How to Run an Honors Degree Audit (DARS Report)

1. Log in to Banweb: [https://banweb.pdx.edu](https://banweb.pdx.edu) (also available from myPSU)
2. Click the Student Services tab and choose **DARS- Degree Audit Reporting System**
3. Click on **Submit an Audit**
4. Under Select College/School, choose **Not declared/Not applicable**
5. Select your degree type
6. Under Selected Major/Minor/Certificate select **University Honors Program**
7. Select your catalog year (the year you entered PSU) and run analysis
8. Choose **View submitted audits**
9. When your audit appears, click **view link**

Meet with Leena Shrestha, the Honors Academic Adviser, for any questions regarding your DARS.

[leens@pdx.edu](mailto:leens@pdx.edu)

Drop in hours for spring term: M & T 9-12 in UHP 207.

Make an appointment: 503-725-4005

If your major is incorrect on the Honors DARS:

- Have you submitted a Major Change Form? Found online at: [http://www.pdx.edu/registration/admissions-registration-and-records-forms](http://www.pdx.edu/registration/admissions-registration-and-records-forms)

- If you see your major listed correctly on your student account but not on your Honors DARS you will need to contact the Honors Program Office to have this updated on your Honors DARS.

- If you have two majors, only your first major will be listed on the Honors DARS. To run an audit for your second major, Under Select College/School choose the College or School applicable for your second major and continue making selections for your major. This DARS will not accurately reflect your Honors or University requirements, only requirements for your second major.