

**Some Advising Information for Business Technology (BTE) Majors
Running Your DARS Report**

1. Your DARS (Degree Audit Reporting System) tracks your progress in meeting your program requirements. You can get your DARS from the Internet at <http://MyMiami.muohio.edu>. Log in and click on “BannerWeb” on the Quick Links” on the right side of the screen. Student Services & Financial Aid > Student Records > DARSWeb > Submit an Audit > Run Audit > View Submitted Audits > (you might have to click on “Refresh the List” if it does not show) > Click on your DARS to view. If you want a printout, click on “View a Printer Friendly Report” toward the top of your DARS.

2. Program requirements change frequently. Generally, you are bound by the program requirements that exist at the time you first start at Miami, regardless of when you declare your major. You may choose to meet newer requirements if you wish.

3. “Catalog Year” designates the academic year and semester when the program requirements are in effect. The code is as follows:

<u>Academic Year</u>	<u>Timeframe</u>	<u>Catalog-Year Code</u>
2002-03	Fall 2002 – Summer 2003	2003
2003-04	Fall 2003 – Summer 2004	2004
2004-05	Fall 2004 – Summer 2005	2005
2005-06	Fall 2005 – Summer 2006	2006
2006-07	Fall 2006 – Summer 2007	2007
2007-08	Fall 2007 – Summer 2008	2008

Semesters are indicated as follows: 10 = Fall; 20 = Spring; 30 = Summer

For example, Catalog Year **200520** = Spring Semester 2004-05 (January – May 2005)

4. You can only view your DARS for your “official” majors and catalog year. Your “official” majors and catalog year are the ones presently in Miami’s computer system. To view your DARS for other majors and catalog years, please request a “What-if” DARS from the campus Records Office.

5. You may change your major and catalog year. To do so, please complete a “Change of Major” form, available from the campus Records Office. Discuss the change with your BTE faculty advisor, obtain her/his signature, and submit it to the Records Office.

6. Your DARS is your only official listing of your specific program requirements. Do not rely on any other listing. Do not rely on the listings in the Miami Bulletin, listings you obtain from various Miami offices or any other source. In order to graduate you must complete the program requirements listed in your DARS. Your DARS must eventually say “All Program Requirements Complete”.

7. Following is a very general overview of BTE program requirements:

- a) 66 semester credits applicable to the degree. (Refresher courses such as MTH 001, 007, ENG 001, 002, earn Miami credit, but do not count toward the Associate Degree in Applied Business).
- b) Completion of 12 credits from 4 of the 5 Miami Plan for Liberal Education Foundation areas (MPF), including ENG 111 (MPF I), COM 135 or 136 (MPF II).
- c) Common Business Core: MTH 101 or higher, ENG 215, BTE 101, 105, 106, 108, 109, 111, 113, 181, 203, 282.
- d) Major-course requirements: generally 4 or more advanced courses in your major.
- e) Career-related electives to bring your total up to 66 applicable credits.

8. Exceptions are possible, based on your individual situation. For example, transfer credits from other colleges might affect your requirements. Some double majors are possible. Please discuss your situation with your BTE faculty advisor.

9. You should meet with your advisor regularly to help you plan your academic progress. Many individuals on campus are eager to provide such advice, but for the most detailed, up-to-date advice, please be sure to meet with your BTE faculty advisor. All BTE students are assigned a BTE faculty advisor, based on the first letter of their last name. If you prefer a different BTE faculty advisor, please feel free to contact any BTE faculty member. Please bring your DARS when you meet with your advisor.

10. Regardless of what listing of program requirements you have been following or the advice you have received, only upon completion of all program requirements as listed on your DARS, will you earn the Associate of Applied Business degree (please see #6, above).

You are entitled to free advising services from any BTE faculty advisor. Please meet with her/him regularly.
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