

## DARS: Degree Audit Reporting System Quick Reference Guide (Faculty & Advisors)

DARS is an acronym for a program called the Degree Audit Reporting System. DARS produces a report reflecting academic progress toward completion of an undergraduate degree in a declared or proposed major according to the catalog year in which the student entered the program. The DARS report, or degree audit, shows how University of Wisconsin Parkside courses, transfer courses, and courses in progress apply toward degree requirements. The Degree Audit Report is an internal document. It should be used as a tool to assist students and advisers in planning future coursework. It is not an official certification of a student's academic record.

### Logging into DARS

1. SOLAR Self Service. Degree Audit Reporting System (DARS) is in Self Service. This is a single sign on linkage; therefore, you will be link directly to the DARS Student Selection screen.

The screenshot displays the SOLAR Self Service web interface. At the top left is the 'Solar' logo, and at the top right is a 'Home' link. Below the logo are buttons for 'My Page' and 'Faculty Center'. A navigation bar includes 'Personalize Content | Layout'. The main content area is titled 'Parkside Self Service' and contains several service tiles: 'DARS - Degree Audit Report' (Undergrad Degree Academic Planning Tool), 'Purchase Parking Permit' (Online Parking Permit Purchasing Application), 'Campus Personal Information' (Maintain your personal information and review holds and to dos pending to your record. Includes links for Addresses, Names, Phone Numbers, and 7 More...), 'Faculty Center' (Use the Faculty center to manage all your class related activities. Includes link for Self-service Faculty), and 'Search' (Search, View Schedule of Classes, Faculty Search). A red arrow points to the 'DARS - Degree Audit Report' tile. A 'Faculty Center' footer is visible at the bottom.

Faculty/Advisors will be able to access records for UW-P students on the same basis as is used in SOLAR. To access a student record, enter the student's ID number in the Student Number field and click on the Continue button. You may also search by student name.

## Selecting A Student

The Student Selection screen allows you to use the student ID# or student name to run an audit.



## Degree Audit Reporting System

Student Logout

### Student Selection

Student Number:

#### Search

First Name:

Last Name:

Index of Last Names  
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

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### Student Selection Using the Student Name Search.

If you do not know the student's ID number, you can enter his/her first and/or last name (or the first part thereof) in the appropriate boxes and click on the Search button. This will bring up a line with a "Select" button at the front plus other information about the student. Clicking on the Select button will input the correct student ID number into the Student field, and you then click on the Continue button.



## Degree Audit Reporting System

Student Logout

### Student Search

First Name:

Last Name:

Index of Last Names  
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Student Name	Student Number
<input type="button" value="Select"/>	<i>A listing of student names will appear in this area.</i>
<input type="button" value="Select"/>	
<input type="button" value="Select"/>	
<input type="button" value="Select"/>	
<input type="button" value="Select"/>	
<input type="button" value="Select"/>	
<input type="button" value="Select"/>	
<input type="button" value="Select"/>	
<input type="button" value="Select"/>	
<input type="button" value="Select"/>	

If you are unsure of the spelling of the student's name, you can click on a letter under Index of Last Names. This will bring up the students alphabetically whose last names begin with that letter. **Click on the Select button next to his/her name. This will cause the correct student ID number to appear in the Student Number field, and as before, clicking on the Continue button will select that student.**

## Requesting an Audit

The [Audit Request Screen](#) will show the name and ID# of the student for which the audit will be produced. Verify that you have requested an audit for the correct student. Click the “Submit a New Audit” button to produce report.



## Degree Audit Reporting System

Student Audits Logout

### Audit Request

Student Number:  Student Name:

THIS REPORT IS TO BE USED FOR PLANNING PURPOSES ONLY!

This Degree Audit Report (DARS) should be reviewed with the aid of your advisor to determine your progress toward fulfilling degree requirements. Some requirements, retakes, transfer course equivalencies, exceptions or executive actions may not be reflected. This report is not an official record, transcript or confirmation that any specific degree requirement has been met. DARS is a work in progress.

PLEASE CONSULT YOUR ADVISOR

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The [Audits Screen](#) identifies the audits in the queue. Click the “Refresh List” button to update the queue.



## Degree Audit Reporting System

Student Audits Logout

### Audits

Student Number:  Student Name:

The "Refresh List" Button Updates the List of Audits

#### Audits in Queue

Degree	Gen Ed Year
<input type="text"/>	<input type="text"/>

Click "Refresh List" button if an audit appears above

DARS Web Audits Completed for Student Number:

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

Open Audit	Degree	Gen Ed Year	Run Date	Run Time	Delete	Select/Deselect All
<input type="button" value="Open Audit"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>	<input type="button" value="Select/Deselect All"/>

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The audit will post and add the audit to the listing of DARSweb audits completed for the student. The listing is in chronological order with the most recent audit on top. Click the “Open Audit” button to view the audit. You can select either the audit you have just run or one that you ran previously.



## Degree Audit Reporting System

Student
Audits
Logout

### Audits

Student Number: 
 Student Name:

The "Refresh List" Button Updates the List of Audits

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**DARS Web Audits Completed for Student Number:**

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

Open Audit	Degree	Gen Ed Year	Run Date	Run Time	Delete
<input type="button" value="Open Audit"/>	THIS IS THE WEB TITLE	2006	2011-07-13	12:38:22	<input type="button" value="Delete"/> <input type="button" value="Select/Deselect All"/>
					<input type="checkbox"/> Select for Deletion <input type="button" value="Delete"/> <input type="button" value="Select/Deselect All"/>

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Please note that when you run a new audit, it takes 15-20 seconds after this screen appears for the “Open Audit” button and the rest of the information on that line to appear. Click on the “Open Audit” button of the audit you wish to see. If you have old audits you no longer need, you can click on the box entitled “Select for Deletion” and then click on the delete button to remove them. DARS will save a maximum of five audits: if you run a sixth audit then the oldest audit will automatically be deleted.

**The DARS will appear in a separate web link. Note: You may need to disable pop-up blockers.**