

# HOW TO READ A DARS REPORT

A tutorial for undergraduate Harpur College students



**BINGHAMTON**  
UNIVERSITY  
STATE UNIVERSITY OF NEW YORK

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# WHAT IS THE DARS REPORT?

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- ✘ DARS stands for Degree Audit Reporting System.
- ✘ The DARS report is a tool to assist you in determining requirements for graduation.
- ✘ The DARS *does not* replace your Harpur Academic Advisor. We encourage you to meet with a Harpur advisor at least once a semester to determine your academic progress.

# COMMON DARS SYMBOLS

<b>+</b>	Requirement complete or in progress
<b>-</b>	Requirement incomplete
<b>IP</b>	In-progress coursework
<b>TR</b>	Transfer credit
<b>RP</b>	Repeated course number
<b>D</b>	Duplicate Course. Credit will not be granted
<b>OK</b>	Requirements complete in category
<b>NO</b>	Requirements incomplete in category

# RUNNING A DARS REPORT

- × **STEP 1:** log-on to the BU Brain at <http://bubrain.binghamton.edu>.
- × **STEP 2:** Left click on the “Student” tab and then “Student Records”.

The screenshot shows the BU Brain website interface. At the top, there is a navigation menu with tabs for Home, My Information, Records Access, Student, Your Records, Faculty & Staff, and Help. The 'Student' tab is circled in blue. Below the menu is a search bar with a 'Go' button and links for RETURN TO MENU, SITE MAP, and HELP. The main content area is titled 'Student Tools' and contains several sections: 'Registration' with a description and a link to 'online resource'; a red text announcement about summer session registration starting on Monday, March 7th; another red text announcement about fall 2011 time tickets available by Monday, March 28th; and 'Student Records' which is circled in blue, with a description 'View your holds, grades and transcripts.'

Home My Information Records Access **Student** Your Records Faculty & Staff Help

Search  Go RETURN TO MENU SITE MAP HELP

## Student Tools

### Registration

Check your registration status, class schedule and add or drop classes.  
For a detailed explanation of registration error messages view our [online resource](#).

Registration for summer session begins on Monday, March 7th. For summer dates and deadlines please click [here](#).

Fall 2011 time tickets will be available on by the close of business Monday, March 28th. Graduate student registration will begin on Thursday, March 31st. Undergraduate registration will begin on Friday, April 1st.

### **Student Records**

View your holds, grades and transcripts.

# RUNNING A DARS REPORT CONTINUED

× **STEP 3:** Click on “Review Your DARS”.

[Home](#) [My Information](#) [Records Access](#) [Student](#) [Your Records](#) [Faculty & Staff](#) [Help](#)

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#)

## Student Records

### [Review Your DARS](#)

Review your degree audit using the Banner DARS tool.

DARS will be unavailable beginning Tuesday, May 17th and will be turned back on at 9am on Tuesday, May 31st.

### [Final Grades](#)

View your final grades.

Grades for the Spring 2011 term will be rolled to the student record on May 17th, May 20th, May 24th, and May 27th.

Term GPA's will be calculated by the close of business on Friday, May 27th.

# RUNNING A DARS REPORT CONTINUED


× **STEP 4:** Click “Submit an Audit”.

[Home](#) [My Information](#) [Records Access](#) [Student](#) [Your Records](#) [Faculty & Staff](#) [Help](#)

Search

[RETURN TO STUDENT MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## DARS - Degree Audit Reporting System

 Click Run Audit to run an audit against your latest degree program. If you need to run your audit for a previous degree program, click the arrow key to select from your degree program records.

[Submit an Audit](#)

Run a Degree Audit (DARS).

[View Submitted Audits](#)

Choose from a list of previously submitted audits.

RELEASE: 8.3

# RUNNING A DARS REPORT CONTINUED

× **STEP 5:** Click on “Run Audit”

The screenshot shows a web application interface with a navigation bar at the top containing links for Home, My Information, Records Access, Student (highlighted), Your Records, Faculty & Staff, and Help. Below the navigation bar is a search field with a 'Go' button and a set of links: RETURN TO DARS MENU, SITE MAP, HELP, and EXIT. The main heading is 'Submit Audit'. An information icon is followed by the text: 'Click Run Audit to run an audit against your latest degree program. If you need to run your audit for a previous degree program, click the arrow key to select from your degree program records.' Below this is a 'Select Degree Program:' label followed by a dropdown menu showing 'Latest (all)' and another dropdown menu showing 'List All Requirements'. To the right of these is a 'Run Audit' button, which is circled in red. Below this section is a 'What-If Analysis' section with a light blue background, containing the text 'Find out how your courses would apply if you changed majors.' and a 'What-If?' button. At the bottom left, the text 'RELEASE: 7.3' is displayed.

Home My Information Records Access **Student** Your Records Faculty & Staff Help

Search   [RETURN TO DARS MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## Submit Audit

Click Run Audit to run an audit against your latest degree program. If you need to run your audit for a previous degree program, click the arrow key to select from your degree program records.

Select Degree Program:

### What-If Analysis

Find out how your courses would apply if you changed majors.

RELEASE: 7.3

# RUNNING A DARS REPORT CONTINUED

× **STEP 6:** Click on “View Submitted Audits”

The screenshot displays a web application interface with a navigation menu at the top containing links for Home, My Information, Records Access, Student, Your Records, Faculty & Staff, and Help. Below the menu is a search bar with a 'Go' button and a navigation area with links for RETURN TO DARS MENU, SITE MAP, HELP, and EXIT. A central message box states: 'Your audit has been submitted. Please allow up to 5 minutes for the audit to finish.' Below this message, the text 'view submitted audits' is circled in green, and 'Submit another DARS Report' is visible below it. The footer of the page reads 'RELEASE: 7.3'.

Home My Information Records Access **Student** Your Records Faculty & Staff Help

Search   RETURN TO DARS MENU SITE MAP HELP EXIT

Your audit has been submitted.  
Please allow up to 5 minutes for the audit to finish.

[view submitted audits](#)  
[Submit another DARS Report](#)

RELEASE: 7.3


# RUNNING A DARS REPORT CONTINUED

- × **STEP 7:** Click on “Refresh the List” until your name appears on the screen.

Home My Information Records Access **Student** Your Records Faculty & Staff Help

Search   [RETURN TO DARS MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## View DARS Audits

 Below is a list of available audits at this time. If you do not see the audit that you just submitted, please wait a few minutes for it to finish and then click "Refresh the List". It may several moments before an audit is viewable.

**Current Audits**  
Audits will automatically be deleted after 14 days

[Refresh the List](#)

Date	Name	View Link	Delete
Apr 19, 2011 03:23pm	Ashley A. Serbonich	<a href="#">Anthropological Perspectives Program</a>	Delete

- × **STEP 8:** Click on the link indicating your major.

# VIEWING THE DARS

- ✘ There are many ways to view the report, but we recommend clicking on “View A Printer Friendly Report”.

Home My Information Records Access **Student** Your Records Faculty & Staff Help

Search   [RETURN TO DARS MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

## View Audits

**Important!** This audit is **not an official document.**

Audits are only produced for Undergraduate Current or Continuing Matriculated student.

If you have questions about the content of your audit, please see your advisor.

[View a Printer Friendly Report](#)  
[Return to Audit List](#)

PREPARED: 04/19/11 - 15:23

PROGRAM CODE: 401  
BA Anthro

HARPUR COLLEGE  
Dbl Major:None Dbl Pgm:None  
Progress Toward Degree

# VIEWING THE DARS

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- ✘ Harpur College students' DARS report are separated into three sections:
  - + General Education Requirements
  - + Harpur College Requirements
  - + Major Requirements
- ✘ Students must complete all three sections to graduate

# VIEWING THE DARS

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- ✘ The following slides further explain how to read General Education, Harpur College and major requirements on DARS.
- ✘ Please note this is a sample DARS and does not include information that is specific to your catalog year and requirements.

# GENERAL EDUCATION REQUIREMENTS

# INFORMATION

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- ✘ Students follow the General Education requirements in effect for their catalog year. A student's catalog year is the academic year in which he or she matriculates at Binghamton University.
- ✘ Your DARS will show which requirements you have completed/are currently completing and those that are remaining.

# GENERAL EDUCATION REQUIREMENTS

The “No” indicates that one or more requirements in this category are not complete.



A minus (-) sign indicates that a requirement is not complete



A plus (+) sign indicates that a requirement is complete or in progress.



NO	General Education Requirements #1 - #9						
+	1: One Composition course fulfilled C course may be used in one other req't - if applicable J course may be used to fulfill the Oral Communication req't and one other req't - if applicable						
(C )	ENG	110	3	TR	[BING EQUIV = ENG	]	
(J )	WRIT	111	4	IP			
+	2: One Oral Communication course fulfilled O course may be used in one other req't--if applicable J course may be used in one other req't--if applicable						
(O )	HDEV	105	2	A	(J )	WRIT	111 4 IP
-	3: One course in Pluralism required (P)						
+	4: One Global Interdependencies course fulfilled (G)						
(G )	MDVL	101	4	IP			
+	5: One Laboratory Science course fulfilled (L)						
(L )	BIOL	117	4	A-			

# GENERAL EDUCATION REQUIREMENTS

As shown here, there are multiple ways to satisfy the physical activity and wellness requirement.

Please note that it is possible to fulfill the foreign language requirement through high school coursework, as indicated here.

◀ NO 10: Physical Activity/Wellness requirement

May be fulfilled in the following ways:

1 cr Activity (Y) & 1 cr Wellness (S)

1 cr Activity/Wellness (B) & 1 cr Activity (Y)

1 cr Activity/Wellness (B) & 1 cr Wellness (S)

2 credits Activity/Wellness (B)

Activity (Y) Courses

Wellness (S) courses

Both Activity & Wellness (B) courses

OK 11: Foreign Language requirement fulfilled with High School course work or exam credit.

# HARPUR COLLEGE REQUIREMENTS

# INFORMATION

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- ✘ Students follow Harpur College requirements in effect for their catalog year. A student's catalog year is the academic year in which he or she matriculates at Binghamton University.
- ✘ Your DARS will show which requirements you have completed/are currently completing and those that are remaining.

# HARPUR COLLEGE REQUIREMENTS

Harpur College students are required to complete letters A, B, & C as indicated on the next two slides.

Harpur students must complete one of the three writing combinations listed here.

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*****
HARPUR COLLEGE REQUIREMENTS
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=====
NO      A. Harpur College Upper-Level Requirement
-
      44 upper-level credits required
      (courses numbered 300 or above)
      NEEDS:      44 HOURS
=====
NO      B:Harpur Writing: Choose 1 of the following 3 combinations
      B1: Two 'C' or 'J' courses and 3 W courses required

+      'C' or 'J' courses
      (C ) ENG   110      3  TR      [BING EQUIV = ENG      ]
      (J ) WRIT  111      4  IP
-
      Three 'W' courses
      (HW ) ENG   283A     4  A-
=====
NO OR   B2: Three 'C' or 'J' courses and one 'W' course required

-      Three 'C' or 'J' courses
      (C ) ENG   110      3  TR      [BING EQUIV = ENG      ]
      (J ) WRIT  111      4  IP
+
      One 'W' course
      (HW ) ENG   283A     4  A-
-----
NO OR   B3: Four 'C' or 'J' courses required

-      Four 'C' or 'J' courses
      (C ) ENG   110      3  TR      [BING EQUIV = ENG      ]
      (J ) WRIT  111      4  IP
=====

```

# HARPUR COLLEGE REQUIREMENTS

This indicates the number of credits you have remaining for graduation.

Your cumulative Binghamton University GPA is posted here.

This shows your progress towards the residency requirement for Harpur College.

NO C. Total credit hours: minimum 126 credits required  
(2.00 GPA required for graduation)

EARNED: 21 HOURS  
IN-PROCESS: 17 HOURS  
--> NEEDS: 88 HOURS

+R

3.828 GPA

-R Minimum 44 credits in Harpur College required

IN-P ----> 14 HOURS TAKEN  
17 HOURS

(L )	BIOL	117	4	A-	CHEM	100	4	A	
(HW )	ENG	283A	4	A-					
(O )	HDEV	105	2	A	>>MATCHED AS:	HARP	101A		
(M )	MATH	221	4	IP		BIOL	118	4	IP
(G )	MDVL	101	4	IP	(J )	WRIT	111	4	IP
	WRIT	100	1	IP					

NEEDS: 13 HOURS

# HARPUR COLLEGE LIMITS

There are limits to particular types of coursework or credits for Harpur College students. Please note the following rules:

- \* TOTAL TRANSFER CREDIT HOURS  
(MAXIMUM OF 96 TOWARD THE DEGREE)

7 HOURS TAKEN

Students will not receive credit for more than:

- \* 8 credits of UNIV;
- \* 2 credits of CEO;
- \* 10 combined credits of HWS (formerly HPE & HPEY) & CEO courses;
- \* 16 credits of Independent Study;
- \* 8 credits of Internship;
- \* 8 credits of Teaching Practica;
- \* Combined total limit of 20 credits of Independent Study, Internship, HWS (formerly HPE) and Teaching Practica;
- \* 16 credits of developmental courses;
- \* 32 non-liberal arts credits

CREDIT WILL BE REMOVED for any course(s) which exceed these limits.

If you have any course(s) which fall into these categories, they will be listed below:

# MAJOR REQUIREMENTS

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# INFORMATION

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- ✘ Students follow the major requirements in effect for their catalog year. A student's catalog year is the academic year in which he or she matriculates at Binghamton University.
- ✘ Students **must** declare their major with the academic department.
- ✘ Please see your faculty advisor with questions regarding major requirements.

# MAJOR REQUIREMENTS

Every major has its own policies and requirements. Please visit your departmental faculty advisor for questions regarding the major.

Course requirements for the major are listed here. Requirements which are complete, in progress, or incomplete are noted on the DARS report.

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-----PART TWO: THE MAJOR-----
                                ENGLISH MAJOR
                                http://english.binghamton.edu
The English Department answers all questions about the major.
The department is located in Library North room 1149.

Students must earn a C- or better for courses to count toward
the major.

Discretionary P/F coursework does not count toward the major.
.....
NO      ENGLISH

+      A: One course in British literature to 1600 fulfilled
      (WH ) ENG   227      4  IP

-      B: One course in British literature 1660-1900 required
      SELECT FROM: ENG   228,250,260,350 TO 369

-      C: One course in American literature to 1920 required
      SELECT FROM: ENG   270,272,370 TO 379

+      D: One Shakespeare course fulfilled
      (HW ) ENG   245      4  B+

-      E: One course in literary theory required
      SELECT FROM: ENG   310,320

-      F: Four upper level English electives required
      (HW ) ENG   300N      4  A-      (HW ) ENG   300P      4  A-
      SELECT FROM: ENG   300 TO 490,495,498,499  RHET  300
      TO 490,495,498,499  CW      300 TO 490,495,498,499

+      G: One intermediate/advanced elective course fulfilled
      (H ) COLI  230      4  B+      >>MATCHED AS: ENG   200M
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# CONTACT INFORMATION

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✕ For questions, please contact:

*Harpur Academic Advising, AB G18*

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