DARSWEB AND INTERACTIVE AUDIT
FOR STUDENTS

Courses
● View Courses

Audits
● View Audit
● Request New Audit

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○ Run Update Option
○ What If Option

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○ Legend
○ Student Information
○ Planned Courses – Course Cart
○ Planned Courses – Step-by-Step Guide

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○ View Course History
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Logout
● Exit DarsWeb (My Rock Audit)

Contact Information for TroubleShooting

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View Courses:

- Select **View Courses**
- Click the Institutions drop down menu to make school selection, if applicable
- The course list displays all Slippery Rock University coursework plus courses transferred by institution

- Click on the underlined course name and you will be directed to another view of the selected course

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**Course**

*Student Number: TJR8854*  
*Student Name: RECORD, TEST DARWIN*

<table>
<thead>
<tr>
<th>Year Term</th>
<th>Course</th>
<th>R:Title</th>
<th>Credit</th>
<th>Grade</th>
<th>Title</th>
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<td>3.00000</td>
<td></td>
<td></td>
<td>INTRO TO MUSIC G^*</td>
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YM/MT: 201909  
Course: MUSI101  
Seq: 001  
DPMask:  
Section: 01  
PFlag:  
RCredit: 3.00000  
Grade:  
Title: INTRO TO MUSIC G^*  
Memo:  
Last Modified: 2006-03-26 04:30:56.0  
By: LOAD

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View Audit:
- Click **View Audit** under the View Audit tab, which will take you directly to the Audit screen to **Open Audit**
- You may choose from previously viewed or requested audits by clicking on the appropriate **Open Audit** button by Run Date/Time
- The most recent 5 requests will appear – automatically eliminating the oldest one

Request New Audit:
- Click **Request New Audit** and it will take you directly to the Audit Request screen
- Click **Submit a New Audit** which will direct you to the Audit screen (shown above)
- Wait less than a minute and a refreshed audit will appear in the select from list of audits
- Confirm the run date and run time for the most up to date audit
REQUESTING AN AUDIT (3 Options): 

Option #1: Select Run Default Programs Listed (current)
- Click Submit a New Audit
- This option is for your CURRENT MAJOR(S)
- Select Exclude In Progress Courses if you want to view the audit without the In Progress courses

Option #2: Select “Run Update” if there has been a schedule or grade change to your academic record today
- Click Run Update
- It will take 60 seconds to update (see Student Information Update Request screen below)
- Once the update occurs, click Submit a New Audit which will direct you to the Audits screen
- Wait less than a minute and a refreshed audit will appear
- Confirm the run date and run time for the most up to date audit
- Select Open Audit
Option #3: Select Run Selected Program (what if)

- You have the option to generate a “what if” audit for up to three “what if” majors by selecting the Run Selected Program “what if” option.
- You also have the option to select up to 4 “what if” minors.
- If you do not want to change your current major, YOU MUST RE-ENTER IT into the Major 1 field (current major); then you can add a “what if” 2nd major, “what if” 3rd major, “what if” 4th minor, “what if” 2nd minor, “what if” 3rd minor, etc.
- Once your choices have been made, select Submit a New Audit to generate a new audit with the “what if” option(s).
- Select Exclude In Progress Courses if you want to view the audit without the In Progress courses.

This request takes approximately 60 seconds to update.
The audit is broken down into several sections which are explained below.

**HEADER INFORMATION**

- **Program Code:** Identifies the code for your first major
- **Psychology – BA:** Indicates first major
- **Catalog Year:** Date you were admitted or readmitted to SRU
- **PREPARED:** Date & Time audit was requested (xx/xx/xx - xx:xx)
- **View Course History:** displays all courses on your record to date

**GRAPHS & CHARTS**

**Pie Charts** display a breakdown of the audit by completed courses; unfulfilled courses; courses in progress and planned courses.

The **GPA bar graph** under the Audit heading shows the students’ Overall GPA based on completed hours.

**Categories (four charts below)** – click on the bar graph in CHART #1 to drill down to the next level.
Click on the Requirements bar graph in Chart #2 to drill down to the next level.

Chart #3 shows a more detailed view of the previous chart.

Chart #4 displays the Sub-Requirements which make up the Requirements shown in Chart #3.
ADDITIONAL AUDIT INFORMATION:

Open/Close all Sections:
Click appropriate link and this will open or close all the Requirements/Sub-requirements throughout the audit.

Printer Friendly will print the audit without the charts and graphs in a single column format.

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LEGEND:

The Legend lists all codes placed throughout the audit.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>R1</td>
<td>Requirement Complete</td>
</tr>
<tr>
<td>-</td>
<td>Sub-Requirement Not Complete</td>
</tr>
<tr>
<td>+</td>
<td>Sub-Requirement Complete</td>
</tr>
<tr>
<td>-R</td>
<td>Required Sub-Requirement Not Complete</td>
</tr>
<tr>
<td>+R</td>
<td>Required Sub-Requirement Complete</td>
</tr>
<tr>
<td>O</td>
<td>Optional Requirement</td>
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<tr>
<td>EP</td>
<td>Earned Passing Grade (+)</td>
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<td>Requirement or With</td>
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<td>M</td>
<td>Course Repeated</td>
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<tr>
<td>D</td>
<td>Points Given But No Credit</td>
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<tr>
<td>U</td>
<td>Value Course</td>
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<tr>
<td>R</td>
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<td>M</td>
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</tr>
<tr>
<td>V</td>
<td>Wert if Course</td>
</tr>
<tr>
<td>G</td>
<td>Goal Course</td>
</tr>
<tr>
<td>N</td>
<td>Goal &amp; Emphasis Course</td>
</tr>
<tr>
<td>C</td>
<td>Intensive Writing Course</td>
</tr>
<tr>
<td>E</td>
<td>Emphasis Course</td>
</tr>
<tr>
<td>P</td>
<td>Portland General Studies</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
</tbody>
</table>

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STUDENT INFORMATION:

Student’s Advisor Contact Information:

Student Information displays:
- College Phone
- Home Phone
- Admitted to SRU date
- Readmitted to SRU date, if applicable
- 1st Major – date student entered the major
- 2nd & 3rd Major – date student entered each Major, if applicable
- 1st – 4th Minors – date student entered each Minor, if applicable
As Part of the Interactive Audit, you have the option to plan courses for future semesters. This tool will allow you to add or delete courses from the course cart, make courses planned, add or change a grade for “what if” courses, or to select a year/term per planned course.

PLEASE REMEMBER “PLANNING COURSES” DOES NOT GUARANTEE THESE COURSES WILL BE AVAILABLE IN THE SEMESTER SELECTED. REGISTRATION IS A SEPARATE PROCESS.
1. Select *Add to cart* in the course cart box.

2. Open all sections of the audit (located across from Course Cart section).

3. Deficiencies in the audit are indicated by the Red X. Within each Requirement/Sub-Requirement you will find a *Select From* listing of courses which are still needed to fulfill that particular Requirement/Sub-Requirement (i.e. CHEM104). Select a needed course by clicking on that course.

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**SCIENCE, TECHNOLOGY & MATHEMATICS - 9-10 CREDITS**

TWO LECTURE COURSES REQUIRED, EACH FROM DIFFERENT DEPT, ONE COURSE MUST INCLUDE A LAB
PLEASE REFER TO LIBERAL STUDIES GUIDE FOR LAB OFFERINGS

**EARNED: 6.0 CREDITS**

+ 1) REQUIRED LAB COURSE - 1 COURSE REQUIRED

  2, 3 OR 4 CREDIT COURSE

  1 COURSE TAKEN

  **BIO1102 4.0 A**  FROM BIO1/2  B *

- 2) GOAL COURSES - 2 COURSES REQUIRED FROM TWO DIFFERENT DEPARTMENTS

  1 COURSE TAKEN

  **BIO1105 3.0 C**  ENVIRON BIOL  B *

  NEEDS: 1 COURSE

  SELECT FROM: CHEM103/THROUGH SUB7 OR CHEM104 OR CHEM107

  **EGO101 OR EGO102** OR EGO103 OR EGO104 OR PHYS101

  OR PHYS201 OR PHYS211

+ 3) GOAL COURSES - MATH - 1 COURSE REQUIRED

  1 COURSE TAKEN

  **MATH110 3.0 TA**  INTER ALGEBRA

  BUTLER CO CC
4. Each course that has a specific course number is linked to the most recent SRU Course Catalog. Click on the course choice to view a course description. If this is the course you want, click **Add** and the course will be added to the course cart.

![Course Cart Image]

5. Once all the courses have been placed in the course cart, select **Make courses Planned**. Choose the courses you want planned by clicking the box to the left of the courses in the course cart and check marks will appear. Click **Go** to submit the planned courses to the audit. To view planned courses, click **View Planned Courses**.

![Course Cart Image]

6. If you do not want a planned course, select the course for deletion and it will be removed from the Planned Courses list.

![Planned Courses Image]
7. All courses have a default grade of PL. If you want to assign a letter grade to a Planned course, click selected Course Number in the Planned Courses screen. A drop down box will appear where the desired grade can be selected. You may also change the Year/Term for the course in the space provided. Click Save/Edit to implement the change(s). Note: Even though +/- grades appear in the drop down box, SRU does not award these grades.

8. Once the Planned course process is complete, select Audit tab, then select Request New Audit.
   - Select Include Planned Courses
   - **DO NOT SELECT “RUN UPDATE”, otherwise planned courses will not appear in the audit**
   - Select Submit a New Audit
   - Wait less than a minute and a refreshed audit will appear in the select from list of audits
   - Select Open Audit by confirming the correct run date and run time
   - You may now view the Interactive Audit with the Planned Courses
UNDERSTANDING THE AUDIT

Degree Requirement Information is displayed in a condensed format throughout the audit – if you wish to see details under each section, you must click Open All Sections located at the top of the page or click the gray arrow located next to each block to open individual sections.

Every major has specific guidelines that must be followed for you to achieve degree completion in a timely manner. The specific guidelines are separated by Requirements and Sub-Requirements levels.

LEGEND FOR THE INTERACTIVE AUDIT

- Planned Courses
- OK
- Not Satisfied

----- AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED -----

1. QUALITY POINT AVERAGE AND CREDIT INFORMATION GPA MUST BE 2.00 OR HIGHER
2. CURRENT SEMESTER COURSES
3. CREDITS NEEDED TOWARD GRADUATION - 120 MINIMUM. YOUR PROGRAM MAY REQUIRE MORE THAN 120 CREDIT HOURS. STUDENTS STILL NEED TO MEET ALL MAJOR, MINOR AND LIBERAL STUDIES REQUIREMENTS. ANY CREDITS COMPLETED IN "OTHER BASIC COMPETENCIES" INCREASE THE MINIMUM NUMBER OF CREDITS NEEDED TO GRADUATE, REFER TO "OTHER BASIC COMPETENCIES" BLOCK.
4. 10 CREDITS OF UPPER DIVISION COURSE WORK REQUIRED 6 CR. CAN COME FROM ANY COURSE WITH A 3 CR. PREREQUISITE
5. STUDENTS MUST COMPLETE 24 CREDITS OF UPPER DIVISION COURSE WORK AT SRU
6. INTENSIVE WRITING REQUIREMENT - COMPLETE 2 INTENSIVE WRITING COURSES NOTED WITH # SIGN THESE TWO COURSES MUST BE TAKEN AT SRU
7. RESIDENCY REQUIREMENT - LAST 30 CREDIT HOURS MUST BE TAKEN AT SRU
8. REQUIREMENTS FOR ACCEPTANCE INTO YOUR MAJOR DEPT
9. 12 CREDITS IN THE MAJOR DEPARTMENT MUST BE EARNED AT SRU

MINIMUM STANDARD REQUIREMENTS
1. PSYCHOLOGY MAJORS ARE REQUIRED TO EARN A GRADE OF "C" OR HIGHER IN PSYCH 110, PSYCH 120, PSYCH 200, AND PSYCH 210. STUDENTS RECEIVING A GRADE LOWER THAN "C" WILL NOT BE ABLE TO REGISTER FOR PSYCHOLOGY COURSES THAT LIST THE COURSE AS A PREREQUISITE UNTIL THEY HAVE REPEATED THE COURSE AND EARNED A "C" OR HIGHER.
2. PSYCHOLOGY MAJORS MAY RETAKE EACH OF THE ABOVE LISTED COURSES ONE TIME ONLY. IF STUDENTS DO NOT RECEIVE A "C" OR HIGHER THE SECOND TIME, THEY WILL BE REMOVED FROM THE MAJOR.
3. PSYCHOLOGY MAJORS ARE REQUIRED TO MAINTAIN A PSYCHOLOGY GPA OF 2.5 IN ORDER TO REMAIN IN THE MAJOR. IF A STUDENT STOPS BELOW 2.5, THEY WILL BE SUSPENDED FROM THE MAJOR AND GIVEN ONE SEMESTER TO BRING IT BACK UP TO 2.5.

Arts and Sciences BA Psychology
2.50 Major GPA Required

Psychology Majors and Minors
Grades in Each of the Following Courses Must Be "C" or Better

Requirement Level: (see examples below)

Each academic degree program is comprised of Requirements. Specific Requirements must be followed to achieve degree completion. As each Requirement is fulfilled, you will earn a green check mark (✓) indicating all is OK for that particular Requirement area. Before you can graduate all Requirements must be met.
Sub-Requirement Level

Requirements are broken down into Sub-Requirements. Sub-Requirements contain more detailed information such as courses needed, number of credits needed, minimum grade point average, course options, etc. Sub-Requirements are numbered throughout the audit and noted as complete with a (+) sign or not complete with a (−) sign. To view the Sub-Requirements within a Requirement, click on the gray triangle to the left of the Red X and it will expand.

**TERMS UTILIZED THROUGHOUT THE AUDIT:**
1. **EARNED** – credits earned in a particular Requirement or Sub-Requirement
2. **IN PROCESS** – credits currently in progress
3. **COURSE TAKEN** - courses taken for this particular Sub-Requirement
4. **NOTES** – courses and/or credits still needed to fulfill the Requirement/Sub-Requirement
5. **SELECT FROM** – courses to choose from to fulfill Requirement or Sub-Requirement

**ADDITIONAL SYMBOLS UTILIZED THROUGHOUT THE AUDIT:**
+ = Complete – coursework has been satisfied in Sub-Requirement
− = Incomplete – coursework has not been satisfied in Sub-Requirement

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**Major Requirements**

- **ARTS AND SCIENCES BA PSYCHOLOGY**
  - 2.00 MAJOR GPA REQUIRED

- **PSYCHOLOGY MAJORS AND MINORS**
  - GRADES IN EACH OF THE FOLLOWING COURSES MUST BE “C” OR BETTER

- **HE/S BA PSYCHOLOGY**
  - 90 CREDIT HOURS REQUIRED

- **EARNED** – 9.0 CREDITS
- **IN PROCESS** – 9.0 CREDITS
- **NEEDS** – 24.0 CREDITS
- **SELECT FROM** – PSY324
- **COURSE TAKEN**
  - 1 COURSE TAKEN

- **CORE ELECTIVES**
  - 1.0 CREDITS

- **NEEDS** – 4.0 CREDITS

- **ADDITIONAL SYMBOLS UTILIZED THROUGHOUT THE AUDIT:**
  + = Complete
  − = Incomplete

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**Liberal Studies Requirement**

- **SCIENCE, TECHNOLOGY & MATHEMATICS - 9-10 CREDITS**
  - TWO LECTURE COURSES REQUIRED, EACH FROM DIFFERENT DEPT, ONE COURSE MUST INCLUDE A LAB
  - PLEASE REFER TO LIBERAL STUDIES GUIDE FOR LAB OFFERINGS

- **EARNED** – 6.0 CREDITS
- **1) REQUIRED LAB COURSE**
  - 1 COURSE REQUIRED
  - 2, 3 OR 4 CREDITS

- **NEEDS** – 1 COURSE

- **SELECT FROM**
  - CHEM101 (through SUB97) or PHY101 (through SUB107)
  - PHYS101 or PHYS103 or PHYS105
  - EENG101, EENG102, EENG103, or EENG104

- **3) GOAL COURSES**
  - MATH - 1 COURSE REQUIRED

- **NEEDS** – 1 COURSE

- **SELECT FROM**
  - SUB MATH100
  - BUTLER CC C C

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**Sub-Requirement Headings**
Select View Course History at top of the audit to display coursework by semester.

**Term Summary**: coursework broken down by semester

**View Academic Progress**: will take you back to the original Interactive Audit screen.

**Term Summary Details**: click on any column in the bar graph to receive detailed information for that segment.
## COURSE SUMMARY

A course summary can also be selected by past and present semesters, by Transfer Work and Test Scores or by all courses.

<table>
<thead>
<tr>
<th>Course Summary</th>
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<tr>
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<tr>
<td>All Courses</td>
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<tr>
<td>SPAN102</td>
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<td>SPAN LOB/CULT II G *</td>
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</table>

Return to Top
Exit DarsWeb:

- Exit My Rock Audit or return to the login screen.

Thank you for using My Rock Audit.

CONTACT INFORMATION

**FUNCTIONAL QUESTIONS** can be directed to one of the following:

- Connie Bell                  connie.bell@sru.edu                  extension 2943
- Nancy Ejzak                  nancy.ejzak@sru.edu                  extension 4301
- Constance Laughner-Ramirez   constance.laughner@sru.edu                  extension 2226

**TECHNICAL QUESTIONS** can be directed to one of the following:

- HELP DESK                    helpdesk@sru.edu                  extension 4357 (HELP)