

# BANNER/DARS DEGREE AUDIT REQUESTS AND EXCEPTIONS

## Last Revised October 21, 2009

### SZADARQ: Audit Request

For a "What If" audit select Degree/  
Program and enter Catalog Year

SGASTDN program displays; "Run Audit" if this is what you want. If you want a "What If," enter Degree/Program and Catalog Year (bottom of form)

Blank report option is normal. Pick M if you want to see "pseudo" titles. Pick L if you want to see all detail possible—all courses that fit a requirement or subrequirement will display

1. Enter ID or name; enter current term, and Next Block (Ctrl + Page Down). If degree/major desired appears in the top "Default" area, simply select **"Run Audit"** (bottom right)
2. If a "what if" audit with a different major is desired, select it using the **Degree/Program** drop down menu; then enter **Catalog Year Term**. Then **"Run Audit"** (bottom right)
3. After you run the Audit Request **"Run Audit,"** select **"Options"** (upper left) and **"View Audit"** (SZADARO)

### SZADARO: Audit View

ID	Student Name	Degree Program	Catlyt	BinstId	BinstCd	RunDate	RunTime	NCol
100000047	Student, Test A.	BS Applied Mathematical Science	200630			2009-03-20	17:25:04	W
100084586	Way, Old	BS Physics	200810			2009-03-20	17:24:34	W
100084586	Way, Old	BA Literatures and Cultures	200610			2009-03-20	17:21:41	W
100084586	Way, Old	BS Cognitive Sciences	200610			2009-03-20	17:21:40	W
100086963	Student, Example	BA Economics	200830			2009-03-18	15:07:10	W

1. Click on any field for student audit you are selecting, and select **"View Audit"** at bottom right. Alternatively, you can double click on the highlighted student. The audit will display in your web browser.
2. If the ID/name for the audit you ran has not displayed yet, Rollback (Shift + F7) to refresh.