HOW TO READ A DARS REPORT

A tutorial for undergraduate Harpur College students

Harpur Academic Advising

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WHAT IS THE DARS REPORT?

- 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

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>Requirement complete or in progress</td>
</tr>
<tr>
<td>-</td>
<td>Requirement incomplete</td>
</tr>
<tr>
<td>IP</td>
<td>In-progress coursework</td>
</tr>
<tr>
<td>TR</td>
<td>Transfer credit</td>
</tr>
<tr>
<td>RP</td>
<td>Repeated course number</td>
</tr>
<tr>
<td>D</td>
<td>Duplicate Course. Credit will not be granted</td>
</tr>
<tr>
<td>OK</td>
<td>Requirements complete in category</td>
</tr>
<tr>
<td>NO</td>
<td>Requirements incomplete in category</td>
</tr>
</tbody>
</table>
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”.

![Student Tools](image-url)
STEP 3: Click on “Review Your DARS”.

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”.

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
STEP 5: Click on “Run Audit”
STEP 6: Click on “View Submitted Audits”
**STEP 7**: Click on “Refresh the List” until your name appears on the screen.

**STEP 8**: Click on the link indicating your major.
There are many ways to view the report, but we recommend clicking on “View A Printer Friendly Report”.

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
HARPUR COLLEGE
PROGRAM CODE: 401
BA Anthro
Db1 Major: None Db1 Pgm: None
Progress Toward Degree
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

- 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.
INFORMATION

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

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

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

### GENERAL EDUCATION REQUIREMENTS

- **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
  
<table>
<thead>
<tr>
<th>C</th>
<th>ENG</th>
<th>110</th>
<th>3</th>
<th>TR</th>
<th>[BING EQUIV = ENG]</th>
</tr>
</thead>
<tbody>
<tr>
<td>J</td>
<td>WRIT</td>
<td>111</td>
<td>4</td>
<td>IP</td>
<td></td>
</tr>
</tbody>
</table>

- **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

<table>
<thead>
<tr>
<th>O</th>
<th>HDEV</th>
<th>105</th>
<th>2</th>
<th>A</th>
<th>(J ) WRIT 111</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4 IP</td>
</tr>
</tbody>
</table>

- **3:** One course in Pluralism required (F)

- **4:** One Global Interdependencies course fulfilled (G)

  | G     | MDVL | 101 | 4 | IP |                   |

- **5:** One Laboratory Science course fulfilled (L)

  | L     | BIOL | 117 | 4 | A- |                   |
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.
HARPUR COLLEGE REQUIREMENTS
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 students are required to complete letters A, B, & C as indicated on the next two slides.

Harpur College Requirements

<table>
<thead>
<tr>
<th>NO</th>
<th>A. Harpur College Upper-Level Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>44 upper-level credits required</td>
</tr>
<tr>
<td></td>
<td>(courses numbered 300 or above)</td>
</tr>
<tr>
<td></td>
<td>NEEDS: 44 HOURS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NO</th>
<th>B: Harpur Writing: Choose 1 of the following 3 combinations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>B1: Two 'C' or 'J' courses and 3 'W' courses required</td>
</tr>
<tr>
<td></td>
<td>+ 'C' or 'J' courses</td>
</tr>
<tr>
<td></td>
<td>(C ) ENG 110 3 TR [BING EQUIV = ENG ]</td>
</tr>
<tr>
<td></td>
<td>(J ) WRIT 111 4 IP</td>
</tr>
<tr>
<td></td>
<td>- Three 'W' courses</td>
</tr>
<tr>
<td></td>
<td>(HW ) ENG 283A 4 A-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NO OR</th>
<th>B2: Three 'C' or 'J' courses and one 'W' course required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Three 'C' or 'J' courses</td>
</tr>
<tr>
<td></td>
<td>(C ) ENG 110 3 TR [BING EQUIV = ENG ]</td>
</tr>
<tr>
<td></td>
<td>(J ) WRIT 111 4 IP</td>
</tr>
<tr>
<td></td>
<td>+ One 'W' course</td>
</tr>
<tr>
<td></td>
<td>(HW ) ENG 283A 4 A-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NO OR</th>
<th>B3: Four 'C' or 'J' courses required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Four 'C' or 'J' courses</td>
</tr>
<tr>
<td></td>
<td>(C ) ENG 110 3 TR [BING EQUIV = ENG ]</td>
</tr>
<tr>
<td></td>
<td>(J ) WRIT 111 4 IP</td>
</tr>
</tbody>
</table>
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.
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
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.
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
CONTACT INFORMATION

- For questions, please contact:

Harpur Academic Advising, AB G18
607-777-6305
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