



**University of Illinois at Springfield
Office of Records and Registration**

DARSweb FOR FACULTY INFORMATION/INSTRUCTIONS:

What is DARS? DARS is an automated system used for tracking a student's academic progress toward a specified degree program. DARS stands for Degree Audit Reporting System. DARwin is the windows-based software used to encode all of the rules for DARS. You may often hear the terms "DARS" and "DARwin" used interchangeably.

To enter DARS, users must enter their EnterpriseID and password. For assistance with logging on or to be granted new user access, please send an email to registrar@uis.edu.

For security purposes, users who will be away from their computer for any length of time should log off of the system.

Note the following:

- Users will need to know a student's UIN to access his/her DARS report.
- Currently only degree programs are encoded in DARS. Certificates are not available.
- All program requirements are based on catalog year and term (e.g. 2000 01 = Spring 2000 term, 2000 05 = Summer 2000 term, and 2000 08 = Fall 2000 term). If the incorrect catalog term is used for a student, the resulting audit will not be correct.
- Blocks of credit were accepted through Summer 2004. Blocks of credit may contain upper division credit. The DARS report will **not** indicate where these hours can be used in the audit. Note: If students have blocks of credit, a catalog term prior to Fall 2004 is generally used.
- All general education credits are tracked in DARS. However, please be aware that the general education requirements were set up differently beginning in Fall 2004 when we started accepting credits through course-to-course articulation.
- Beginning Fall 2004, upper division transfer courses accepted toward a degree program will fall into the requirements where they can be used.
- Student petitions are needed for any exceptions to program requirements and it will be necessary for the department to tell the Office of Records and Registration exactly where the changes will be applying. If a course in a requirement is being replaced, the Office of Records and Registration will need to know which replacement course to expect. Please be specific on all requests.
- If a student is earning two degrees, users will need to run a DARS report for each degree program.

DARS Web Menu Options:

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[Add Student](#)
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[View Courses](#)
[Add Academic Record](#)
[Add Courses](#)
[Help](#)
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[Help](#)
[View What-if Courses](#)
[Add What-if Courses](#)
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[View Degree Programs](#)
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[Help](#)
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[Help](#)
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Once a student is selected, a user will be able to view various features through DARS. It will be useful to start by looking to see if a student has any exceptions. Click on **Exceptions** and then view any exceptions. In most cases, no exceptions will appear. All DARS exceptions will be entered into the system by the Office of Records and Registration and will be initiated by an approved Student Petition Form.

	<u>Audit Note</u>	<u>Memo</u>	<u>Exception Code</u>	<u>Pseudo Course</u>	<u>Course</u>	Delete Exceptions
<u>1</u>	<u>6 hrs. upper div credit</u>		<u>RM</u>	<u>ACC CORE2</u>		<input type="checkbox"/> Select for Deletion
<u>2</u>			<u>AC</u>	<u>RLOWDIVHRS</u>		<input type="checkbox"/> Select for Deletion
<u>3</u>			<u>AC</u>	<u>UPPERDIVHRS</u>		<input type="checkbox"/> Select for Deletion
<u>4</u>			<u>WC</u>		<u>ACC 321</u>	<input type="checkbox"/> Select for Deletion
<u>5</u>			<u>WC</u>		<u>ACC 322</u>	<input type="checkbox"/> Select for Deletion

Delete Exceptions

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This example shows upper division credit that was used toward the accountancy core to waive ACC 321 and 322.

Under the **Courses** heading, check for blocks of credit or course-to-course work. Viewing courses will indicate where transfer credit came from and how much credit was accepted. If there are individual courses, these are all the courses they completed and not what has been accepted. The course list will show where the course came from with a school abbreviation in the R-Title field along with the original course rubric and number. The I-Flag will indicate if the course carries general education credit.

Year Term	Course	R-Title	Credit	Grade	Title	Pseudo Course	IFlag1	Delete Courses
199708	COM 100 81	UIUC : SPCO101	3	TB+	Speech		COM	<input type="checkbox"/> <> Select for Deletion

In this example, UIUC indicates this course came from the University of Illinois at Urbana and it carries communication general education credit.

What if Courses

A very useful feature is the **What If Courses** option. If a student would like to know if a particular course can be used somewhere in the audit they can add the course here along with a grade and then run an audit and see the results. The course will show in the audit and look like it has been taken and it will say that it is a hypothetical course. Adding a course in this way does not have any effect on a student's record. This is also useful when a student wants to know what grade is required to raise their grade point average. Add a course with the desired grade and check the overall cum/GPA requirement. Just be sure to check the "what if" box when requesting a new audit so this new grade will be included.

YR/TM: 200601

Course:

RCredit:

Grade:

Title: Do not use this field.

Memo: Do not use this field.

Last Modified:

Audits

Submit a new audit, then go to **View Audits**, click on **refresh list**. Wait until you see the **details** button appear, click on it and the audit will open. Users can print the audit by using the printer icon. Users may run as many audits as they like for a student, but unless something changes such as the degree program or adding a “what if” course they should all look the same.

Choose Between Run Default Programs Listed and Run Selected Programs

Run Default Programs Listed:

College	Degree Program	Title	Catalog Year
S00	0071 BA	Accountancy	200408

Include

What-if Courses:

Run Selected Program:

College:

Degree Prog:

Catalog Year:

Include

What-if Courses:

If you have any problems or questions utilizing DARSweb for Faculty, please contact us. We can be reached by calling 217/206-8216 or by emailing registrar@uis.edu.

Last Updated: February 12, 2009