

HOW TO RUN A DEGREE AUDIT IN DARS

To track your academic progress any time or to print out an audit (as is required for all your advising appointments), here's how to run a degree audit:

1. From the top bar on ASU's main page (<http://www.asu.edu>), click "ASU Interactive"
2. Under "Current Students":
 - a. Click "View/Update Academic Records"
 - b. Click "Request/View Degree Audit (DARS)"
3. Log in to DARS using your ASURITE User ID and password
4. Click "Request New Audit"
5. In the "Audit Request" screen, you have two options:
 - a. If you already have a default program under "Run Default Programs Listed" and want to run that major and catalog year, simply click the "Submit a New Audit" box at the bottom of the page
 - b. If, however, you want to select a different program or a different catalog year, click the circle next to "Run Selected Program"
 - i. Under "Select a Letter," choose the first letter of the major you want to see (example: "E," for English)
 - ii. Under "Area of Interest," pick the major (example: "English")
 - iii. Under "Field/Specialization," pick the concentration/emphasis that you want within the major (for English: Creative Writing, Linguistics, or Literature)
 - iv. The "Degree Prog" (in other words, Degree Program) will fill in automatically from the info you have provided above
 - v. Under "Catalog Year," choose your preferred catalog year
 - vi. Click the "Submit a New Audit" box
6. The system then takes you back to the "View Audits" page, where you wait for the audit to appear under "Audits Completed"
 - a. Click "Open Audit"
 - b. Once in the audit, make sure to click "Open All Sections" before printing