Performing a Degree Audit

An Essential Tool for all Undergraduates

Run your degree audit often, and especially at times when you need to confirm your status—to check degree progress, to confirm AP or transfer credit, and before all registration periods. This is an essential tool to monitor your progress towards completing all college and major requirements. You may also run a “What If” audit to see how your courses would count towards any specific major or degree.

Here’s how to run your audit:

• Log into the PORTAL
• Select the BANNER icon (top right)
• Select STUDENT SERVICES
• Select STUDENT ACADEMIC RECORDS
• Select DARSWeb (third from bottom)
• Select SUBMIT AN AUDIT
• Select RUN AUDIT
• Select VIEW SUBMITTED AUDITS (hit Refresh the List if you don’t see results)
• Select the degree listed under VIEW LINK

Here’s how to run a “WHAT IF” audit:

• Log into the PORTAL
• Select the BANNER icon (top right)
• Select STUDENT SERVICES
• Select STUDENT ACADEMIC RECORDS
• Select DARSWeb (third from bottom)
• Select SUBMIT AN AUDIT
• Select WHAT IF audit
• SELECT DEGREE from pull-down menu
• SELECT MAJOR from pull-down menu
• Select CURRENT TERM from pull-down menu (default, and best in most cases)
• Select RUN ANALYSIS
• Select VIEW SUBMITTED AUDITS (hit Refresh the List if you don’t see results)
• Select the degree listed under VIEW LINK