

How to use the Degree Audit Reporting System (DARS)

How to access DARS online:

- Log into the PSU Information System (<http://banweb.pdx.edu>)
- Click **Student Services** from the menu
- Click **DARS – Degree Audit Reporting System**
- Click **Submit an Audit** (from this page, you may use the **HELP** link in the upper right corner to access the information listed below)

You can run 4 types of audits using DARS:

1. To run an audit for a particular Degree and Major:

1. Find and select the College or School that houses your Major
2. Find and select your Degree
3. Find and select your Major
4. Find and select your appropriate catalog year
5. **Click Run Analysis**
6. **Make sure to click View Submitted Audits**
7. **Click Refresh the List occasionally until your audit appears on the list**
8. **Click on the audit under the View Link column**
9. **Click View a Printer Friendly Report, then print**

2. To access your Transfer Evaluation Report:

1. Find and select the College **Not Declared/Not Applicable**
2. Find and select the Degree **Bachelors**
3. Find and select the Major **Undeclared/Unknown**
4. Find and select the appropriate catalog year
5. **See steps 5-9 of section one**

3. To run an audit for a Minor or 2nd Major:

1. Find and select the appropriate College or School that houses your Minor
2. Find and select the Degree **Non Degree**
3. Find and select the appropriate minor or 2nd major
4. Find and select the appropriate catalog year
5. **See steps 5-9 of section one**

4. To run an audit for a Certificate:

1. Find and select the appropriate College or School
2. Find and select the Degree **Certificate**
3. Find and select the appropriate certificate
4. Find and select the appropriate catalog year
5. **See steps 5-9 of section one**

DARS FAQs

Which College or School should I select?

There are seven (out of eight) Colleges and Schools within Portland State University that offer undergraduate degrees. The College of Liberal Arts and Sciences houses the majority of undergraduate majors, for example Psychology, Foreign Languages, and Biology. Business majors are in the School of Business Administration. And the Social Work major is in the School of Social Work. To find out which College/School houses your major, go to www.pdx.edu/admissions/undergraduate-programs.

What catalog year (PSU Bulletin) do I select?

A student may use the requirements from any catalog (PSU Bulletin) starting with the first year s/he attended an accredited higher education institution in the United States. The catalog requirements are valid for seven years, including the catalog year chosen. For example, if you want to use the requirements from the PSU bulletin 2003-04, you must plan on finishing all of your undergraduate requirements by the end of Summer term 2010.

The catalog requirements you select could have a significant impact on your academic program at PSU. Please consult with your academic advisor to determine the best catalog year to select. For more information click on the **HELP** icon from within 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 mailed 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.

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 for release to the Web 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 indicating 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.