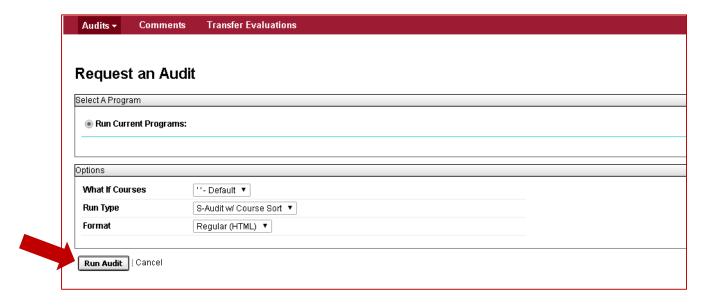
Requesting a Degree Audit in Self Service

DARS Self-Service

Steps

Follow these steps to run a degree audit.

1. Click Run Audit button for Current Program with default settings



2. The message "updating every 3 seconds" should display

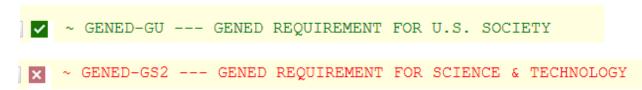
Last updated at 3:36:22 PM Six updating every 3 seconds (stop) 3. In seconds, audits will appear in the list of **Completed Audit Requests** with the most recent at the top of the list



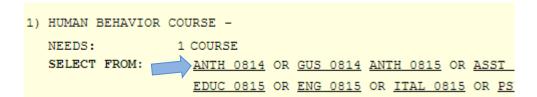
 Click on the "View Audit" link to open audit (take note of the "Created" date/time)

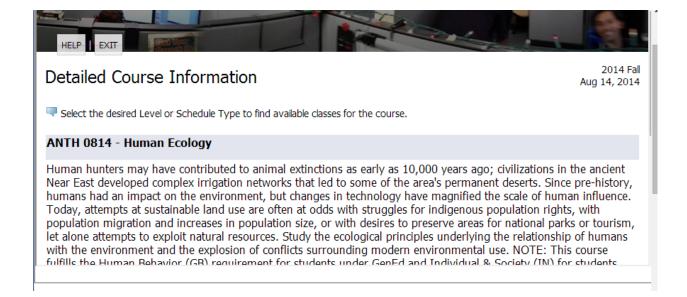


- 5. All sections of the Interactive Audit will be open automatically.
- 6. Requirements and sub-requirements that are complete will be indicated by a green check mark symbol. Incomplete requirements and sub-requirements will be indicated by a red X.



7. To view the course description for a specific course in the audit, click on the course number link. A new window containing information about the course will open.





8. Click on the Course History tab to view your academic history and registered courses.



- a. You can filter your course information by clicking on the interactive bar graphs or by the drop down menus for term and grade.
- Should there be transfer coursework, AP, or IB credit in your academic history, it will display on this page. Click on **Transfer Evaluations** in the menu bar to view.

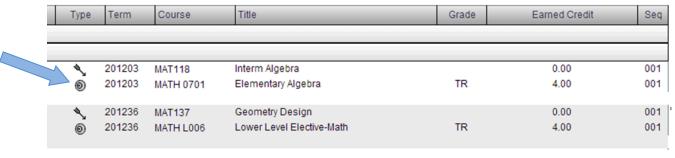
Transfer Coursework

Coursework transferred from other institutions



Temple Course

10. Each course in the **Transfer Coursework** list will be marked with a symbol in the **Type** column, identifying it as either a transfer course or the Temple equivalent.





11. To log out, scroll to the right, click on the cog wheel icon, and select "log out":

