# UCF Advisor Help Guide for DARS Degree Audits

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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
- A “what if” audit from the box on the bottom (manually select program and catalog year)

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

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.

Sample undergraduate degree audit:

Sample graduate degree audit:
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:
Help Contacts

UCF Computer Services & Telecommunications
407-823-5117 | servicedesk@mail.ucf.edu | http://www.helpdesk.ucf.edu/

The UCF Computer Services & Telecommunications Service Desk can help address technical concerns/questions such as:

- I cannot login to the myUCF portal
- When I login to the myUCF portal, I am unable to find a link to access student degree audits
- I experience an error when I use the myUCF link to access student degree audits

College RQ Writer (Undergraduate/Graduate)

Contact information for your college’s undergraduate or graduate RQ writer is available from your college academic advising office.

Each college’s undergraduate and graduate area has a dedicated individual who is responsible for keeping up with university degree audit training and updates and is also responsible for writing all degree audit requirements (RQs) for that college.

Your individual college’s RQ writer (sometimes separate for graduate and undergraduate) can help address concerns about the way that the degree audit is functioning such as:

- Why is a course counting (or not counting) towards a particular requirement?
- Why am I unable to see a particular requirement?
- When I access a degree audit, I receive an error that tells me a particular requirement is preventing the audit from working correctly. Example:

```
ER02W: ??????????????????????????????????????????????????????
->ERROR: BQ09S: NO REQUIREMENT HSFAJR :
------> ANALYSIS TERMINATED - SEE REASON ABOVE
```

All college degree audit concerns should be first routed through the appropriate graduate/undergraduate RQ writer. If the RQ writer is unable to resolve the concern, he/she has been trained to address the next appropriate contact depending on the nature of the concern.