DARS Web for Student

Academic and Enrollment Services,
Transfer Articulation & Degree Audit Office (TADA)
What is a Degree Audit? 3
A Degree Audit is NOT 4
Logging In 5
Requesting an Audit 6
Viewing the Audit 7 - 8
Interactive Audit (IA) Components 9 - 11
Reading the Audit 12 - 13
Navigating the Interactive Audit (IA) 14 - 16
Course Summary by Term 17
Printing and Closing the Audit 18
Adding Hypothetical Courses 19 - 20
Viewing and Editing Hypothetical Courses 21
Using Hypothetical Courses 22 – 23
Help with Your DARS Web Audit 24
Logging Out 25

Enrollment & Academic Services, Transfer Articulation & Degree Audit Office
A DARSWeb report is known as a degree audit.

The DARSWeb degree audits are made available for advising purposes only. It is highly recommended, as well as your responsibility, to meet with an advisor in your college each semester to review your progress toward a degree.

A degree audit matches the courses you have completed with the requirements of a particular degree program.

A degree audit describes the requirements for the degree program, indicates when requirements have been met, and provides lists of approved courses to fulfill remaining requirements.
DARS Web for Student
A Degree Audit is NOT

- A degree audit is NOT an official document. Please report any errors to an academic advisor in your college/department.
- A degree audit is NOT a replacement for academic advisement. While a degree audit does allow you to follow your progress toward graduation, final confirmation of degree requirements is subject to college approval.
- A degree audit is NOT a way to register for courses. The degree audit will help you decide what courses to take but it does not replace the registration processes or forms.
- A degree audit does NOT replace official written information, such as the University catalog and other resources that explain programs, policies and procedures. Consult the UIC Catalog for additional graduation requirements and policies.

Enrollment & Academic Services, Transfer Articulation & Degree Audit Office
To access DARSWeb for Student login to the UIC portal – my.UIC

https://my.uic.edu/common/

(Your my.UIC login is the same used to access your UIC email account)

Chose the Academics/Degree Audit tabs and click on the DARSWeb link.
Once you are logged in the Audit Request Screen appears.

Audit Request

Student Number: [redacted]  
Student Name: [redacted]

Choose Between Run Default Programs Listed and Run Selected Programs

**Run Default Programs Listed:**
- College: CFT
- Degree Program: 1072 BS
- Title: Biological Sciences
- Catalog Year: 200308

Include Hypothetical Courses: [ ]

**Run Selected Program:**
- College: CFT - Liberal Arts & Sciences
- Degree Prog: 0074 BA - Economics
- Catalog Year: Spring 2006

Include Hypothetical Courses: [ ]

**Note:** both options have the check box Include Hypothetical Courses - see Hypothetical section of this guide.

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The newly requested audit appears under the header **Audits in Queue**.

When an audit is complete, the **Audits in Queue** header disappears, and the new audit appears at the top of the **Audits Completed** list.

Click **Open Audit** to select an audit for viewing.

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**Enrollment & Academic Services, Transfer Articulation & Degree Audit Office**
DARS Web for Student
Viewing the Audit

An audit opens in a new browser window.

Interactive Audit (IA) graphs and charts at the top of an audit supplement the text requirements directly below.
At the top of the audit is a header with demographic data including your name, UIN and the program and catalog year that you requested.

Below the header, from left to right, is a pie chart, a vertical GPA graph and two sets of horizontal bar graphs (hours and GPA).

*Enrollment & Academic Services, Transfer Articulation & Degree Audit Office*
The Pie Chart and GPA Vertical Bar Graph.

**NOTE:** When the bar above the pie chart says “Audit” the pie chart represents the minimum total hours required for the degree. If you have completed more than the minimum, all hours added to the Degree Hours requirement will be represented and the pie chart will be completely green. This does not necessarily mean you have completed all requirements for the degree.

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The Horizontal Bar Graphs reflect groups of requirements (Categories) necessary for completion of this degree along with the GPA for completed hours.

UIC audits include categories of University Req representing campus-wide requirements, College Req representing requirements for degree programs within a College and additional categories representing requirements specifically related to the major.

When you mouse over a section of a bar graph, the hours for that section are displayed.

The colors used are the same as in the pie chart: dark green is completed hours, light green is in-progression hours, purple is hypothetical hours and pink is hours still needed to complete that category.

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When you initially open an audit, the degree requirements are collapsed down to just titles. Click on Open All Sections to expand all requirements. Click on Close All Sections to collapse all requirements. Individual requirements can be expanded or collapsed by clicking on the small gray triangle to the left of the requirement title.
DARS Web for Student
Reading the Audit

- GENERAL EDUCATION REQUIREMENTS - 24 HOURS REQUIRED
  - LIMITATION ON INDEPENDENT STUDY COURSE WORK
    Only 16 hours of independent study course work
    (not exceeding 8 hours within a single department)
    may apply toward the degree.
  - LIMITATION ON NON-LAS COURSE WORK
    Only 24 hours of non-LAS course work may apply toward the
    degree, including:
  - MAJOR IN STATISTICS & OPERATIONS RESEARCH 62 hrs required
    Effective Fall 1999

Final confirmation of major requirements is subject to
approval by major department:
Mathematics, Statistics, & Computer Science,
322 SEO, (312) 996-3041

- EARNED: 10.00 HOURS
- IN-PROG: 3.00 HOURS
- \( \rightarrow \) NEEDS: 49.00 HOURS

- IP+ 1) CALCULUS - THREE COURSES FOR A TOTAL OF 13 HOURS ARE
  REQUIRED
  - 10.00 HOURS ADDED
- IN-PROG 3.00 HOURS

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Grade</th>
<th>Co-requisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>FA07 MATH 180</td>
<td>5.00</td>
<td>PS</td>
<td>ADVPLACE: MATH 180 Calculus I</td>
</tr>
<tr>
<td>W506 MATH 181</td>
<td>5.00</td>
<td>B</td>
<td>Calculus II</td>
</tr>
<tr>
<td>FA08 MATH 210</td>
<td>3.00</td>
<td>IP+I</td>
<td>Calculus III</td>
</tr>
</tbody>
</table>

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Each of the categories in the bar chart (e.g. College Req) contain one or more requirements. You can view a category’s requirements and the associated charts and graphs by clicking on the category bar graph.

The pie chart area, bar graphs and requirement text now refer only to the category selected, in this example College Req.

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You can return to any level of the audit by clicking on Audit or Category in the upper left corner.

You can drill down further by clicking a Requirement bar graph (In this example, the Understanding US Society requirement was clicked) to view charts, graphs and text related to Sub-Requirements in a Requirement.

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At the top right, is a View Course History link. This moves you to a page displaying hours and GPA information by term. The View Academic Progress link returns you to the Audit page.
The Course History page provides a quick visual reference to your academic progress and a sequential listing of all courses.

Mouse over a bar graph for term hours or a GPA “dot” for term GPA.

Click on a bar graph or select a term from the drop-down list and click Submit to see only courses for a specific term.
DARS Web for Student
Printing and Closing the Audit

Since the audit opens in a separate window, click on Close Window in the upper right corner of the audit to return to your list of completed audits.

Click on the Printer Friendly link to print a text only version of the audit without charts and graphs. Use your browser print function to print the audit. If your printer is capable, you may want to select double sided printing.

Enrollment & Academic Services, Transfer Articulation & Degree Audit Office
A hypothetical course can be added in DARS Web along with an expected grade to see what effect it would have on degree program completion.

Select from the DARS Web menu to add a hypothetical course or to view existing hypothetical courses.

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YR/TM (Year/Term) and Grade are selected from the drop down menus.

Title and Memo are optional. You can add the title, but it is not necessary. You can use the Memo section, but memo notes are not viewable in the audit.

Course is 8 characters and should be entered as it appears in Banner for it to work in the audit. [e.g., MATH(1 space)180, IDS(2 spaces)200, CS(3 spaces)108]

Enter the course credit hours.

Click SaveAdd to add a new course or save edits made to an existing hypothetical course. You will be directed to the View Hypothetical Courses screen.
DARS Web for Student
Viewing and Editing Hypothetical Courses

You can view all hypothetical courses or only those for a specific term by using the Select Course Year drop down.

Click on the course number link to view or edit a specific course.

Check Select for Deletion and click on Delete Courses to remove a hypothetical course. For example, when you have completed a course remove it from the hypothetical area to avoid duplication in the audit.

Enrollment & Academic Services, Transfer Articulation & Degree Audit Office
Hypothetical courses are viewable in audits run in DARS Web only.

All hypothetical courses have the word “Hypothetical” in the title line of course in the web audit.

When a hypothetical course is added in DARS Web, an Advisor in your college can see/use/edit these courses (and any notes added to the memo section) when they login to DARS Web for Advisor. Similarly, when an Advisor in your college adds a hypothetical course to DARS Web, you can see/use these courses when you login to DARS Web for Student.
If you want hypothetical courses to be considered in the audit you must check the Include Hypothetical Courses check box before submitting a new audit.

If you do not want hypothetical courses considered in an audit be sure to clear the Include Hypothetical Courses check box.
To get further help interpreting your audit
or
To report any errors in your audit

Please contact an academic advisor in your college/department.

Enrollment & Academic Services, Transfer Articulation & Degree Audit Office
To logout of DARS Web select *Exit DARSWeb* from DARS Web menu. The logout screen will appear stating that the session was successfully completed.