



**DARSWeb Student:
How to Run a Transfer Credit Report**

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

The Ohio State University www.osu.edu Help Campus map Buckeye Link Find people Webmail Search

The Ohio State University Buckeye Link Ohio State's Online Academic Center

Students Future Students Faculty & Staff Alumni Offices

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:

- Web access for students to add Quarter classes without securing permission of the instructor.
- Last day to drop a Quarter class without any forfeiture.
- 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](#)

Internet 100%

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](#)
-

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

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

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

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.

The screenshot shows a web interface for managing audits. At the top, there is a navigation bar with 'Student' and 'Logout' links. Below this, the main heading is 'Audits'. The interface displays student information: 'Student Number: 888888300' and 'Student Name: Mister Grumpygills'. 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 of audit results. The table has columns for 'Open Audit', 'Webtitle', 'Catalog Year', 'Run Date', and 'Run Time'. A 'Delete' button and a 'Select/Deselect All' button are also present. The first row of the table shows an audit for 'ENGLISH' with catalog year '99993', run date '2009-07-06', and run time '11:27:55'. A checkbox labeled 'Select for Deletion' is next to the row. A red arrow points to the 'Open Audit' button in the first row of the table.

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	Select/Deselect All
Open Audit	ENGLISH	99993	2009-07-06	11:27:55	<input type="checkbox"/>	Select for Deletion

The following will open in a new window

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

PREPARED: 10/10/05 - 13:50 123-45-6789
MANTEST TEST GRD QTR: (UNKNOWN)
PROGRAM CODE: 281 GUGEC CATALOG YEAR: 99993
COL: ASC MAJ: CAP: COL ADV: BRANDT
BACHELOR OF SCIENCE IN MATERIALS SCIENCE AND ENGINEERING
(UNDECLARED SPECIALIZATION)

Audit **Categories**

The 'Audit' bar shows a scale from 0.0 to 4.0 with a yellow bar extending to approximately 1.5. The 'Categories' bar shows a scale from 0 to 10 with a yellow bar extending to approximately 1.5. Below these are checkboxes for 'Hours' and 'GPA', and a legend for 'Unfulfilled', 'Planned', 'In Progress', and '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

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

Use the Menu at the Top of the Screen to run other Audits or log out

THE OHIO STATE UNIVERSITY

DARS Web

Audits Logout

- View Audits
- Request New Audit
- Help Reading Audit
- Help

Audit Request

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