Degree Audit Reporting System (DARS) Visual Tutorial

Getting Started

Log into Banweb and select the DARS – Degree Audit Reporting System link under the Student Services tab.

Select 'Submit an Audit' to run a degree audit or select ‘View Submitted Audits’ to see audits ran in the last 30 days.

Select Your Audit Level

Click to select your audit level; Undergraduate/Post Bac or Graduate.
Select Your Program, Catalog Year and Format

Request an Audit

- Select a Program:
  - Choosing a degree program here will not change your declared degree program.
  - Click to select your Degree Program; the list includes majors, minors, and certificates.
  - Tip: Select ‘Transfer Evaluation Report’ to see how your transfer courses apply to the general requirements for a baccalaureate degree at PSU.

- Select your catalog year:
  - Click to select your catalog year; the requirements in any Bulletin (catalog) are valid for seven years.

Run Audit  Cancel

Additional Navigation

- Select to run a new audit for your existing audit level; this will take you to the page to select a degree program, catalog year, and format.
- Select ‘Request New’ to run a new audit for your existing audit level or select ‘Manage’ to see a list of audits ran in the past 30 days.
- Select ‘Select Audit Level’ to select a new audit level, Undergraduate/Post Bac or Graduate; select ‘Help’ for more information about DARS; or select ‘Log Out’ to exit DARS.
Manage (View) Audits

**Completed Audit Requests**

Listed below are audits that have been previously run in the last 30 days. Select "View Audit" to look at an audit from the list. Select "Run Audit" to generate a new audit request.

<table>
<thead>
<tr>
<th>View</th>
<th>Instcd</th>
<th>Program</th>
<th>Catalog Year</th>
<th>Created</th>
<th>Format</th>
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Select ‘View Audit’ to look at the previously run audit.