



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

DARSweb FOR STUDENTS INFORMATION/INSTRUCTIONS:

University of Illinois at Springfield students can now view their degree audit report through DARS Web for Students. **This report is an unofficial audit of degree progress** and includes all completed courses, as well as those currently in progress.

The self-generated web audit does NOT take the place of regular academic advising sessions. It should NOT be used to make decisions about future course selections, but should instead be used as a tool for degree planning. It is the student's responsibility to confirm official degree progress by consulting with an academic advisor in his/her designated degree program. In addition, please note the following:

- Degree audits will list day-old data. Since they are not live reports, changes made to a student's record (e.g. dropping a course) are not immediately reflected.
- Transfer course articulations may be incomplete if a student runs an audit for a degree program that is not his/her currently designated program in our system.
- The DARS system is available from 6 a.m. to 1:00 a.m. daily (note: the system is unavailable between 1:00 a.m. and 6 a.m.).

LOGGING IN:

Enter your EnterpriseID and password to log into the system (note: this is the same login used to access Student Self-Service).

AUDIT REQUEST PAGE:

To run an audit, click **Audits** in the DARSweb menu, then select **Request New Audit**.

There are two options available for running audits:

1. Run Default Programs Listed

The default degree program reflects a student's current degree program and catalog year as stored in our database. Click the **Submit a New Audit** button to run an audit based upon the default program information.

2. Run Selected Program

This option allows a student to run a degree audit for a program that differs from the value currently stored in our database. Click the button next to this option, then select the desired degree program and associated catalog year. Click the **Submit a New Audit** button to run the audit for the chosen program/catalog year. **Note to Honors Students:** Honors students who are interested in changing to a different major should keep in mind that their general education requirements will not be accurately reflected in their audit report until the change of major has been officially processed.

The audit page will “jump” as it processes. Once processed, the **Refresh List** button should be clicked (note: this will refresh the new audit and allow it to be seen). The **Open Audit** button should then be selected to view the new audit.

3. Graduate students interested in alternate catalog terms may run a selected program audit using a later catalog, if this meets their needs and they have program approval they may submit a petition to change their catalog term.

VIEW AUDITS:

Students may view a previously run audit. Click **Audits** from the menu, select **View Audits**, and click the **Open Audit** button to view a previous audit (note: audits are purged on a weekly basis).

WHAT IF COURSES:

Students may add a hypothetical course to a degree audit to determine the impact it may have on the audit. Although this option should not be used to make decisions about future course selections, it can be used as a tool for degree planning without impacting any official records. To add a **What If** course, enter the following:

- **YR/TR:** This field is used to enter the appropriate year and term (e.g. 2000 01 = Spring 2000 term, 2000 05 = Summer 2000 term, and 2000 08 = Fall 2000 term).
- **Course:** This field is used to enter the appropriate course subject and number. Spacing is critical and must conform to this example: **ACC 310** (note: use capital alphabetic characters, a space, and then three numeric characters).
- **RCredit:** This value reflects the number of credit hours associated with the hypothetical course.
- **Grade:** Select a grade from the drop down menu. This is useful to determine what grade may be required to raise your cumulative grade point average (GPA).
- **Title:** This field should be left blank.
- **Memo:** This field should be left blank.

LOGGING OUT:

Select **Logout** on the DARSweb for Students Menu. Select **Exit DARSweb**. The logout screen will appear stating that the session was successfully completed. Protect your personal information by closing all open browser windows when terminating your DARSweb session (**note: numerous browser windows may need to be closed depending on the types of transactions completed**).

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