

UCF Student 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.



The screenshot shows three panels. The first panel, 'myUCF Menu', has 'Student Self Service' circled in red. A red arrow points from this menu item to the second panel, 'Student Self Service', where 'Student Center' is circled in red. Another red arrow points from 'Student Center' to the third panel, 'Academics - Undergraduate and...', where 'Degree Audit' is selected in a dropdown menu and circled in red.

The above navigation will bring the user to the Degree Audit Request page (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)

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

Request Report **Results**

Student

1111111 Student, Test Submit Report

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

Program	Major	Catalog Year
BCBS	Molecular Biology and Microbiology	Spring 2009

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

Acad Career: Undergrad "What If" Flag

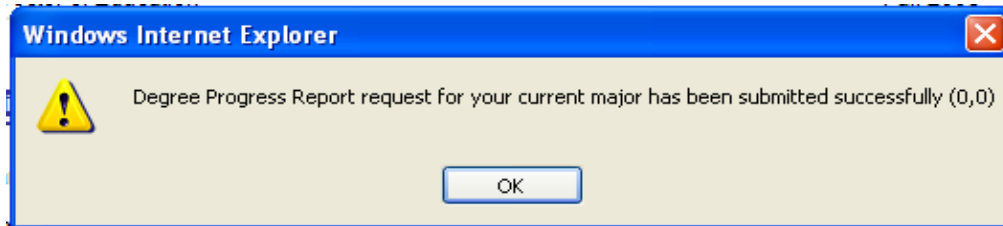
UGRD College/GRAD Program: BCBS

UGRD Degree Program/GRAD Plan:

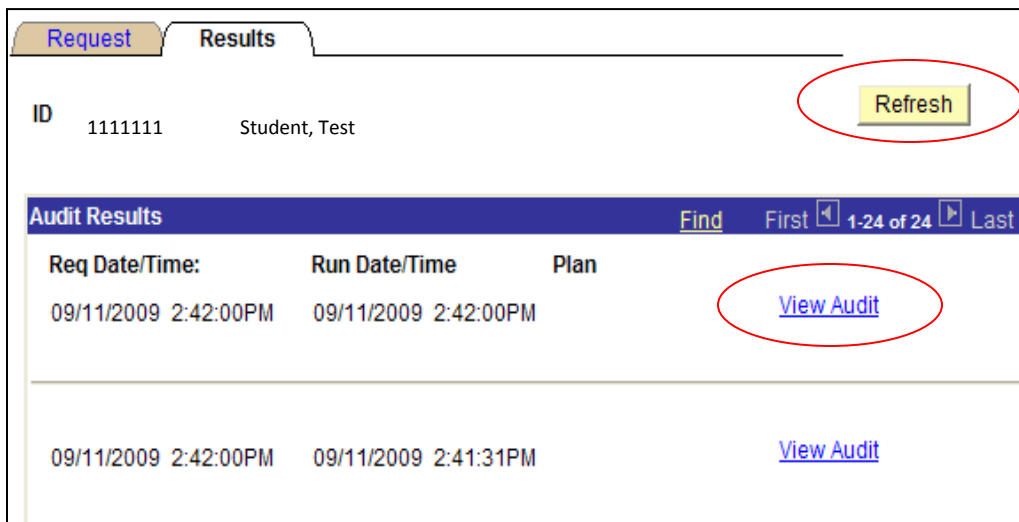
Track:

Catalog Year: 1370 Fall 2009

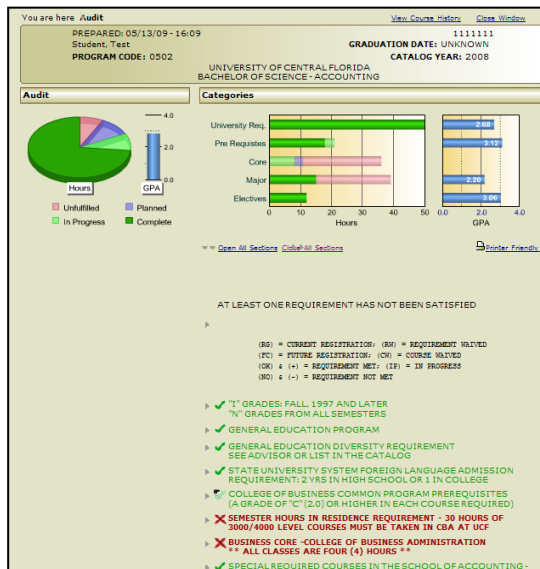
After clicking "Submit Report", the following message will appear:



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.



Sample undergraduate degree audit:



Sample graduate degree audit:

PREPARED: 06/30/09 - 10:05	1111111
Student, Test	GRADUATION DATE: UNKNOWN
PROGRAM CODE: 2105M	CATALOG YEAR: 0705
UNIVERSITY OF CENTRAL FLORIDA MASTER OF SCIENCE IN CRIMINAL JUSTICE	
----- AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED -----	
<p>(RG) = CURRENT REGISTRATION; (RW) = REQUIREMENT WAIVED (FC) = FUTURE REGISTRATION; (CW) = COURSE WAIVED (OK) & (+) = REQUIREMENT MET; (IP) = IN PROGRESS (NO) & (-) = REQUIREMENT NOT MET</p>	
<p>OK "I" GRADES: FALL, 1997 AND LATER "N" GRADES FROM ALL SEMESTERS EARNED: 2 SUB-GROUPS</p>	
<p>NO GRE SCORES, GMAT SCORES AND ENTRY GPA --> NEEDS: 1 SUB-GROUP</p>	
<p>- 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</p>	
<p>----- STUDENTS TAKING COURSES IN POST BAC STATUS HAVE A LIMIT OF 9 SEM HRS WHICH CAN BE TRANSFERRED INTO A GRAD PROGRAM. -----</p>	
<p>MINIMUM GPA IN GRAD PROGRAM OF STUDY IS 3.0. SEE GRADUATE CATALOG AT WWW.GRADUATE.UCF.EDU FOR ACADEMIC POLICIES.</p>	

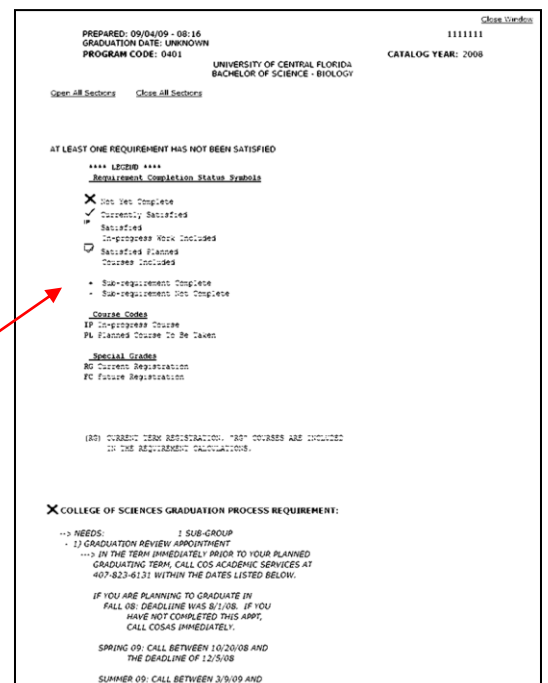
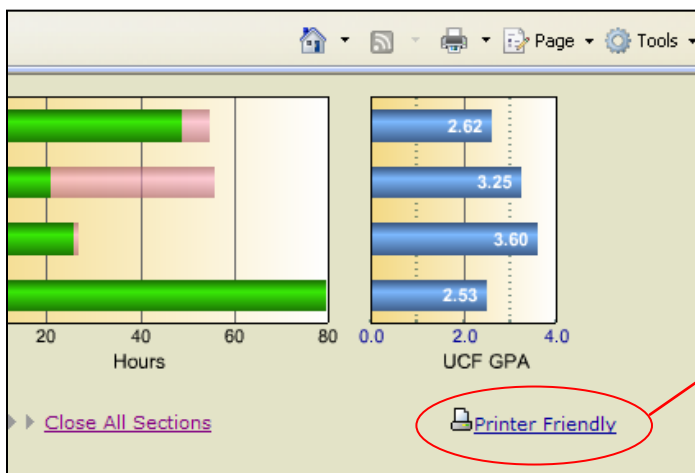
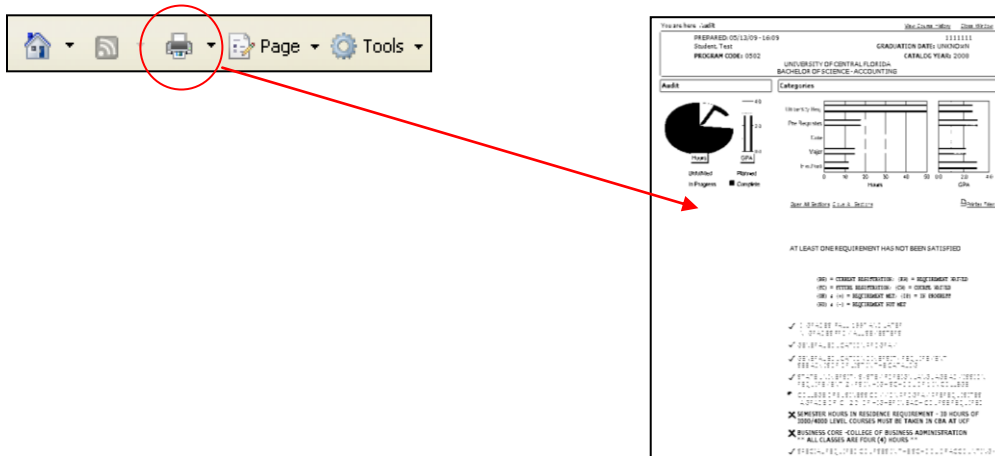
Printing Degree Audits

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.

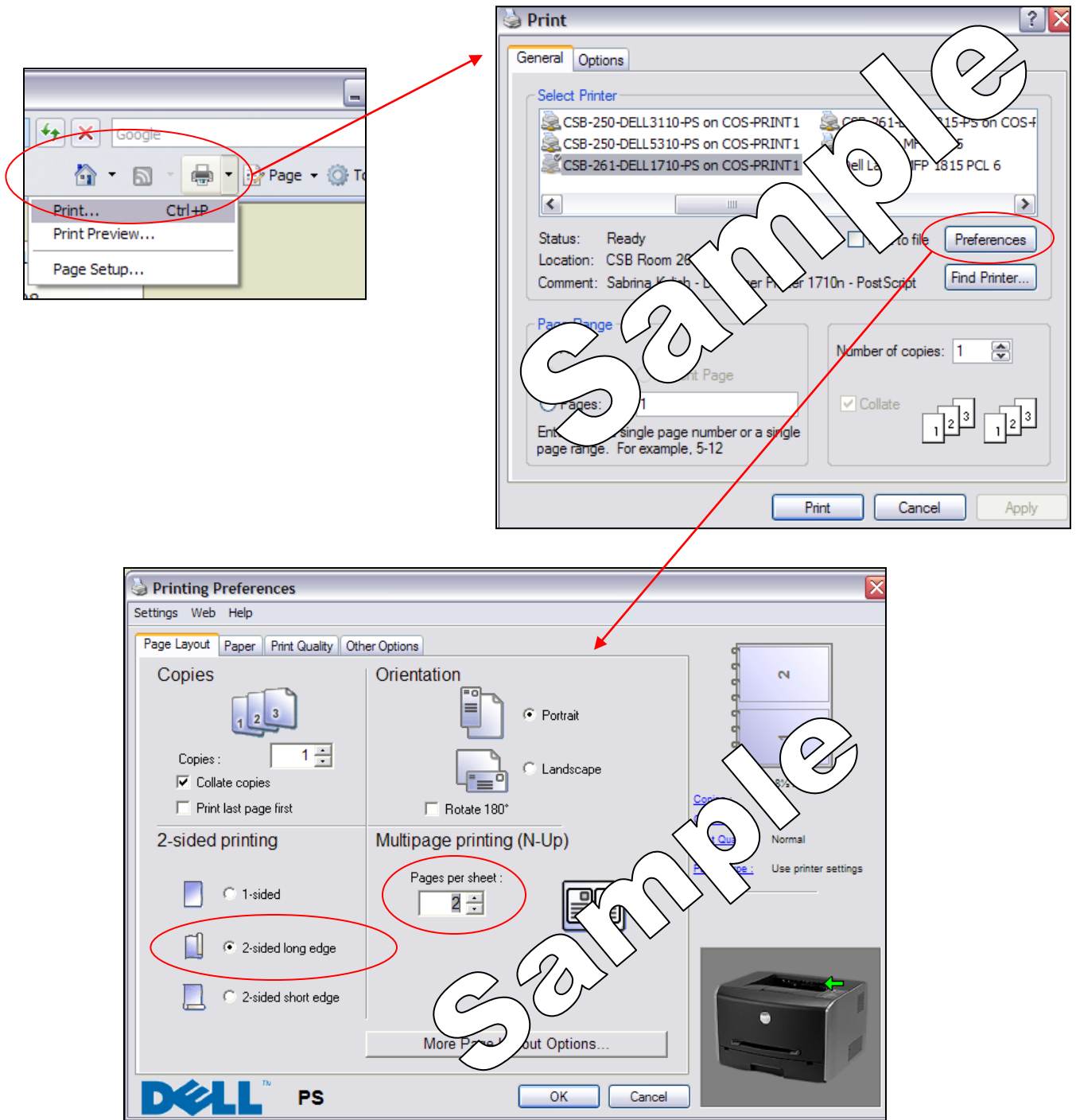
Here are some examples of printing an undergraduate degree audit using Internet Explorer as the web browser:



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	2.25
Prerequisites	~20	2.00
Major	~80	2.51
Electives	~20	2.51

Hours Required for Degree: 120
UCF GPA: 2.51

Legend: Unfulfilled (red), In Progress (green), Planned (blue), Complete (purple)

[Open All Sections](#) [Close All Sections](#) [Printer-Friendly](#)

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, BL 301, 823-2141
- ✗ UNDERGRADUATE ADVISING COORDINATOR: DR. FRANK LOGIUDICE
- ✗ BIOLOGY@UCF.EDU
- ✗ [HTTP://WWW.COS.UCF.EDU/BIOLOGY/](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 CHEM2040, 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 A 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

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 degree audits
- I experience an error when I use the myUCF link to access student degree audits

Academic Advisor (Undergraduate/Graduate)

Contact information for your academic advisor is available from your college academic advising office or graduate program office.

UCF academic advisors 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:

```
▼▼ Open All Sections ▶▶ Close All Sections  Printer friendly  
ERQ2W: ?????????????????????????????????????????????????????????????????????????  
-->ERROR: BQ09S: NO REQUIREMENT HSAFAJR :  
-----> ANALYSIS TERMINATED - SEE REASON ABOVE
```