARTS

SOCIAL SCIENCES, COMMUNICATION- INTERACTIVE COMMUNICATION PROCESS

▼▼ [Open All Sections](#) ▶▶ [Close All Sections](#)

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

▼ ***** GENERAL EDUCATION CURRICULUM *****

THE DEGREE AUDIT REPORT SHOULD BE READ IN CONJUNCTION
WITH AN UP-TO-DATE VERSION OF THE ARTS AND SCIENCES
CURRICULUM SHEET FOR THE BACHELOR OF ARTS DEGREE
UNDER THE GEC.

▼ **X 1. WRITING AND RELATED SKILLS**

A. FIRST COURSE (5 HOURS)

SP98 ENGLISH G000 5 K PROCESSED AS: ENGLISH 110
IN PLACE OF: ENGLISH 110.01

- *B. SECOND COURSE (5 HOURS) - CHOOSE ONE COURSE*

Reading an Audit: Incomplete Requirements

~~X~~ B. QUANTITATIVE AND LOGICAL SKILLS (10 HOURS)

BASIC COMPUTATIONAL SKILLS

WI08 MATH 104 4.0 B

MATHEMATICAL AND LOGICAL ANALYSIS (4 - 5 HOURS)

SP04 MATH 415 5.0 A PROCESSED AS: MATH 415.01

- DATA ANALYSIS (5 HOURS)

(COURSES BELOW THE 200 LEVEL CAN NOT BE REUSED ON THE MAJOR.)

Reading an Audit: Complete Requirements

▼ ✓ C. FOREIGN LANGUAGE

| | | | | | |
|--------------|-----|--------|--------------|-----|--------|
| AU08 CHINESE | 101 | 5.0 C- | AU08 CHINESE | 102 | 5.0 C- |
| AU08 CHINESE | 210 | 5.0 A | | | |

▼ ✓ IP A. NATURAL SCIENCE REQUIREMENT (15 HOURS)

R BIOLOGICAL SCIENCES

| | | |
|--------------|-----|----------|
| SU09 BIOLOGY | 113 | 5.0 IP>I |
|--------------|-----|----------|

R PHYSICAL SCIENCES

| | | | | | |
|---------------|-----|--------|-----------|-----|-------|
| AU04 EARTHSCI | 100 | 5.0 B+ | AU07 CHEM | 101 | 5.0 D |
|---------------|-----|--------|-----------|-----|-------|

R LABORATORY COURSE - COMPLETED

R NATURAL SCIENCES SEQUENCE - COMPLETED

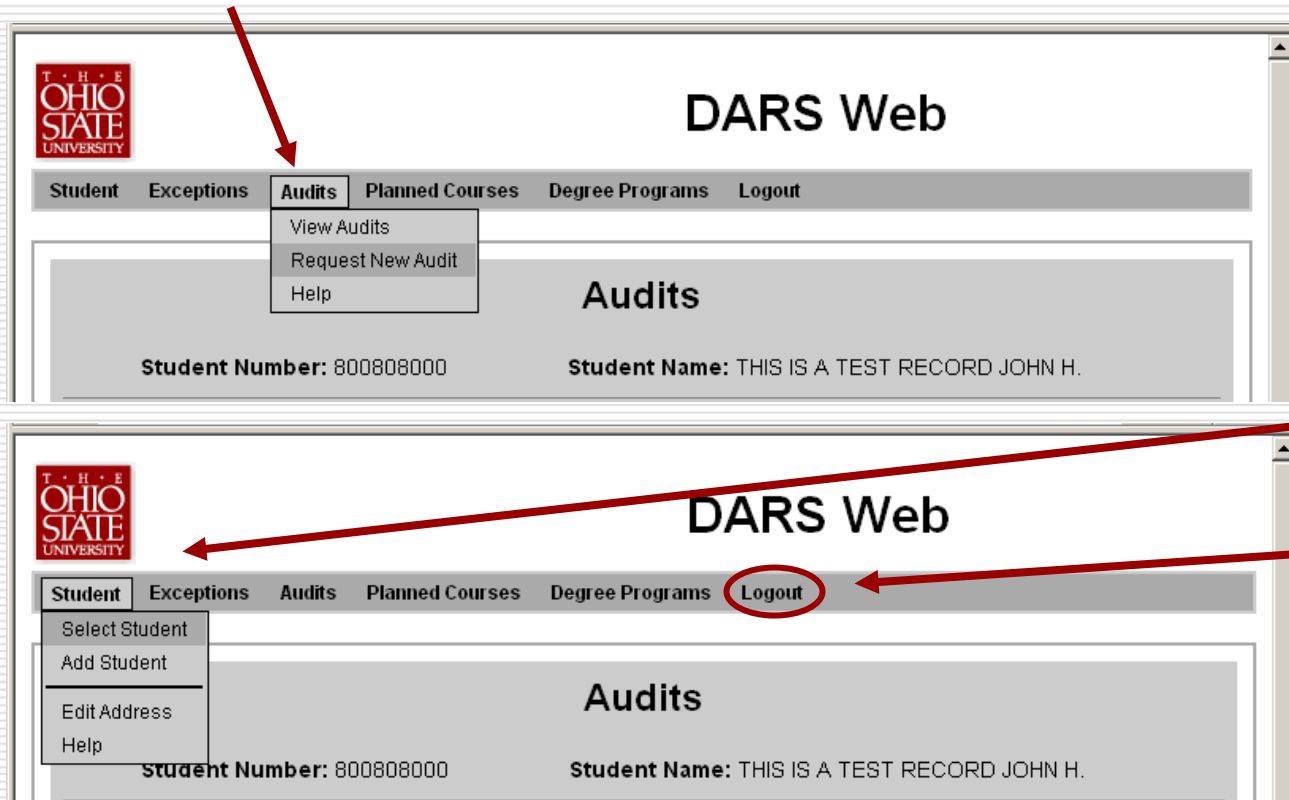
| | | | | | |
|-----------|-----|-------|-----------|-----|--------|
| SP08 CHEM | 121 | 5.0 C | SU08 CHEM | 122 | 5.0 C+ |
|-----------|-----|-------|-----------|-----|--------|

Missing coursework? Courses that don't match anywhere will fall to the 'bottom'

▼ COURSE WORK COUNTED TOWARD GRADUATION BUT NOT USED TOWARD A SPECIFIC GEC OR MAJOR REQUIREMENT

| | | | | | | | |
|---------------|---------|------|------|--------------------|---------|-----|----|
| SU02 CHEM | G000.09 | 5.0 | K | WI06 HISTORY | G000.02 | 5.0 | K |
| SU06 GERMAN | G000.03 | 5.0 | K | SU06 GERMAN | G000.04 | 5.0 | K |
| SU06 GERMAN | G000.05 | 6.0 | K | WI08 ART | 160 | 5.0 | A |
| WI08 CHEM | 124 | 5.0 | A | WI08 COMM | 325 | 5.0 | B- |
| WI08 COMM | 628 | 15.0 | K RP | | | | |
| WI08 MATH | 151 | 5.0 | B | PROCESSED AS: MATH | 151.01 | | |
| WI08 MATH | 152 | 5.0 | C | PROCESSED AS: MATH | 152.01 | | |
| WI08 MATH | 153 | 15.0 | C | PROCESSED AS: MATH | 153.01 | | |
| WI08 MATH | 254 | 25.0 | A- | PROCESSED AS: MATH | 254.01 | | |
| WI08 PHILOS | 250 | 5.0 | D | WI08 POLIT SC | 589 | 5.0 | K |
| WI08 POLIT SC | 593 | 5.0 | A | SP08 CHEM | 121 | 5.0 | C |
| SU08 HISTORY | 151 | 5.0 | A RP | AU08 CHINESE | 205 | 5.0 | C- |

Use the Menu bar at the Top of the Screen to run more Audits, or select a different student.



(or if you are finished you can logout)

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