Degree Audit FAQ

1. *What is a degree audit?*
   A degree audit provides the student and advisor an analysis of degree requirements for a particular degree, major, minor, or concentration. The degree audit matches a student's UNCP, transfer, and in-progress courses against the requirements for a program. It is a tool to assist the student and advisor in monitoring the student's progress towards a degree. The degree audit is an internal document for advising purposes and is **NOT** an official document of your academic record.

2. *What is DARS?*
   DARS is an acronym for the Degree Audit Reporting System. It is the computer-based degree audit system which was developed by Miami University in Oxford, Ohio.

3. *How do I request a degree audit?*
   Degree audits may be accessed though BraveWeb.
   a. Log in your BraveWeb account
   b. Click on "Student Services and Financial Aid"
   c. Click on "Student Records"
   d. Click on "DARSWeb"
   e. Click on "Submit An Audit"
   f. Click on "Run Audit"
   g. Click on "View Submitted Audit"
   h. Click on the degree program link and view your audit

4. *Can I request an audit if I have not declared that major?*
   Yes, to request an audit that is not defined as your degree program you may select the "What If" option. This can be accessed through BraveWeb:
   a. Log in your BraveWeb account
   b. Click on "Student Services and Financial Aid"
   c. Click on "Student Records"
   d. Click on "DARSWeb"
   e. Click "Submit An Audit"
   f. Click "What If"
   g. Highlight College/School and click "Select"
   h. Highlight Degree Program and click "Select"
   i. Highlight Major and click "Select"
   j. Highlight CatLyt (catalog year) and click "Select"
   k. Click on "Run Analysis"
   l. Click on "View Submitted Audits" (you may have to click on "Refresh the List" before proceeding)
   m. Click on the degree program link and view your audit(s)
   n. Note: this feature is not functional for major with attached concentration(s)

5. *How do I read a degree audit?*
   The trick to reading the degree audit is to scan the "OK" and "NO" column on the far left side of the audit. All requirements that are complete will have an "OK". Incomplete requirements will have a "NO". You can click on the box next to the "OK" or "NO" and the audit will take you directly to that requirement within the body of the audit. You may also use the scroll bar on the right side of the audit to navigate through the audit

6. *When I try to run a degree audit I get the following error message - "Degree Program Not Defined"?*
   A "Degree Program Not Defined" error message means that your major and/or catalog year are not correct in our system or the degree program is not defined. Please contact the Office of the Registrar to report this error.

7. *How do I interpret the catalog year at the top of the degree audit?*
   With the exception of the fall semester the catalogue year is the academic year plus the semester as represented by 20, 30, and 40. Terms in our Banner system are by academic year then a 20 for spring, 30 for summer I and 40 for summer II. For example 200830 would be Summer I 2008, 200820 would be Spring 2008
   For the fall semester the catalogue year is the academic year minus one plus the semester as represented by 10. For example 200810 would be Fall 2007, 200910 would be Fall 2008.

8. *What do I do if there is an error on my degree audit?*
   Contact the Office of the Registrar.

9. *I am thinking about changing majors, can I get a degree audit that shows how my courses will fit into the new major?*
   Yes, DARS gives you the opportunity to see how courses that you have taken could apply to different requirements in a different degree programs. This is called a "What-If" audit and may be obtained through BraveWeb.
   1. After clicking on "Submit An Audit"
   2. Click on "What-If"
   3. Select a college, degree, major, and catalog year from the drop down menus
   4. Click on "Run Analysis"
   5. Click on "View Submitted Audit"
   6. Click on the degree program link and view your audit

   The "What-If" audits will not print out minors or concentrations.

10. *Can I print my degree audit from BraveWeb?*
    Yes, just click on "Review a Printer Friendly Report" at the top of your audit and print.