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 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”.

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The text is clear and understandable, and the page is well-organized with bullet points and a flowchart for guidance. The use of images and screenshots helps illustrate the process, making it easier for readers to follow along and understand the instructions.
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 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: