

UCF Advisor Help Guide for DARS Degree Audits

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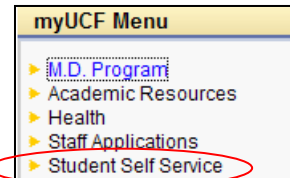
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Accessing Degree Audits

Beginning September 28, 2009, degree audits will be produced using the new Degree Audit Reporting System (DARS). University access to degree audits will remain largely consistent as explained below:

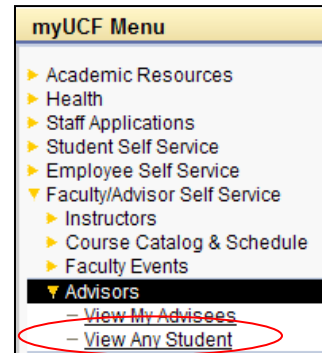
Student Self Service

Students will continue to access their own degree audits through Student Self Service in the myUCF portal .



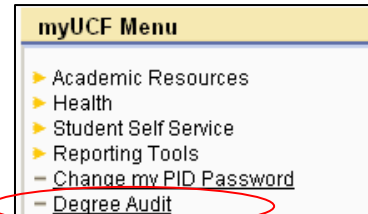
Advisor Self Service

University personnel who currently have access to Advisor Self Service through the myUCF portal will continue to access student degree audits using this navigation.



Other Advisor Access

Personnel who do not have access to Advisor Self Service can request access to view/print degree audits by using a separate navigation that is available through the myUCF portal. Security requests for this access are approved by college and university directors.



All of the above navigations will bring the user to the Degree Audit Request page.

The degree audit request page is shown below. Individuals can run the student degree audit based on either:

- The student default program and catalog year listed in the top box
OR
- A “what if” audit from the box on the bottom (manually select program and catalog year)

Once an option is selected, click “Submit Report”.

Request Results

Student

ID 1111111 Student, Test Submit Report

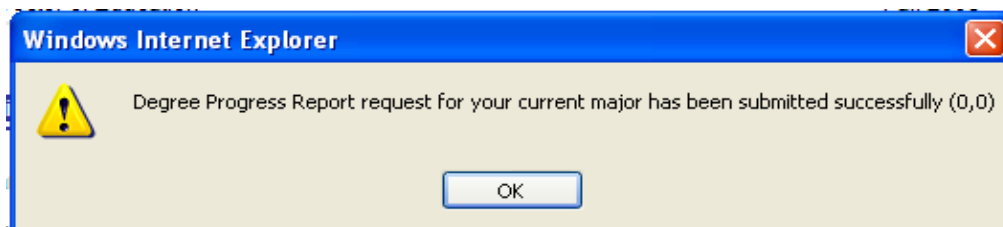
Choose this option to run a degree audit for your current (default) degree program(s):

| Program | Major | Catalog Year |
|---------|---------------------|--------------|
| CUEDD | Doctor of Education | Fall 2008 |

Or, choose this option to run a degree audit for other selected 'what if' program(s):

| | | |
|-------------------------------|-------|---|
| Academic Career | Grad | <input type="checkbox"/> "What If" Flag |
| UGRD College/GRAD Program | CUEDD | |
| UGRD Degree Program/GRAD Plan | | |
| Track | | |
| *Term | 1370 | Fall 2009 |

After clicking “Submit Report”, the following message will appear:



To view the audit, click on the “Results” tab at the top of the page or the “Results” link at the bottom of the page.

Once on the results page, click the "Refresh" button until the results are available as listed below. Click on the link for "View Audit" to see the requested degree audit.

The screenshot shows a web interface with a 'Request' tab and a 'Results' tab. In the 'Results' tab, there is a 'Refresh' button circled in red. Below this, there is a table titled 'Audit Results' with columns for 'Req Date/Time', 'Run Date/Time', and 'Plan'. The table contains two rows of data, each with a 'View Audit' link circled in red.

| Req Date/Time: | Run Date/Time | Plan |
|----------------------|----------------------|----------------------------|
| 09/11/2009 2:42:00PM | 09/11/2009 2:42:00PM | View Audit |
| 09/11/2009 2:42:00PM | 09/11/2009 2:41:31PM | View Audit |

Sample undergraduate degree audit:

The screenshot shows an undergraduate degree audit report. It includes a pie chart for 'Hours' and a bar chart for 'GPA' across various categories like University Req, Pre Requisites, Core, Major, and Electives. A message states 'AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED'.

UNIVERSITY OF CENTRAL FLORIDA
BACHELOR OF SCIENCE - ACCOUNTING

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

(RG) = CURRENT REGISTRATION; (RW) = REQUIREMENT WAIVED
(FC) = FUTURE REGISTRATION; (CW) = COURSE WAIVED
(OK) & (+) = REQUIREMENT MET; (IP) = IN PROGRESS
(NO) & (-) = REQUIREMENT NOT MET

- ✔ "I" GRADES: FALL, 1997 AND LATER
"N" GRADES FROM ALL SEMESTERS
- ✔ GENERAL EDUCATION PROGRAM
- ✔ GENERAL EDUCATION DIVERSITY REQUIREMENT
SEE ADVISOR OR LIST IN THE CATALOG
- ✔ STATE UNIVERSITY SYSTEM FOREIGN LANGUAGE ADMISSION
REQUIREMENT: 2 YRS IN HIGH SCHOOL OR 1 IN COLLEGE
- ✔ COLLEGE OF BUSINESS COMMON PROGRAM PREREQUISITES
(A GRADE OF "C" (2.0) OR HIGHER IN EACH COURSE REQUIRED)
- ✘ SEMESTER HOURS IN RESIDENCE REQUIREMENT - 30 HOURS OF
3000/4000 LEVEL COURSES MUST BE TAKEN IN CBA AT UCF
- ✘ BUSINESS CORE -COLLEGE OF BUSINESS ADMINISTRATION
** ALL CLASSES ARE FOUR (4) HOURS **
- ✔ SPECIAL REQUIRED COURSES IN THE SCHOOL OF ACCOUNTING -

Sample graduate degree audit:

The screenshot shows a graduate degree audit report. It includes a message 'AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED' and a list of requirements with their status. A message states 'STUDENTS TAKING COURSES IN POST BAC STATUS HAVE A LIMIT OF 9 SEM HRS WHICH CAN BE TRANSFERRED INTO A GRAD PROGRAM.'

UNIVERSITY OF CENTRAL FLORIDA
MASTER OF SCIENCE IN CRIMINAL JUSTICE

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

(RG) = CURRENT REGISTRATION; (RW) = REQUIREMENT WAIVED
(FC) = FUTURE REGISTRATION; (CW) = COURSE WAIVED
(OK) & (+) = REQUIREMENT MET; (IP) = IN PROGRESS
(NO) & (-) = REQUIREMENT NOT MET

OK "I" GRADES: FALL, 1997 AND LATER
"N" GRADES FROM ALL SEMESTERS
EARNED: 2 SUB-GROUPS

NO GRE SCORES, GMAT SCORES AND ENTRY GPA
--> NEEDS: 1 SUB-GROUP
- 1) GMAT SCORES, GRE SCORES AND ENTRY GPA
SU04 GMAQ029 0.0 GMAT QUANT
SU04 GMAT430 0.0 GMAT Total
SU04 GMAV020 0.0 GMAT VERB
SU07 GPAG320 0.0 GRD ENT GPA

STUDENTS TAKING COURSES IN POST BAC STATUS HAVE A LIMIT OF 9 SEM HRS WHICH CAN BE TRANSFERRED INTO A GRAD PROGRAM.

MINIMUM GPA IN GRAD PROGRAM OF STUDY IS 3.0. SEE GRADUATE CATALOG AT WWW.GRADUATE.UCF.EDU FOR ACADEMIC POLICIES.

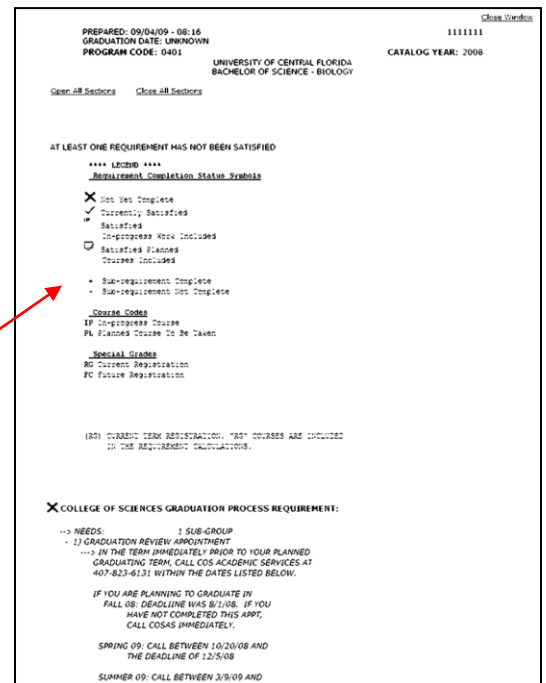
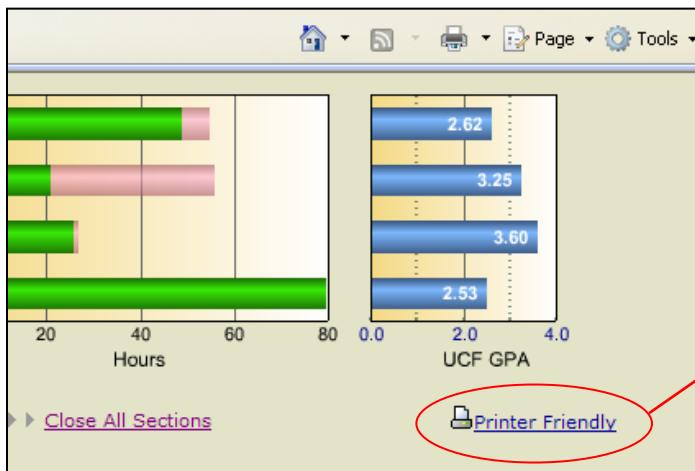
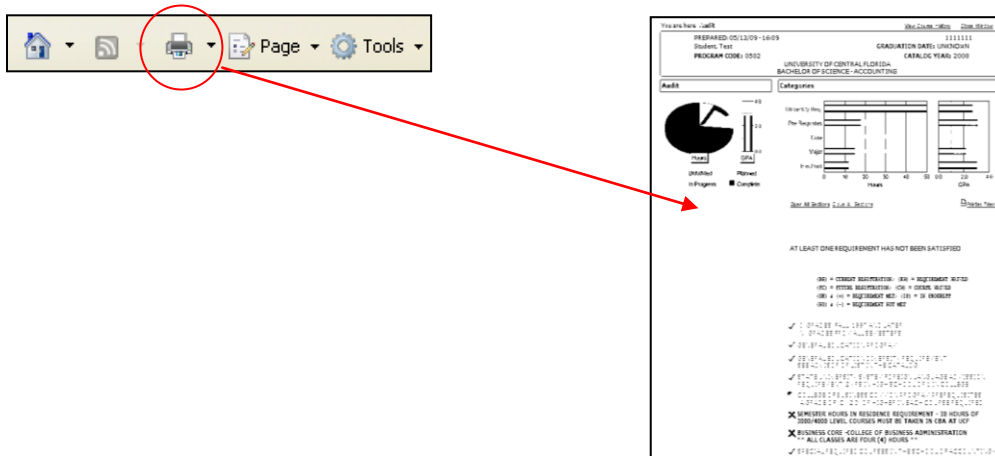
Printing Degree Audits

Degree audit printing will be available through the web browser and printer capabilities will vary by user.

Regular Printing

Regular printing is done by using the print commands that are available either on the web browser or the Printer Friendly version available from the undergraduate degree audit page. Using either of these options will yield a regular 1-column audit as your printed document.

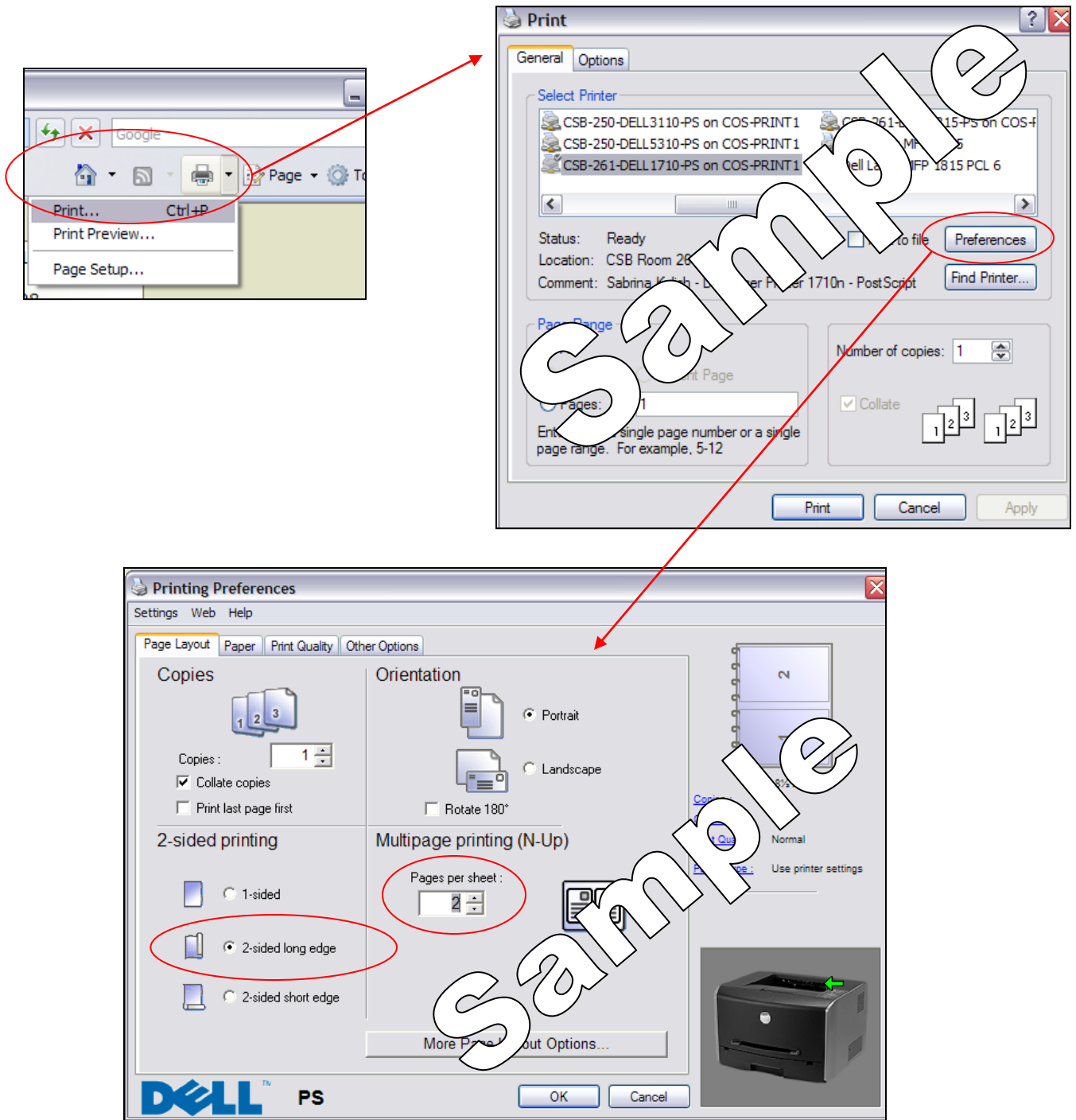
Here are some examples of printing an undergraduate degree audit using Internet Explorer as the web browser:



Multipage Printing

Each printer's settings will vary, and your printer may not support multipage printing. Contact your IT support for individual assistance.

If you would like to explore the options that your printer has available, you can try to manually adjust printer preferences to allow multiple pages to print per sheet and/or print double-sided. Here is an example of how an undergraduate degree audit was printed from a UCF office printer:



Output:

DARwin Interactive Audit -> Page 1 of 3

You are here > Audit

PREPARED: 09/04/09 - 08:16
GRADUATION DATE: UNKNOWN
PROGRAM CODE: 0401

UNIVERSITY OF CENTRAL FLORIDA
BACHELOR OF SCIENCE - BIOLOGY

CATALOG YEAR: 2008

1111111

[View Course History](#) [Close Window](#)

Audit

Categories

| Category | Hours | GPA |
|----------------|-------|------|
| University Req | ~80 | 2.22 |
| Prerequisites | ~20 | 2.00 |
| Major | ~80 | 2.31 |
| Electives | ~20 | 2.31 |

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

**** LEADID ****

Requirement Completion Status Symbols

- ✗ Not Yet Complete
- ✓ Currently Satisfied
- ✓ Satisfied
- ✓ In-progress Work Included
- ✓ Satisfied Planned Courses Included
- + Sub-requirement Complete
- Sub-requirement Not Complete

COLLEGE OF SCIENCES DEGREE PROCESS REQUIREMENT:

COLLEGE OF SCIENCES ACADEMIC SERVICES (COSAS)
COS 250, 407-823-6131
COSAS@MAIL.UCF.EDU

PLEASE NOTE: THIS REPORT IS TO ASSIST THE STUDENT IN COURSE PLANNING. FINAL DETERMINATION OF DEGREE REQUIREMENTS IS SUBJECT TO APPROVAL BY THE DEAN OF THE COLLEGE OF SCIENCES. IT IS THE RESPONSIBILITY

https://mw.cc.ucf.edu:8443/darswebadv358/bar?job_id=2009090408161654&int_seq_no=175883... 9/10/2009

DARwin Interactive Audit -> Page 2 of 3

OF THE STUDENT TO MEET GRADUATION REQUIREMENTS.

UNIVERSITY POLICY REQUIRES STUDENTS TO BE ENROLLED AT UCF IN THE GRADUATION TERM. STUDENTS MAY NOT BE ENROLLED ELSEWHERE (I.E., BE TRANSFERENT) IN THEIR GRADUATION TERM.

SEE THE UCF CATALOG FOR FURTHER INFORMATION ON GRADUATION REQUIREMENTS AND UNIVERSITY POLICIES.

BIOLOGY MAJORS: SELECT SPEC106, MAC2111 OR 2241*, STA2023, CHEM2045 OR CHEM2040 & 2041** AND BSC2010C FOR GEN ED.

IF PREREQUISITES FOR CALCULUS ARE NOT MET, MATH PLACEMENT SHOULD BE TAKEN TO DETERMINE KNOWLEDGE LEVEL.

**CHEMISTRY PLACEMENT EXAM MUST BE TAKEN BEFORE DETERMINING PLACEMENT IN EITHER CHEM2045C OR CHEM2040.

✓ GENERAL EDUCATION PROGRAM

✓ STATE UNIVERSITY SYSTEM FOREIGN LANGUAGE ADMISSION REQUIREMENT: 2 YRS IN HIGH SCHOOL OR 1 IN COLLEGE

** BIOLOGY MAJORS: CONSULT WITH A BIOLOGY ADVISOR TO PLAN A PROGRAM OF STUDY.

BIOLOGY DEPARTMENT, RL 301, 823-2141
UNDERGRADUATE ADVISING COORDINATOR: DR. FRANK LOGIUDICE
BIOLOGY@UCF.EDU
HTTP://WWW.COS.UCF.EDU/BIOLOGY/

AA TRANSFER STUDENTS MAJORING IN BIOLOGY ARE REQUESTED TO COMPLETE THE FOLLOWING COURSES PRIOR TO ENROLLING AT UCF: BSC2010C, BSC2011C, CHEM2045C OR CHEM2046, CHEM210 AND ASSOCIATED CHEMISTRY LABS. THESE COURSES ARE PREREQUISITES FOR ADVANCED COURSES. SEATS IN THESE CLASSES ARE LIMITED AT UCF SO TRANSFER STUDENTS ARE ENCOURAGED TO TAKE THE OPPORTUNITY TO COMPLETE THEM PRIOR TO TRANSFER. SO ENTRY INTO ADVANCED COURSES WILL NOT BE DELAYED.

* PREPROFESSIONAL STUDENTS: PLAN PROGRAM CAREFULLY WITH BIOLOGY ADVISOR. BE COGNIZANT OF PROGRAM/SCHOOL'S REQ.

✗ COMMON PROGRAM PREREQUISITES: B.S. IN BIOLOGY

✗ BIOLOGY MAJOR CORE REQ:

✗ UPPER DIVISION RESTRICTED ELECTIVES: IF PREREQS HAVE BEEN MET THESE COURSES MAY BE TAKEN CONCURRENTLY WITH THE CORE.

✗ OTHER BIOLOGY REQUIREMENTS

✗ BIOLOGY DEPARTMENT EXIT REQUIREMENTS: REQUEST FINAL REVIEW OF MAJOR REQ'S BEFORE ENROLLING IN LAST SEMESTER

✓ GORDON RULE REQUIREMENT IN COMPOSITION AND MATHEMATICS (A GRADE OF "C" OR BETTER IS REQUIRED IN EACH COURSE)

✓ COLLEGE LEVEL ACADEMIC SKILLS TEST (CLAST)
CLAST MUST BE SATISFIED BY 60 CREDIT HOURS

✗ UNIVERSITY CREDIT HOUR REQUIREMENTS

✓ NINE HOURS OF SUMMER ENROLLMENT AND/OR TEST CREDIT

https://mw.cc.ucf.edu:8443/darswebadv358/bar?job_id=2009090408161654&int_seq_no=175883... 9/10/2009

