



DARSWeb Student: How to Run a Degree Audit Report

Step 1. Find BuckeyeLink on the Web (<http://buckeyelink.osu.edu/>)

The screenshot shows the BuckeyeLink website interface. At the top, there is a navigation bar with links for 'Help', 'Campus map', 'Buckeye Link', 'Find people', and 'Webmail', along with a search box. The main header includes the Ohio State University logo and the text 'Buckeye Link | Ohio State's Online Academic Center'. Below this is a horizontal menu with tabs for 'Students', 'Future Students', 'Faculty & Staff', 'Alumni', and 'Offices'. The 'Students' tab is selected.

Important Dates for Summer Quarter

- **Monday, June 22**
First day of classes for First Term and Summer Qtr.
- **Monday, July 27**
Second Term classes begin

Some services unavailable due to power surge

Notice
IE8 and Ohio State Administrative System Upgrade Recommendations
[8Help Knowledge Base document addresses concerns.](#)

Students

Due to the power failure that caused the Student Information and other administrative systems to be unavailable nearly all day Friday, June 26, the deadlines that would have applied on that day are all extended to Monday evening, June 29.

These include:

1. Web access for students to add Quarter classes without securing permission of the instructor.
2. Last day to drop a Quarter class without any forfeiture.
3. Last day for 100% refund for Quarter classes.

Notice
The transition into the new Student Information System has created some processing complications around various student financial transactions. We apologize for any difficulties you may be experiencing. **Please be assured that we will not be collecting any late fees for delays associated with these problems. If you are attending Summer Quarter, 2009, and have not paid your fees by June 22nd, you may still attend classes.**

SIS Student Center

- [Navigating SIS Student Center](#)
- [Student Center](#)
- [Student Center FAQs](#)
- [Student Center Video Tour](#)

Academics

- [Full Course Bulletin Listings \(pdf file\)](#)

Resources for Students

Inside the Classroom


- [Academic Calendar](#)
- [Academic Plan](#)
- [Carmen](#)
- [Colleges and Schools](#)
- [Final Exam Schedule](#)
- [Graduate School](#)
- [Honors and Scholars](#)
- [Libraries](#)
- [Majors and Programs](#)
- [Undergraduate Research](#)

Outside the Classroom

- [Book Store](#)
- [Career Services](#)
- [Community Connection](#)
- [Counseling and Consultation](#)
- [Dining Hall & Meal Plans](#)
- [Disability Services](#)
- [Financial Aid](#)
- [First Year Experience](#)
- [Getting a Parking Permit](#)
- [Health Services](#)
- [Housing](#)
- [Off-Campus Housing](#)
- [Ohio State Police](#)
- [Pay Fees](#)
- [Rec Sports](#)

Step 2. Scroll down and select "Degree Audit Report"

Enrollment and Academic History

- [Advising Report](#)
 - [Carmen](#)
 - [u.select \(Course Applicability System \)](#)
 - [Degree Audit](#)
 - [Enrollment or Degree Verification](#)
 - [Grades](#)
 - [Transcripts](#)
 - [Transfer Credit Report](#)
 - [View Class Schedule](#)
 - Register for Classes
 - [Add a Class](#)
 - [Drop a Class](#)
 - [Verification of Enrollment](#)
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Step 3. Login to Degree Audit Report

OSU Web Services Login - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://dars.osu.edu/secure/darsweb352stu/servlet/RequestAuditServlet> Go

The Ohio State University www.osu.edu Help Campus map Find people Search Go

You've requested a web page which requires a user login.

Enter your [OSU Internet Username](#) (your "lastname.#") and password and click on the **Login** button.

Username: (example: doe.1)

Password:

Office of Information Technology

[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](#)

Login will remain in effect until you completely exit your browser or several hours have elapsed.

IMPORTANT: To protect your privacy, **completely exit your web browser** when finished.

Done Internet

Step 4. Choose to Run Your Default Program or ...

Note: If you don't have a default program listed here, you can only run a What-If audit.

Student Logout

Audit Request

Student Number: Student Name:

Choose Between Run Default Programs Listed and Run Selected Programs

Run Default Programs Listed:

College	Degree Program	Title	Catalog Year
ASC	ENGLISH-BAEED	ENGLISH (PRE-EDUCATION OPTION)	20064

Include
Planned Courses:
Exclude
IP Courses:

Select a "Whatif" Degree Program and "Submit a New Audit"

Run Default Programs Listed:

College	Degree Program	Title	Catalog Year
ASC	ENGLISH-BAEED	ENGLISH (PRE-EDUCATION OPTION)	20064

Include
Planned Courses:

Exclude
IP Courses:

Run Selected Program:

College:

Program:

Plan:

Degree:

Degree Prog:

Catalog Year:

The audit is currently processing your courses into the major requirements. This page might refresh several times before the finished audit appears on the screen.

Student Logout

Audits

Student Number: 888888300 Student Name: Mister Grumpygills

The "Refresh List" Button Updates the List of Audits

Refresh List

Audits in Queue

Degree	Catalog Year
ENGLISH-BA	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

Step 5. Click on the "Open Audit" Button to Open the Audit Report.

Student Logout

Audits

Student Number: 888888300 Student Name: Mister Grumpygills

The "Refresh List" Button Updates the List of Audits

Refresh List

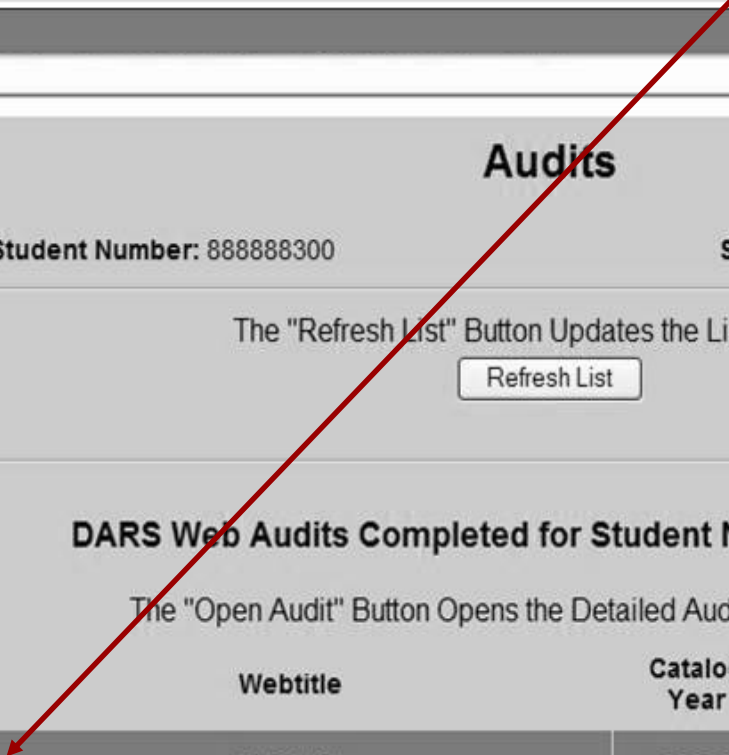
DARS Web Audits Completed for Student Number: 888888300

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

Open Audit	Webtitle	Catalog Year	Run Date	Run Time	Delete
<input type="button" value="Open Audit"/>	ENGLISH	99993	2009-07-06	11:27:55	<input type="button" value="Delete"/>

Select/Deselect All

Select for Deletion



The following will open in a new window

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

PREPARED: 10/10/05 - 13:50
MATEST TEST
PROGRAM CODE: 281 GUGEC
COL: ASC MAJ: CAP: COL ADV: BRANDT
BACHELOR OF SCIENCE IN MATERIALS SCIENCE AND ENGINEERING
(UNDECLARED SPECIALIZATION)

123-45-6789
GRD QTR: (UNKNOW N)
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

- ▶ **✗ AUTUMN QUARTER, YEAR 1**
- ▶ **✗ WINTER QUARTER, YEAR 1**
- ▶ **✗ SPRING QUARTER, YEAR 1**
- ▶ **✗ AUTUMN QUARTER, YEAR 2**

Reading an Audit: Incomplete Requirements

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
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R PHYSICAL SCIENCES

AU04 EARTHSCI	100	5.0 B+	AU07 CHEM	101	5.0 D
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R LABORATORY COURSE - COMPLETED

R NATURAL SCIENCES SEQUENCE - COMPLETED

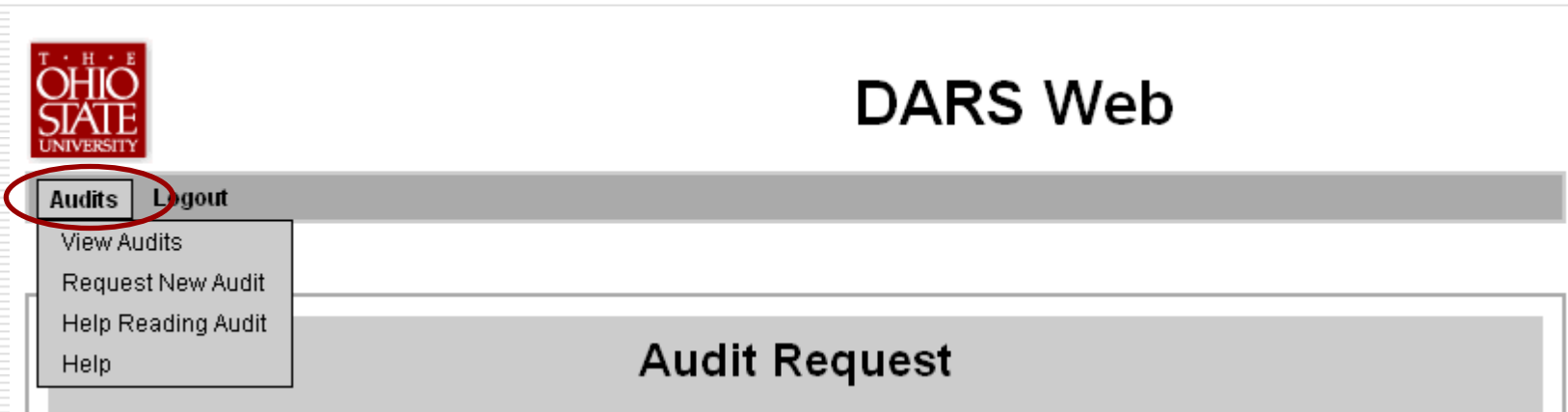
SP08 CHEM	121	5.0 C	SU08 CHEM	122	5.0 C+
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Missing coursework? Courses that don't match anywhere will fall to the 'bottom'

▼ 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 at the Top of the Screen to Run Other Audits



The screenshot displays the top section of the DARS Web application. On the left is the The Ohio State University logo. To its right, the text "DARS Web" is centered. Below these elements is a horizontal navigation bar with two buttons: "Audits" and "Logout". The "Audits" button is circled in red, and a dropdown menu is open below it, listing "View Audits", "Request New Audit", "Help Reading Audit", and "Help". Below the navigation bar is a large grey rectangular area containing the text "Audit Request".

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