

# **DARS: DEGREE AUDIT REPORTING SYSTEM ADVISOR QUICK GUIDE**

INFORMATION TECHNOLOGY SERVICES  
UNIVERSITY OF SAN DIEGO

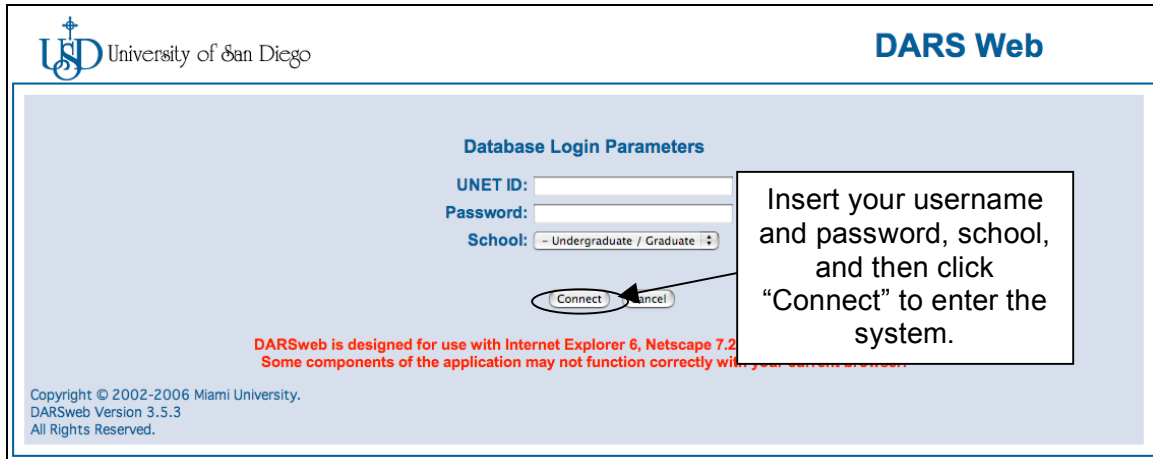
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MARCH 2006  
VERSION 3

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## Advisor Usage

- You can find the DARS Advisor Login Link off the DARS Homepage at <http://www.sandiego.edu/dars>.



University of San Diego

**DARS Web**

**Database Login Parameters**

UNET ID:

Password:

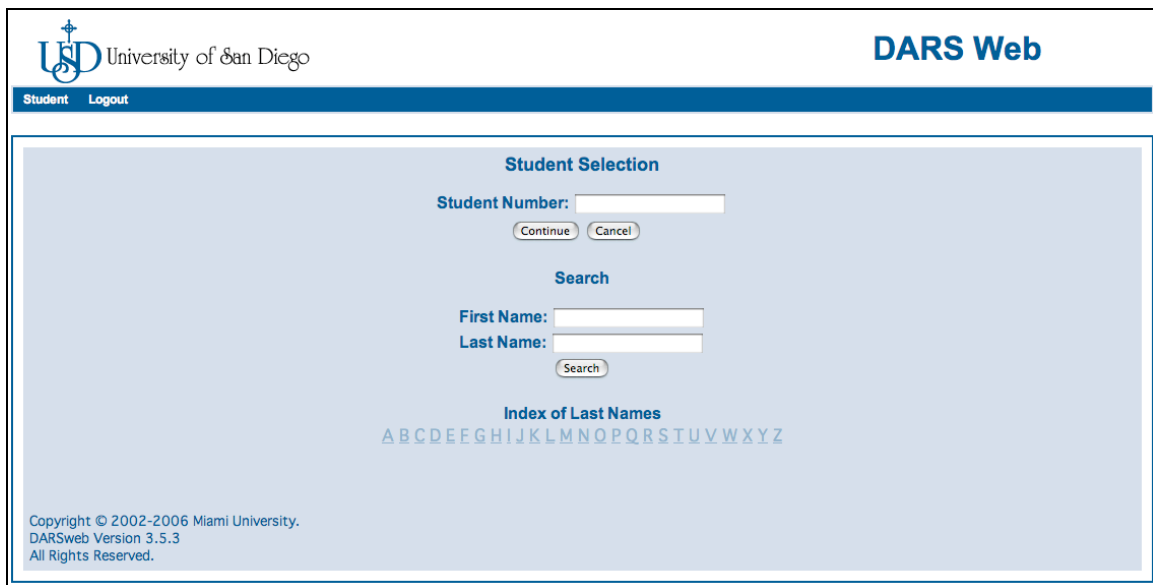
School:

Insert your username and password, school, and then click "Connect" to enter the system.

DARSweb is designed for use with Internet Explorer 6, Netscape 7.2. Some components of the application may not function correctly with your current browser.

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- Insert your USD UNET username into the top box (this is the same username as your USD email account).
- Insert your password into the bottom box (this is the same password as your USD email account).
- Choose what school you represent (undergraduate/graduate or law).
- Click "Connect."



University of San Diego

**DARS Web**

Student Logout

**Student Selection**

Student Number:

**Search**

First Name:

Last Name:

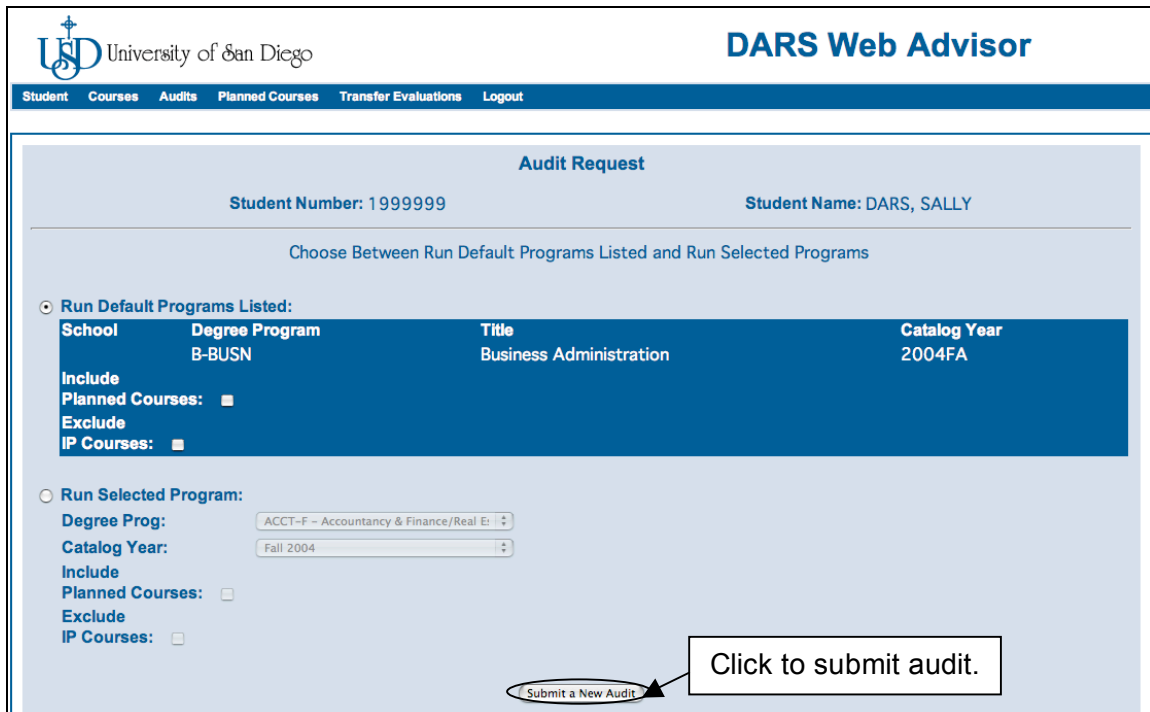
**Index of Last Names**

ABCDEFGHIJKLMNOPQRSTUVWXYZ

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- You will now see a page to search for the degree audit of a student you advise.
- You may search for your student in three ways:
  - Insert your student's seven-digit USD student number.
    - Then press "Continue."
  - Search for the student by inserting either their first or last name.

- Then click “Search.”
  - You will receive results of all students that meet the search criteria.
  - Click “Select” to choose your student.
3. Search by clicking the letter of the student’s last name.
- Only four students will be shown at one time.
  - Click “Browse” until you find your student.
  - Click “Select” to choose your student.
- Upon choosing a student (if you did not insert their identification number), their student number will be inserted into the system
  - Click “Continue” to see the student’s degree audit.



**University of San Diego** **DARS Web Advisor**

Student Courses Audits Planned Courses Transfer Evaluations Logout

**Audit Request**

Student Number: 1999999 Student Name: DARS, SALLY

Choose Between Run Default Programs Listed and Run Selected Programs

**Run Default Programs Listed:**

School	Degree Program	Title	Catalog Year
	B-BUSN	Business Administration	2004FA

Include  
Planned Courses:

Exclude  
IP Courses:

**Run Selected Program:**

Degree Prog:

Catalog Year:

Include  
Planned Courses:

Exclude  
IP Courses:

Click to submit audit.

- You will now see the student’s declared major (if they have declared).
- Click “Submit a New Audit” to see their academic information.

**Audits**

Student Numl 9 Stud .LY

The "Refresh List" Button Updates the List of Audits

Refresh List

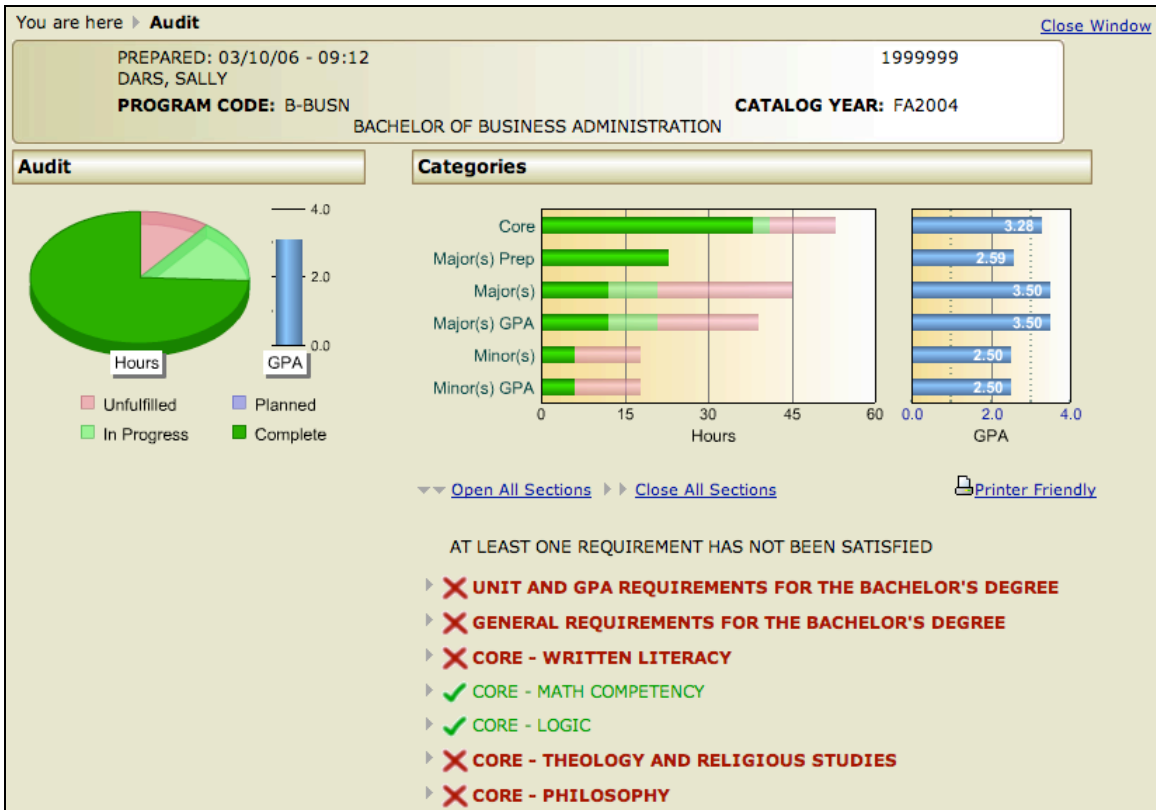
**DARS Web Audits Completed for Student Number: 1999999**

The "Open Audit" Button Opens the Detailed Audit in a New Window

Open Audit	Webtitle	Catalog Year	Run Date	Run Time	Dele Select/Deselect All
<a href="#">Open Audit</a>	Business Administration	2004FA	2006-03-10	09:12:08	<input checked="" type="checkbox"/> Select for Deletion
<a href="#">Open Audit</a>	Business Administration	2004FA	2006-03-10	08:32:18	<input type="checkbox"/> Select for Deletion
<a href="#">Open Audit</a>	Business Administration	2004FA	2006-03-10	08:30:58	<input checked="" type="checkbox"/> Select for Deletion
<a href="#">Open Audit</a>	Business Administration	2004FA	2006-03-06	16:49:58	<input type="checkbox"/> Select for Deletion
<a href="#">Open Audit</a>	business Administration	2004FA	2006-03-06	12:58:18	<input checked="" type="checkbox"/> Select for Deletion

Click to see the degree audit.

- All available audits for the student will be shown.
- Find the most recent audit, and then click "Open Audit."
- You will now see academic information for the student including their GPA, classes taken, major and core requirement classes needed for graduation, and total units taken and needed for graduation.



- The red "X" represents that at least one more class needs to be taken before the category is complete.
- The green check means the category is complete, as every course has been completed.
- Clicking on the "X" or check will list the classes in each category.

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**DARS Web**

Student Courses Audits Planned Courses Transfer Evaluations Logout

Select Student  
Help

**Audits**

Student Number: Student Name:

The "Refresh List" Button Updates the List of Audits

Refresh List

**DARS Web Audits Completed for Student Number: 1026030**

The "Open Audit" Button Opens the Detailed Audit in a New Window

Open Audit	Webtitle	Catalog Year	Run Date	Run Time	Dele	Select/Deselect All
Open Audit	Industrial and Systems Engineering	2000FA	2006-02-21	17:56:43	■	Select for Deletion
Open Audit	Industrial and Systems Engineering	2000FA	2006-02-21	15:07:44	□	Select for Deletion
Open Audit	Industrial and Systems Engineering	2000FA	2006-02-15	10:15:15	■	Select for Deletion
Open Audit	Industrial and Systems Engineering	2000FA	2006-02-15	10:15:05	□	Select for Deletion
Open Audit	Industrial and Systems Engineering	2000FA	2006-02-15	09:39:25	■	Select for Deletion

Dele Select/Deselect All

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- In order to see information for a different student, click “Student” off the menu bar and then “Select Student.”
  - You will be directed back to the student selection page where you can choose a student based off their name, student number, or searching by the first letter of their last name.
- When complete reviewing the student’s audit and academic information click “Logout” from the menu bar then “Exit DARS Web.”