

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

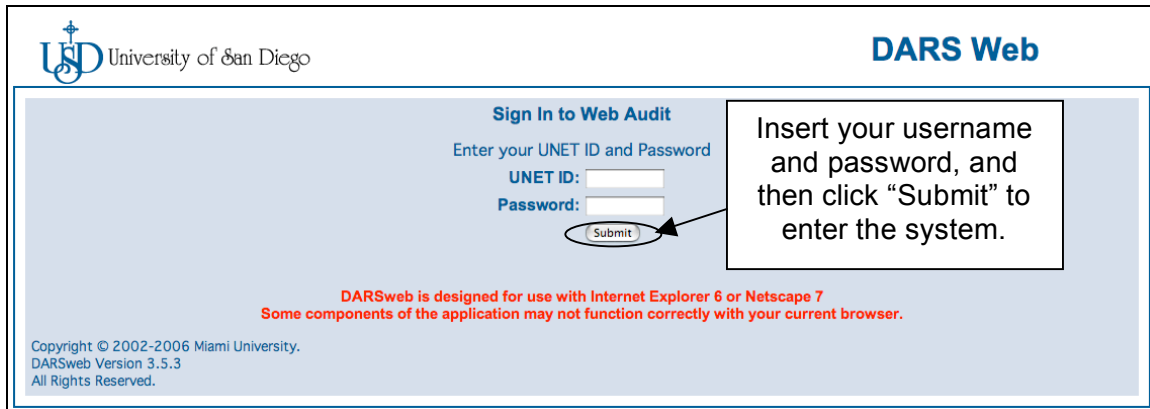
INFORMATION TECHNOLOGY SERVICES  
UNIVERSITY OF SAN DIEGO

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VERSION 3

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



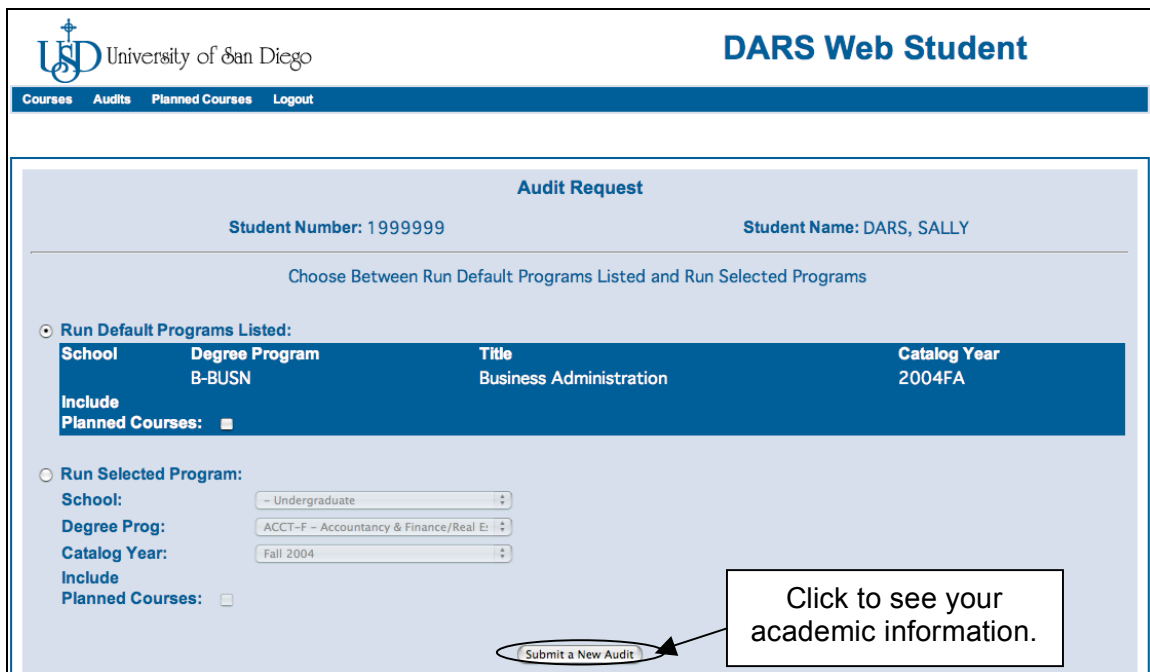
**Sign In to Web Audit**  
Enter your UNET ID and Password  
UNET ID:   
Password:

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

DARSweb is designed for use with Internet Explorer 6 or Netscape 7  
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).
- Click "Submit."



**DARS Web Student**

Courses Audits Planned Courses 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	Business Administration	2004FA

Include Planned Courses:

Run Selected Program:

School:

Degree Prog:

Catalog Year:

Include Planned Courses:

Click to see your academic information.

- You will now see a page listing your declared major.
- Click "Submit a New Audit" to see a detailed list of your academic information.

Audits

Student Number: 1999999

Student Name: DARS, SALLY

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
Open Audit	Business Administration	2004FA	2006-03-09	13:08:38	Select for Deletion	Dele Select/Deselect All

Click to see your degree audit.

- It will take a few moments for your degree audit to appear.
- When it does, click "Open Audit."
  - If information for two audits comes up, open the most recent audit.

- A new page will be opened listing your GPA, classes taken, major and core requirement classes needed for graduation, and total units taken and needed for graduation.

You are here > **Audit** [Close Window](#)

PREPARED: 03/09/06 - 13:08 1999999  
 DARS, SALLY  
**PROGRAM CODE:** B-BUSN **CATALOG YEAR:** FA2004  
 BACHELOR OF BUSINESS ADMINISTRATION

**Audit** **Categories**

Hours

Unfulfilled Planned In Progress Complete

Hours

GPA

[Open All Sections](#) > [Close All Sections](#) [Printer Friendly](#)

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

- ✗ UNIT AND GPA REQUIREMENTS FOR THE BACHELOR'S DEGREE
- ✗ GENERAL REQUIREMENTS FOR THE BACHELOR'S DEGREE
- ✗ CORE - WRITTEN LITERACY

+ Lower Division  
 3.0 UNITS EARNED  
 SP04 ENGL021 3.0 A- COMPOSITION & LIT  
 PROCESSED AS: ENGL121

- Upper-Division  
 Complete one approved Upper-Division "W" writing course  
 or pass an Upper-Division proficiency exam  
 NEEDS: 3.0 UNITS

> ✓ CORE - MATH COMPETENCY  
 > ✓ CORE - LOGIC

These are graphs depicting the total GPA and hours (units) accumulated. The pie chart shows how many more units are needed to graduate.

Clicking on the "X" or check opens a list of the classes contained in the category.

- The audit will show if you are on track to graduate.
  - A red "X" means that at least one course still needs to be taken to satisfy the major or core requisite requirement.
  - A green check means that all courses have been taken and that core requisite requirements have been fulfilled.
  - Clicking on the red "X" or green check will list the courses contained within that category. The list will tell whether the required courses have been taken (and give your class grade) or what courses need to be taken to fill the requirement.
- The "Printer Friendly" button at the top of the page will allow the page to be easily printed.

- In order to see a new audit for a different major, click “Audit” off the menu bar, then click “Request New Audit.”

The screenshot shows the DARS Web Student interface for a University of San Diego student. The page includes a navigation menu with 'Courses', 'Planned Courses', and 'Logout'. A dropdown menu is open under 'Planned Courses', with 'Request New Audit' highlighted. A callout box points to this option with the text: '1. Click for a new audit with a different'. Below the menu, the student's information is displayed: 'Student Number: 1999999' and 'Student Name: DARS, SALLY'. A section titled 'Choose Between Run Default Programs Listed and Run Selected Programs' contains two options: 'Run Default Programs Listed' and 'Run Selected Program'. The 'Run Selected Program' option is selected, indicated by a bubble. A callout box points to this bubble with the text: '2. Click the bubble.'. Below this, there are three dropdown menus: 'School' (set to '- Undergraduate'), 'Degree Prog:' (set to 'ACCT-F -- Accountancy & Finance/Real E'), and 'Catalog Year:' (set to 'Fall 2004'). A callout box points to the 'Degree Prog:' dropdown with the text: '3. Choose major to receive audit for.'. At the bottom of the form, there is a 'Submit a New Audit' button, which is circled. A callout box points to this button with the text: '4. Click to submit new audit.'.

- Click the bubble next to “Run Selected Program”
- Use the pull-down menu for “Degree Prog” to select the major you wish to receive a new degree audit for.
  - This feature is useful if you wish to see how your current academic record can be applied to a different major (e.g. if you change majors).
- Click “Submit a New Audit.”

**Audits**

Student Number: 1999999

Student Name: DARS, SALLY

The "Refresh List" Button Updates the List of Audits

**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
<input type="button" value="Open Audit"/>	Accountancy & Finance/Real Estate	2004FA	2006-03-09	13:25:07	<input checked="" type="checkbox"/>	Select for Deletion
<input type="button" value="Open Audit"/>	Business Administration	2004FA	2006-03-09	13:08:38	<input type="checkbox"/>	Select for Deletion
					<input type="button" value="Dele"/>	<input type="button" value="Select/Deselect All"/>

Click to see your new degree audit.

- You will now see a page with the new degree audit.
- As before click "Open Audit" to see the audit with the new major.
  - The audit will show how your current academic record and how courses taken can be applied to this different major.
- Upon reviewing your audit and academic information click "Logout" from the menu bar then "Exit DARS Web."