

UIC TADA

DARS Web for Student

*Academic and Enrollment Services,
Transfer Articulation & Degree Audit Office
(TADA)*

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DARS Web for Student

What is a Degree Audit?

- 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.

DARS Web for Student

Logging In

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

The screenshot shows the UIC my.UIC portal interface. At the top, the UIC logo and 'UNIVERSITY OF ILLINOIS AT CHICAGO' are displayed. Below this is a navigation bar with tabs for 'My Home', 'Academics', 'Finances', and 'Campus Life'. The 'Academics' tab is selected and highlighted in red. Underneath, a secondary navigation bar contains 'My Classes', 'Registration', 'Records', and 'Degree Audit'. The 'Degree Audit' tab is also highlighted in red. Below the navigation bars, there is a section titled 'Degree Audit Links'. Under this section, there is a link for 'DARSWeb for Student Audit'. Below the link, there is a paragraph of text explaining that DARSWeb allows students to access their degree audit using a web application, but it is not an official document and requires college approval. At the bottom of the section, there is a note that users can run a default audit against their declared degree program or a 'What-If' audit.

DARSWeb for Student Audit

DARS Web for Student Requesting an Audit

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	Degree Program	Title	Catalog Year
CFT	1072 BS	Biological Sciences	200308

Include Hypothetical Courses:

Run Selected Program:

College:

Degree Prog:

Catalog Year:

Include Hypothetical Courses:

Run Default Programs Listed uses your current Degree Program.

Run Selected Programs can use a degree program not currently listed as your default program (commonly known as a "What-If" audit).

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

DARS Web for Student Viewing the Audit

Audits

Student Number: [REDACTED] Student Name: [REDACTED]

The "Refresh List" Button Updates the List of Audits

[Refresh List](#)

Audits in Queue

Degree	Catalog Year
1711 BS	200808

Click "Refresh List" button if an audit appears above

DARS Web Audits Completed for Student Number: [REDACTED]

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

Open Audit	Webtitle	Catalog Year	Run Date	Run Time	Delete	Select/Deselect All
Open Audit	African American Studies	200808	2008-11-11	12:23:54	<input type="checkbox"/>	Select for Deletion
Open Audit	Communication	200808	2008-11-11	12:23:33	<input type="checkbox"/>	Select for Deletion

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

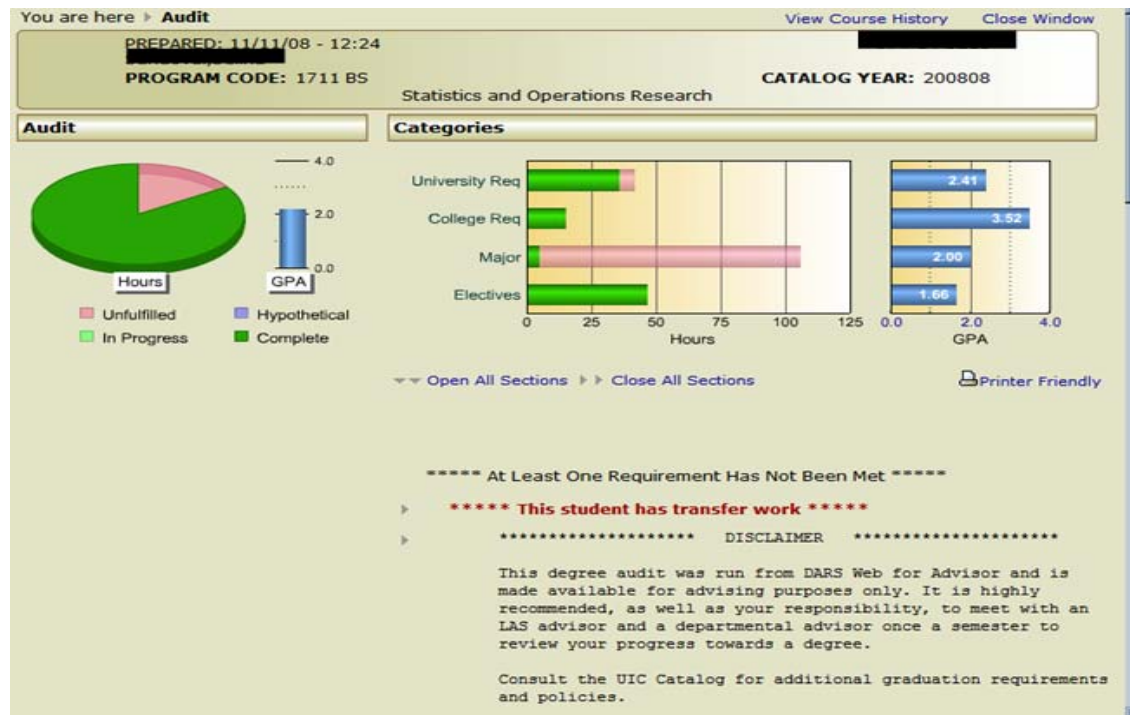
The newly requested audit appears under the header *Audits in Queue*.

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

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.

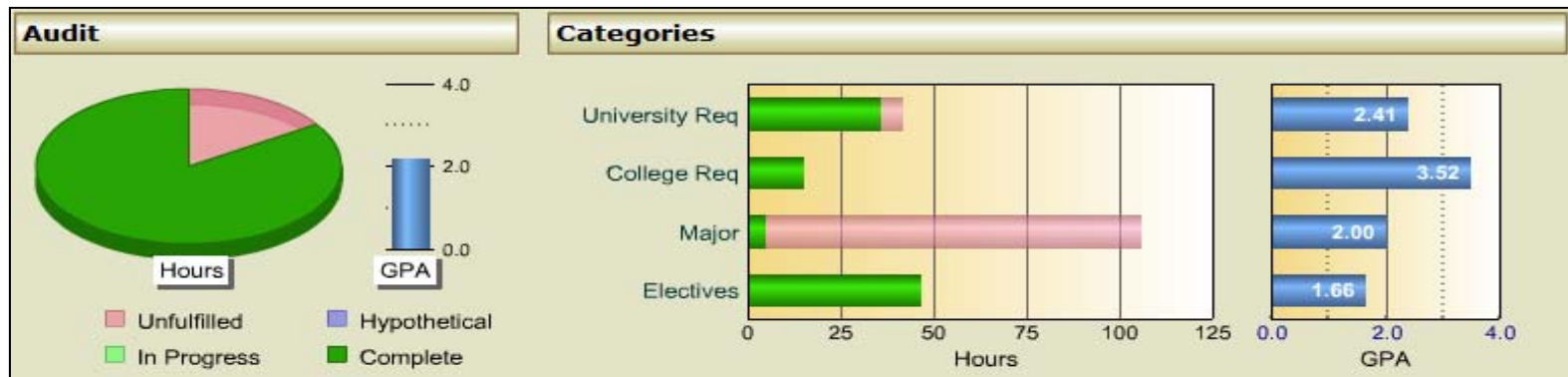


DARS Web for Student Interactive Audit (IA) Components

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.

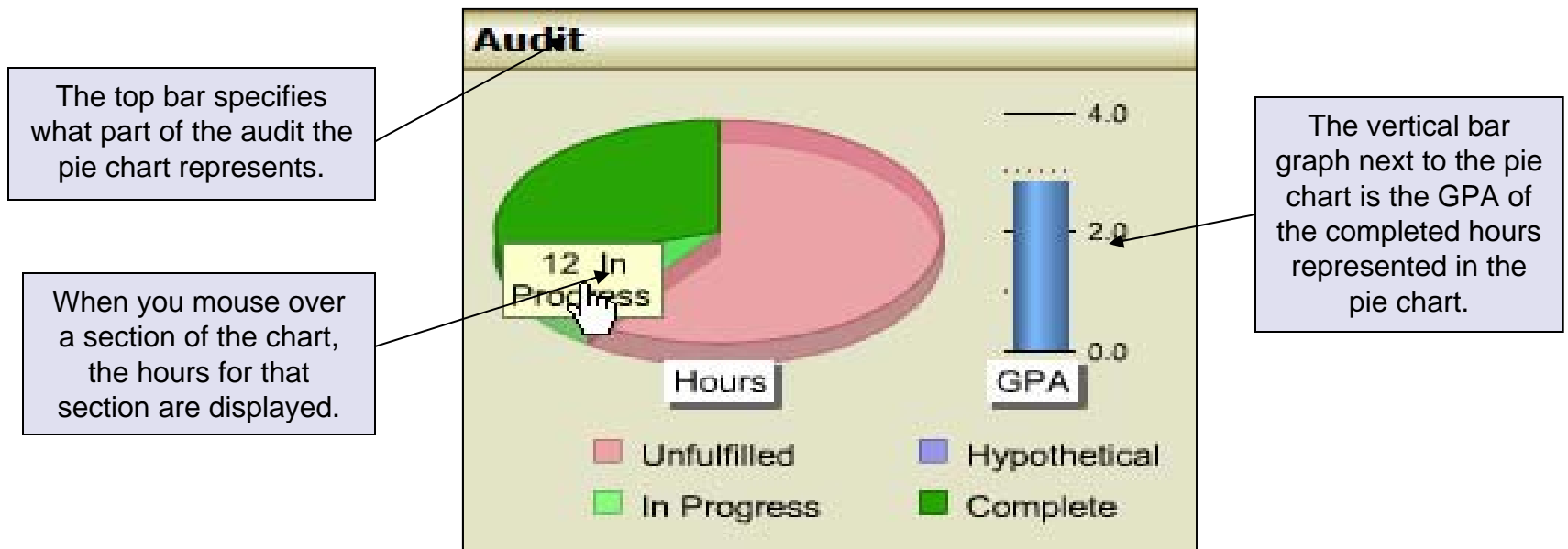


Below the header, from left to right, is a pie chart, a vertical GPA graph and two sets of horizontal bar graphs (hours and GPA).



DARS Web for Student Interactive Audit (IA) Components

The Pie Chart and GPA Vertical Bar Graph.



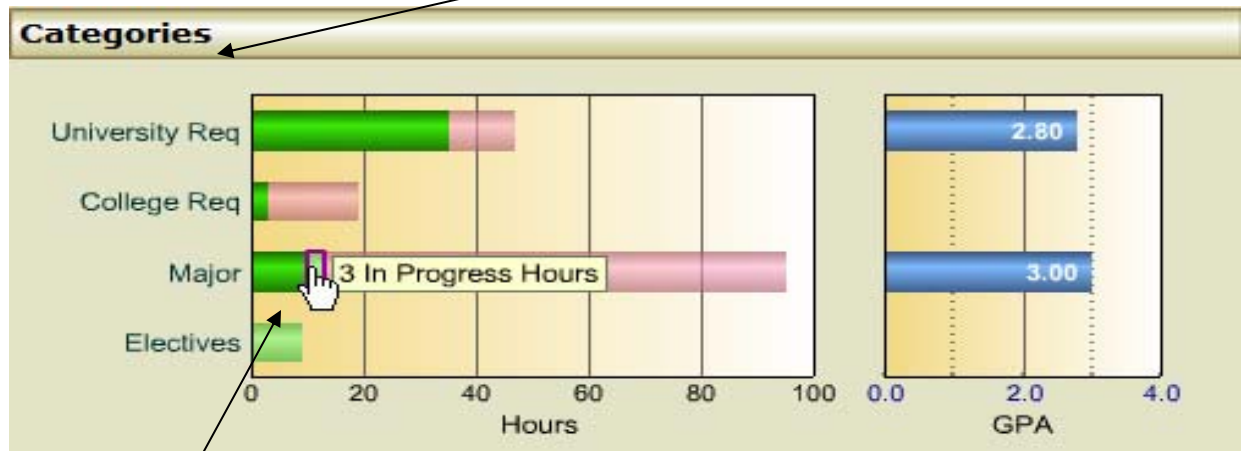
NOTE: When the bar above the pie chart says "Audit" the pie chart represents the *minimum* total hours required for the degree. If you have completed more than the minimum, all hours added to the Degree Hours requirement will be represented and the pie chart will be completely green. This does not necessarily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

DARS Web for Student Interactive Audit (IA) Components

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

The top bar specifies what part of the audit the bar graphs represent.

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-progress hours, purple is hypothetical hours and pink is hours still needed to complete that category.

Degree Requirements Text.











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.

Open All Sections >> Close All Sections Printer Friendly

***** At Least One Requirement Has Not Been Met *****

- ✓ ANALYZING THE NATURAL WORLD
Two laboratory courses required. Lecture and laboratory count as one course.
- ✓ UNDERSTANDING THE PAST
One course is required.
- ✓ EXPLORING WORLD CULTURES
One course is required.
- ✓ UNDERSTANDING THE INDIVIDUAL AND SOCIETY
One course is required.
- ✗ UNDERSTANDING U.S. SOCIETY
One course is required.
- ✗ UNDERSTANDING THE CREATIVE ARTS
One course is required.
- ✓ ADDITIONAL GENERAL EDUCATION
Two additional courses selected from any general education category
- ✓ GENERAL EDUCATION REQUIREMENTS - 24 HOURS REQUIRED

DARS Web for Student Reading the Audit

-  = Completed Requirement
-  = Incomplete Requirement
-  = Completed Requirement Using In-Progress Course
-  = Completed Requirement Using Hypothetical Course
-  = Completed Sub-Requirement
-  = Incomplete Sub-Requirement
-  = Completed Sub-Requirement Using In-Progress Course
-  = Incomplete Sub-Requirement Using In-Progress Course
-  = Completed Sub-Requirement Using Hypothetical Course
-  = Incomplete Sub-Requirement Using Hypothetical Course

▶ **✓ 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**

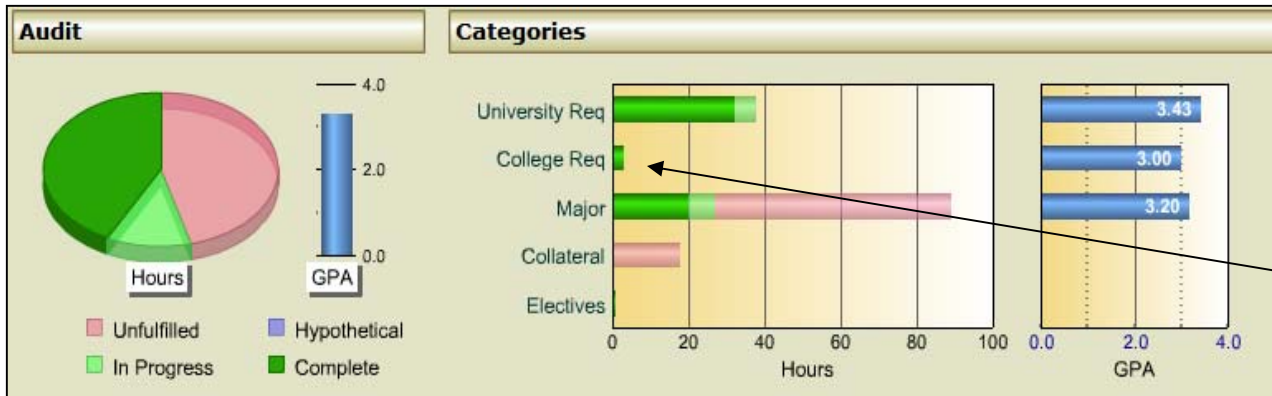
**Final confirmation of major requirements is subject to approval by major department:
Mathematics, Statistics, & Computer Science,
322 SEO, (312) 996-3041**

EARNED: 10.00 HOURS
IN-PROG: 3.00 HOURS
--> NEEDS: 49.00 HOURS

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

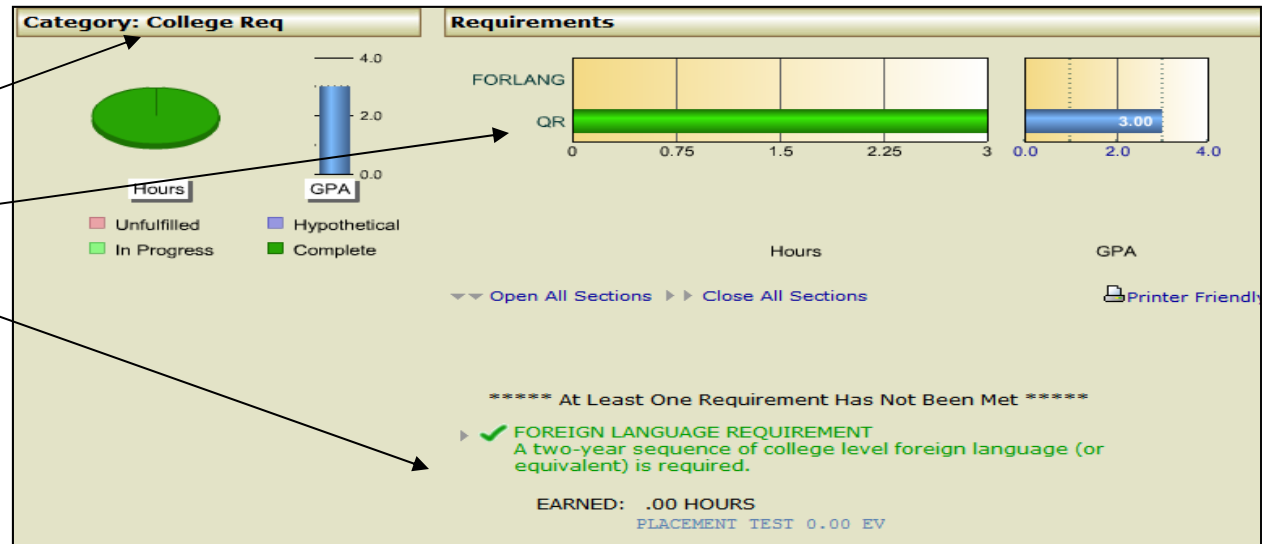
FA07 MATH 180	5.00 PS	ADVPLACE: MATH 180
		Calculus I
WS08 MATH 181	5.00 B	Calculus II
FA08 MATH 210	3.00 IP>I	Calculus III

DARS Web for Student Navigating the Interactive Audit (IA)



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.



DARS Web for Student Navigating the Interactive Audit (IA)

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

The screenshot displays the DARS Web for Student interface. At the top, it shows the breadcrumb trail: "You are here > Audit > Category > Requirement". The page is titled "PREPARED: 11/11/08 - 12:24" and "PROGRAM CODE: 1711 BS". The course being audited is "Statistics and Operations Research" with a "CATALOG YEAR: 200808".

The main section is titled "Requirement: USSOCIETY" and "Sub-Requirements". It features two bar graphs: "Hours" and "GPA". The "Hours" graph shows a green bar at 3.00, and the "GPA" graph shows a blue bar at 3.00. A legend below the graphs indicates the status of requirements: Unfulfilled (pink), In Progress (green), Hypothetical (purple), and Complete (dark green).

At the bottom, there is a message: "***** At Least One Requirement Has Not Been Met *****". Below this, a green checkmark indicates that the requirement "UNDERSTANDING U.S. SOCIETY" is met, with the note "One course is required." The course details "FA98 SOC 105 3.00 B SOCIAL PROBLEMS" are listed at the bottom.

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.

DARS Web for Student Navigating the Interactive Audit (IA)

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

PREPARED: 11/11/08 - 12:56
██████████
PROGRAM CODE: 1711 BS
Statistics and Operations Research
CATALOG YEAR: 200708

Audit **Categories**

— 4.0

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.

[View Academic Progress](#) [Close Window](#)

PREPARED: 11/11/08 - 12:56
██████████
PROGRAM CODE: 1711 BS
Statistics and Operations Research
CATALOG YEAR: 200708

GPA **Coursework Summary by Term**

Term	Cumulative
30	4.0

DARS Web for Student Course Summary by Term

The Course History page provides a quick visual reference to your academic progress and a sequential listing of all courses.

[View Academic Progress](#) [Close Window](#)

PREPARED: 11/11/08 - 13:19

PROGRAM CODE: 1438 BS CATALOG YEAR: 200708
 Mathematics, Statistics & Computer Sci - Math & Computer Science

GPA

	Term	Cumulative
GPA Status		
Quality Points	12.0	154.0
GPA	4.00	2.97
Total	12.0	65.0

Coursework Summary by Term

9 Complete Hours

Legend: ● GPA, ■ Hypothetical, ■ In Progress, ■ Complete

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.

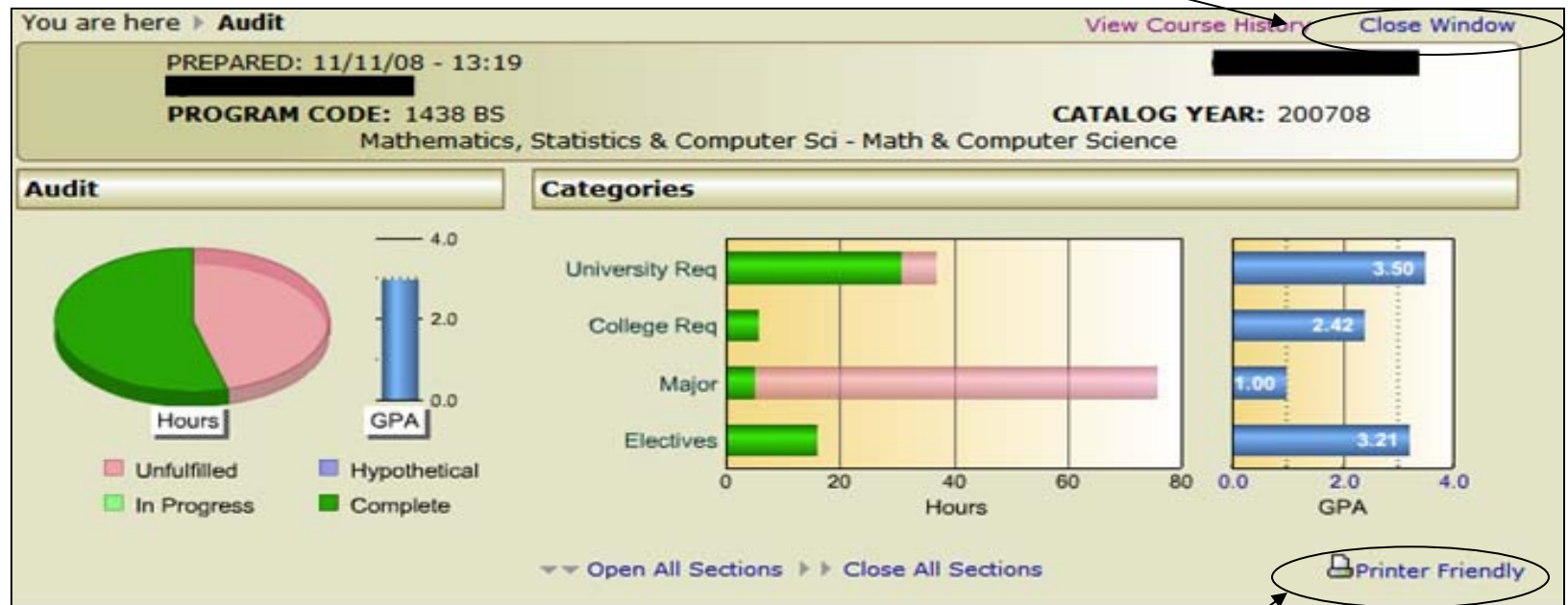
Course Summary

WS2006 [Printer Friendly](#)

Term	Course	Hours	Grade	Course Title
WS06	EARTH SCI	3.0	A	NEIU : ESCI123
WS06	ENGL 161	3.0	A	NEIU : ENGL102

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.

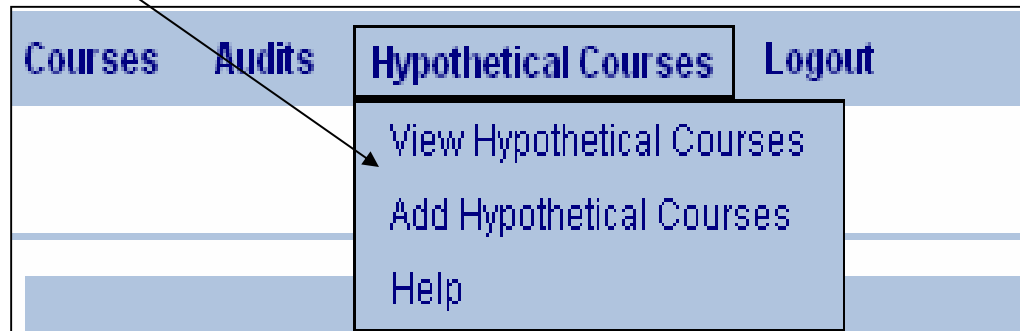


Click on the *Printer Friendly* link to print a text only version of the audit without charts and graphs. Use your browser print function to print the audit. If your printer is capable, you may want to select double sided printing.

DARS Web for Student Adding Hypothetical Courses

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.



DARS Web for Student Adding Hypothetical Courses

Hypothetical

Student Number: [REDACTED] Student Name: [REDACTED]

College: YR/TM:

Course:

Hours: Grade:

Title:

Memo:

Modified: By:

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

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.

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.

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

Hypothetical

Student Number: [REDACTED] Student Name: [REDACTED]

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

Course Year	Course Number	Course Sequence	Credit	Grade	Title	Delete Courses
200608	AAST 100	001	3	A		<input type="checkbox"/> Select for Deletion
200701	ACTG 110	001	3	C		<input type="checkbox"/> Select for Deletion
200701	ACTG 111	001	3	A		<input type="checkbox"/> Select for Deletion
200701	MATH 165	001	5	D		<input type="checkbox"/> Select for Deletion
200701	ECON 320	001	3	C		<input type="checkbox"/> Select for Deletion
200605	ENGL 400	001	3	A		<input type="checkbox"/> Select for Deletion
200608	ECON 345	001	3	A		<input type="checkbox"/> Select for Deletion
200701	ECON 346	001	3	D		<input type="checkbox"/> Select for Deletion

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.

DARS Web for Student Using Hypothetical Courses

Hypothetical

Student Number: XXXXXXXXXX Student Name: XXXXXXXXXX

Select Course Year: All ▼

Course Year	Course Number	Course Sequence	Credit	Grade	Title	Delete Courses
200608	AAST 100	001	3	A		<input type="checkbox"/> Select for Deletion
200701	ACTG 110	001	3	C		<input type="checkbox"/> Select for Deletion
200701	ACTG 111	001	3	A		<input type="checkbox"/> Select for Deletion
200701	MATH 165	001	5	D		<input type="checkbox"/> Select for Deletion
200701	ECON 320	001	3	C		<input type="checkbox"/> Select for Deletion
200605	ENGL 400	001	3	A		<input type="checkbox"/> Select for Deletion
200608	ECON 345	001	3	A		<input type="checkbox"/> Select for Deletion
200701	ECON 346	001	3	D		<input type="checkbox"/> Select for Deletion

- 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.

DARS Web for Student Using Hypothetical Courses

Audit Request

Student Number: [REDACTED] Student Name: [REDACTED]

Choose Between Run Default Programs Listed and Run Selected Programs

Run Default Programs Listed:

College	Degree Program	Title	Catalog Year
CFT	1072 BS	Biological Sciences	200308

Include Hypothetical Courses:

Run Selected Program:

College:

Degree Prog:

Catalog Year:

Include Hypothetical Courses:

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.

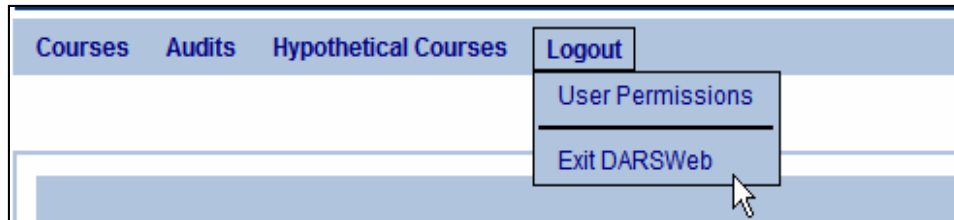
To get further help interpreting your audit

or

To report any errors in your audit

**Please contact an academic advisor in
your college/department.**

DARS Web for Student Exiting DARS Web



To logout of DARS Web select *Exit DARSWeb* from DARS Web menu. The logout screen will appear stating that the session was successfully completed.

