



DARSWeb Advisor: How to Run a Transfer Credit Report

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

The screenshot shows the Microsoft Internet Explorer browser window displaying the University Registrar's Office website. The address bar shows <http://www.ureg.ohio-state.edu/>. The page header includes "The Ohio State University" and "www.osu.edu". The main navigation menu contains buttons for "Home", "Current Students", "Faculty/Staff", "Former Students/Alumni", "Future/Transfer Students", "On-Line Services", and "Other Services & Information". A red arrow points from the "On-Line Services" button in the navigation menu to the text "On-Line Services" in the step header. Below the navigation menu, there are sections for "Special Notes", "Important Links", and "Quick Links".

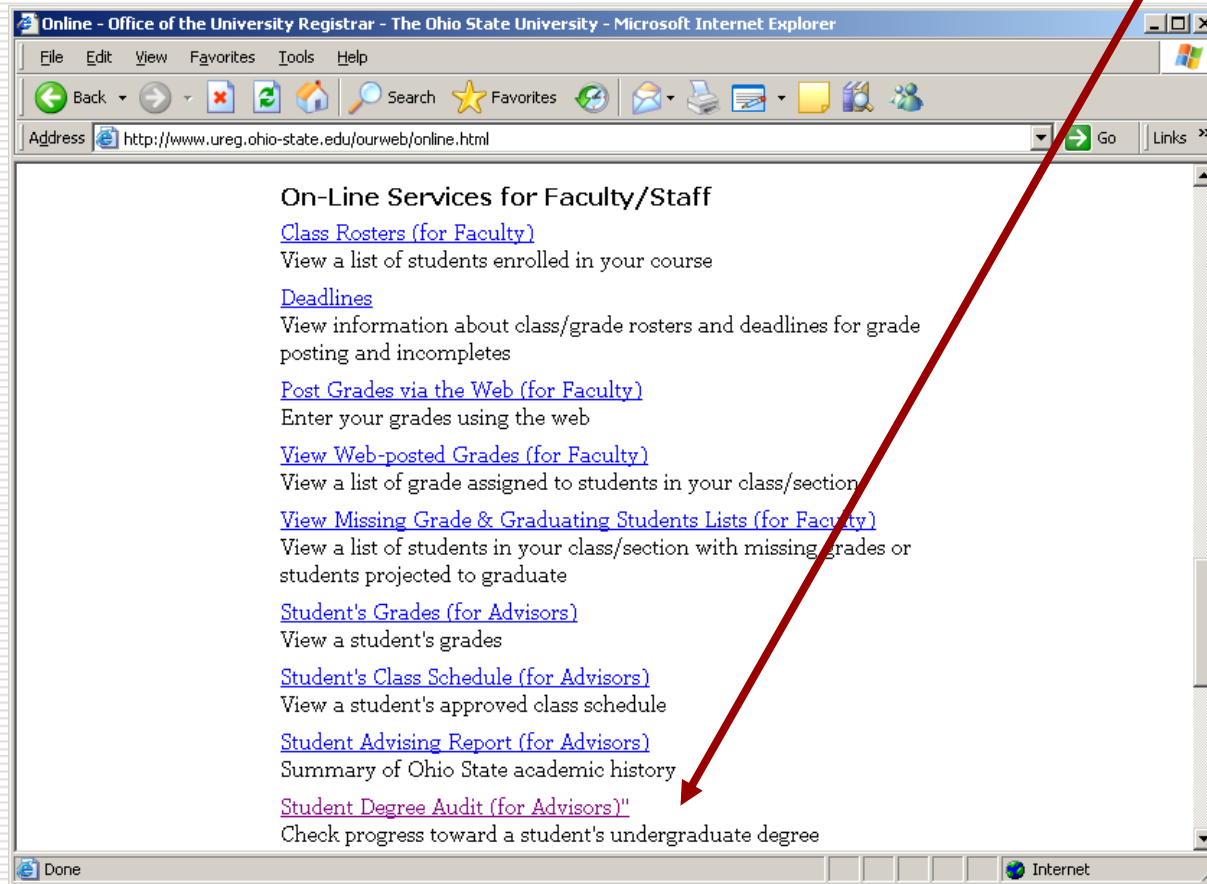
Special Notes:
Some On-line student services, including registration and course information, have been moved to Buckeye Link. Please see the next column for a list of some of

Important Links
Registrar's On-line Services
[Registration, Transfer Credit, Degree Audit, etc.](#)
Register for courses, check waitlist position, and more

On-Line Service Hours:
Monday - Friday 6:30am - 1:30am
Saturday 6:30am - midnight
Sunday 11:00am - 1:30am

Quick Links
Important Information:
[Important Dates](#)
[Academic Calendar](#)
[Final Exams](#)
Administrative:

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



Online - Office of the University Registrar - The Ohio State University - Microsoft Internet Explorer

File Edit View Favorites Tools Help

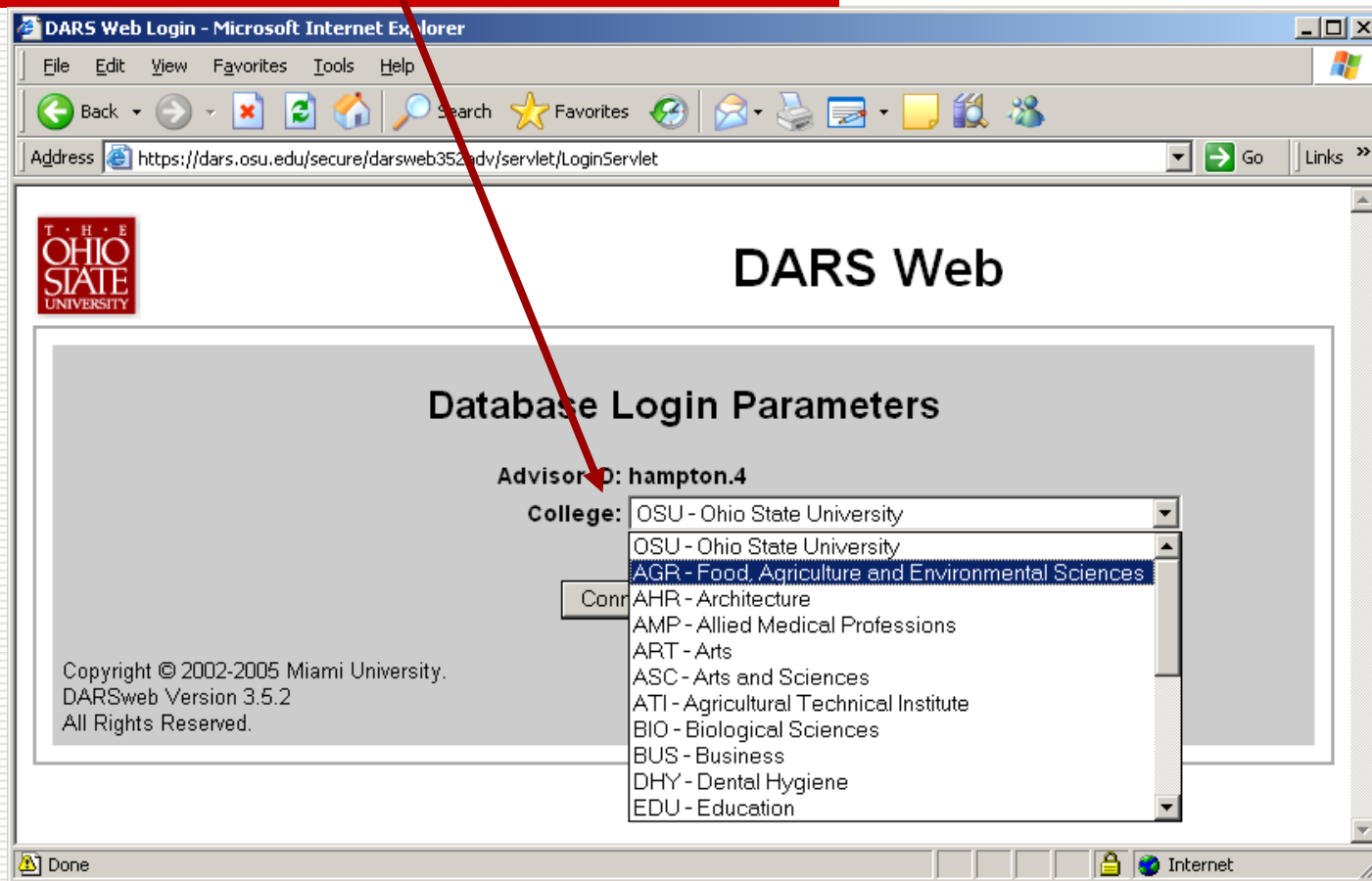
Address <http://www.ureg.ohio-state.edu/ourweb/online.html> Go Links >>

On-Line Services for Faculty/Staff

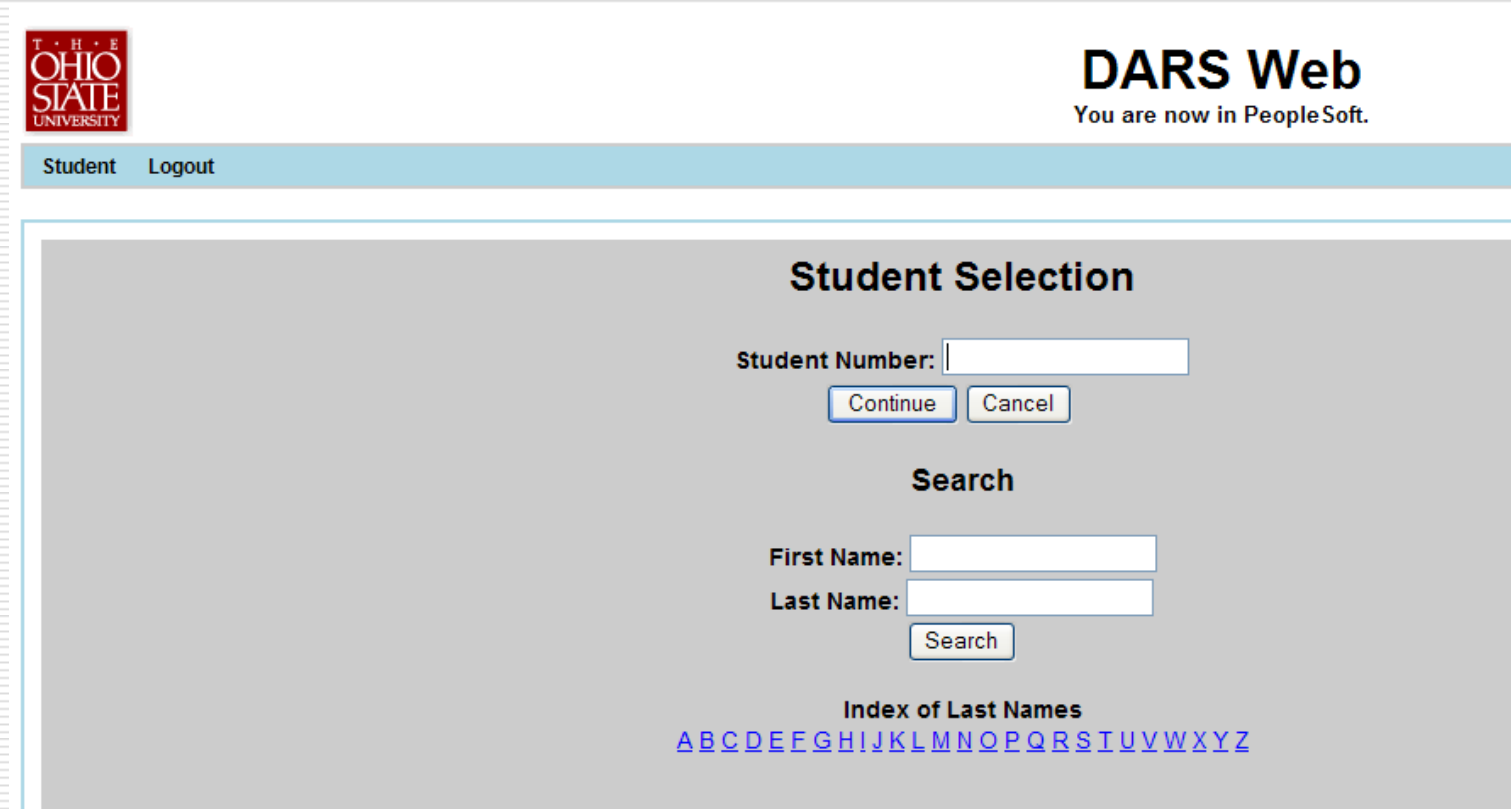
- [Class Rosters \(for Faculty\)](#)
View a list of students enrolled in your course
- [Deadlines](#)
View information about class/grade rosters and deadlines for grade posting and incompletes
- [Post Grades via the Web \(for Faculty\)](#)
Enter your grades using the web
- [View Web-posted Grades \(for Faculty\)](#)
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

Done Internet

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



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. Select a "Whatif" Degree Program, select Transfer Credit Report and "Submit a New Audit"

Run Selected Program:

College: TRN - Transfer Credit Report

Program: OSU

Plan: TRANSFER

Degree: EVALUATION

Degree Prog: TRANSFER CREDIT REPORT

Catalog Year: Current

Submit a New Audit

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 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 In Progress Planned Complete

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

No courses in cart

Total 0.0

Course to add:
Add to cart

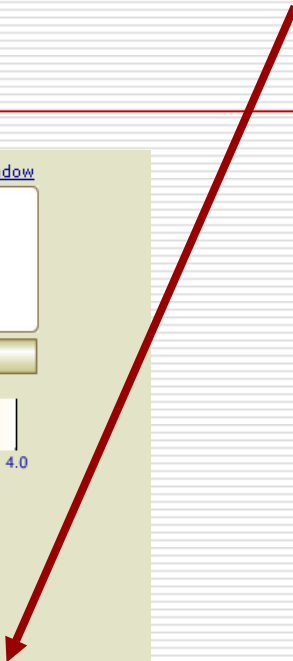
Update year/terms of all courses
Winter 2006

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

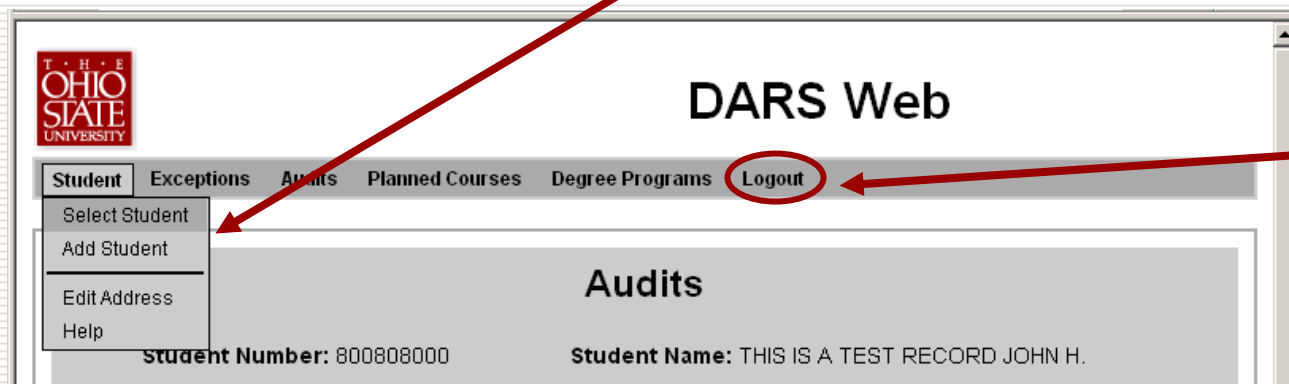
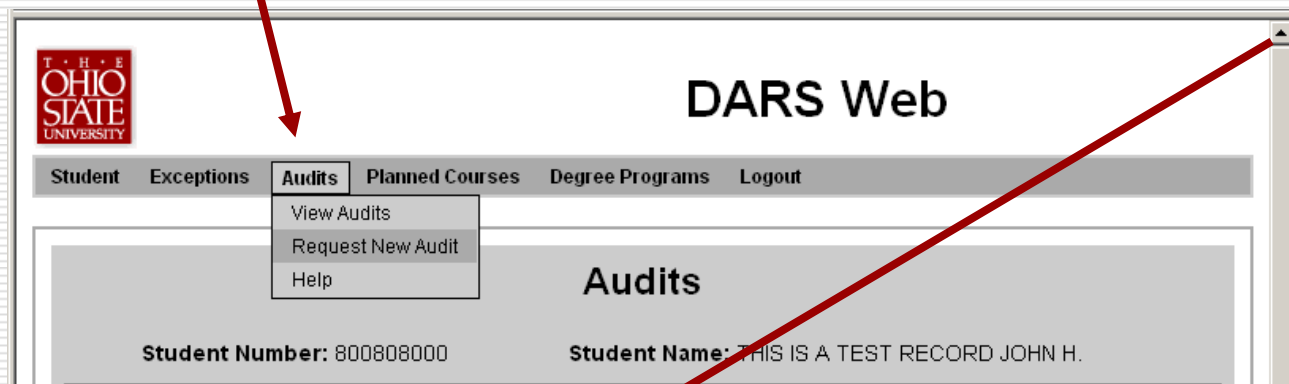
*** GENERAL EDUCATION CURRICULUM ***

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**



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