How to use the Degree Audit Reporting System (DARS)

How to access DARS online:
- Log into your PSU student account in Banweb
- Find and select the Student Services tab
- Find and select the DARS - Degree Audit Reporting System link
- Find and select the Submit an Audit link

You can run 4 types of audits using DARS:

1. **To run an audit for a specific Major and Degree type:**
   1. Select the institution (PSU-Undergraduate or Post-Bac or Graduate)
   2. Find and select the College or School that houses your Major
   3. Find and select your Degree
   4. Find and select your Major
   5. Find and select your appropriate catalog year
   6. Click Run Analysis
   7. Make sure to click View Submitted Audits!
   8. Click Refresh the List occasionally until your audit appears on the list
   9. Click on your audit under the View Link column
   10. Click View a Printer Friendly Report, then print, or right-click and choose Save as... to save as a file.

2. **To access your Transfer Evaluation Report:**
   1. Select the institution (PSU-Undergraduate or Post-Bac or Graduate)
   2. Find and select the College Not Declared/Not Applicable
   3. Find and select the Degree Bachelors
   4. Find and select the Major Undeclared/Unknown
   5. Find and select the appropriate catalog year

   6. See steps 6-10 of section one

3. **To run an audit for a Minor or 2nd Major:**
   1. Select the institution (PSU-Undergraduate or Post-Bac or Graduate)
   2. Find and select the appropriate College or School that houses your Minor
   3. Find and select the Degree Non Degree
   4. Find and select the appropriate minor or 2nd major
   5. Find and select the appropriate catalog year

   6. See steps 6-10 of section one

4. **To run an audit for a Certificate:**
   1. Select the institution (PSU-Undergraduate or Post-Bac or Graduate)
   2. Find and select the appropriate College or School
   3. Find and select the Degree Certificate
   4. Find and select the appropriate certificate
   5. Find and select the appropriate catalog year

   6. See steps 6-10 of section one
DARS FAQs

Which College or School should I select?
There are eight Colleges and Schools within Portland State University that offer degrees. The College of Liberal Arts and Sciences houses the majority of undergraduate majors, including Psychology, World Literature and Languages, and Biology. Business majors are in the School of Business Administration and the Political Science major is in the College of Urban and Public Affairs (which houses the Hatfield School of Government). To find out which College/School your major is in, go to http://www.pdx.edu/admissions/programs-majors?level=undergrad.

What catalog year (PSU Bulletin) do I select?
A student may use the requirements from any catalog (PSU Bulletin) starting with the first year they attended an accredited higher education institution in the United States. However, the catalog requirements are valid for seven years, including the catalog year chosen. For example, if you are eligible to use the requirements from the PSU bulletin 2010-11, you must plan on finishing all of your undergraduate requirements by the end of the 2016-17 Academic Year (in other words, by Summer 2017). If you were not able to finish your graduation requirements within the 7 years, you would need to choose a more recent catalog year.

The catalog requirements you select could have a significant impact on your academic program at PSU. Please consult with your academic adviser (www.pdx.edu/advising/advising-locations) to determine the best catalog year to select. For more information click on the HELP icon from the Submit an Audit menu of the DARS – Degree Audit Reporting System, or look up “Catalog Eligibility” in the PSU Bulletin.

How is a transfer evaluation different than a DARS audit?
Transfer Evaluation Reports are provided to all transfer students upon admission to Portland State. This report shows how the classes you have taken at other colleges/universities have transferred to PSU and lists the equivalent PSU courses. For information on how to read your t-eval, visit www.pdx.edu/advising/transfer-evaluation-reports

What does an “Error” message mean?
An error message that states “ERROR – Audit Report Not Authorized for This Program,” indicates that the particular major has not been approved and/or added to the Degree Audit Reporting System at this time.

What should I do if my University Studies Placement isn’t set?
If you see a message on the audit that says, “Your University Studies Placement is not set,” send an email to ASKDARS@PDX.EDU. Include your name and student ID number and a message explaining that your UNST placement needs to be set.

If you have any additional questions about your DARS or Transfer Evaluation report, please email ASKDARS@PDX.EDU.

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