



## Degree Audit Reporting System



# Planned Courses for Advisors in DARSweb



Open the UA homepage. Click on the ZipLine icon in the bottom right corner of the webpage and login into Zip Line.



On the ZipLine homepage, click on the Faculty/Staff tab. If you do not have a 'DARS for Advisors' tab, contact the DARS Office.

Click on the DARS icon

*NOTE – It may be necessary to refresh your screen when adding data in DARS. Use the Refresh Button on the Windows toolbar*



**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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If you have the student's ID number, enter it in the Student Number field and select the Continue button.

or

If needed, you can find the student number by entering the student's name or you may click on the blue alpha link below. You may use a partial name for first and/or last name if desired.

Press the Search button below name to display a list of students.

**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"/>	Kafle, Ram Chandra	2039581
<input type="button" value="Select"/>	Kaforey, Emma L	1945244
<input type="button" value="Select"/>	Kaforey, Jennifer L	1161524
<input type="button" value="Select"/>	Kahle, Elizabeth A	1323561
<input type="button" value="Select"/>	Kahler, Trisha L	1140341

[< Previous Page](#) [Next Page >](#)

Press the Select button next to the desired student.

If the student's name is not in the list, click on Next Page or Previous Page as needed.

File Edit View Favorites Tools Help  
Address http://dars-new.uakron.edu/advisoria/servlet/StudentServlet?num=1628614&intseqno=585638&Select=Select Go

The University of Akron

Student Logout

**Student Selection**

Student Number: 1629614  
Continue Cancel

**Search**

First Name:   
Last Name:   
Search

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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The Student's EMPLID will appear in the Student Number box. Click on the Continue button

**As an advisor there are two primary methods of working with planned courses**

- 1. using the interactive audit (see next page) and**
- 2. using DARwin menu bar features (see page 9)**

**The difference is that you can specify a grade when using DARwin 'Planned Courses' menu feature as compared to the interactive audit where grade of 'C' is defaulted by the system.**

**For the method 1, run and view an audit.**

## Adding planned courses using DARwin interactive audit.

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

PREPARED: 04/02/08 - 09:09 1229982  
Student Esq, Joseph Quincy GRADUATION DATE: UNKNOWN  
PROGRAM CODE: 62000085 CATALOG YEAR: 20081

Business Postbac Level: Post-Bac  
ACCOUNTING, B.S.A.  
COLLEGE OF BUSINESS ADMINISTRATION

**Audit** **Categories**

Hours: 0.0, 2.0, 4.0  
GPA: 0.0, 2.0, 4.0

Unfulfilled Planned  
In Progress Complete

Category	Hours	GPA
Pre-Admission	~10	~0.5
General Educ	~40	~1.0
Bachelor Core	~40	~1.0
Major	~40	~1.0
Upper Level Req	~130	~2.0
Extra Courses	~5	~0.1

Hours GPA

**Course Cart**

No courses in cart

Total 0.0

Course to add:

[Open All Sections](#) [Close All Sections](#) [Printer Friendly](#)

Interactive graphs and charts programming is in progress and will be available soon.

THE UNIVERSITY OF AKRON PREPARED THIS AUDIT AS A GUIDE TO ASSIST YOU IN REVIEWING YOUR ACADEMIC PROGRESS. WHILE WE STRIVE FOR ACCURACY IN PREPARING THIS AUDIT, YOU ARE RESPONSIBLE FOR COMPLYING WITH ALL GRADUATION REQUIREMENTS. TRANSFER COURSES

**If you know the course number,** add it to the Course Cart by entering the course number, choosing 'Add to cart' from the drop down menu and pressing the 'Go' button.

Note - the course grade defaults to a 'C' with this method.

See page 7 if you do not know the course number.

## Adding planned courses using DARwin interactive audit (continued)

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

PREPARED: 04/04/08 - 08:52 1229982  
 Student Esq, Joseph Quincy GRADUATION DATE: UNKNOWN  
 PROGRAM CODE: 620000BS CATALOG YEAR: 20081

Business Postbac Level: Post-Bac  
 ACCOUNTING, B.S.A.  
 COLLEGE OF BUSINESS ADMINISTRATION

**Audit** **Categories**

**Course Cart**

Course	Term	Credit	Grade
<input checked="" type="checkbox"/> 2020:121	Summer 2008	3.0	C
Total		3.0	

Course to add:

Update year/terms of all courses

[View Planned Courses](#)

**Interactive graphs and charts programming is in progress and will be available soon.**

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--> At least one requirement has not been satisfied <---

**THE UNIVERSITY OF AKRON GENERAL GRADUATION REQUIREMENTS**

Move the courses from the course cart to Planned Courses by checking the checkbox next to the appropriate course(s), choosing 'Make courses Planned' from the drop down menu and pressing the 'Go' button.

Note - the course grade defaults to a 'C' with this method.

Click the [View Planned Courses](#) link to view or edit planned courses.

The audit must be rerun before any new or changed planned courses show in the details of the audit.

See end of this document for how to run an audit which includes planned courses

## Adding planned courses using DARwin interactive audit (continued)

✖ YOUR ASSOCIATE STUDIES REQUIREMENT HAS NOT BEEN SATISFIED.

### ASSOCIATE STUDIES REQUIREMENT BUSINESS MANAGEMENT TECHNOLOGY - GENERAL OPTION

- ENGLISH REQUIREMENT  
COMPLETE THE FOLLOWING COURSE:  
NEEDS: 1 COURSE  
SELECT FROM: [2020:121](#)
- SOCIAL SCIENCE/HUMAN RELATIONS REQUIREMENT.  
NEEDS: 1 COURSE  
SELECT FROM: [2040:240](#)
- SOCIAL SCIENCE/ECONOMICS REQUIREMENT  
NEEDS: 1 COURSE  
SELECT FROM: [2040:247](#) OR [3250:200](#)
- AREA STUDIES/CULTURAL DIVERSITY  
NEEDS: 1 COURSE  
SELECT FROM: [2040:254](#) [2040:256](#) [2040:257](#) [2040:258](#)
- MATH REQUIREMENT  
NEEDS: 1 COURSE  
SELECT FROM: [2030:161](#) OR [3450:145](#)

If you do not know the course number, make sure all sections are expanded, find the course in the 'Select From' line that you want to include and click on the course number (listed in blue with underline).

When the pop up box appears click the 'Add' button..

Would you like to add the following course to your Course Cart?

2020:121

Add

Cancel

# Adding planned courses using DARwin interactive audit (continued)

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

PREPARED: 04/04/08 - 08:52 1229982  
 Student Esq, Joseph Quincy **GRADUATION DATE:** UNKNOWN  
**PROGRAM CODE:** 620000BS **CATALOG YEAR:** 20081  
 Business Postbac Level: Post-Bac  
 ACCOUNTING, B.S.A.  
 COLLEGE OF BUSINESS ADMINISTRATION

**Audit** **Categories**

Hours: 3.0 (Total) | GPA: 2.00

Category	Hours	GPA
Pre-Admission	~15	~1.5
General Educ	~45	~1.5
Bachelor Core	~35	~1.5
Major	~45	~1.5
Upper Level Req	~130	~1.5
Extra Courses	~5	~1.5
<b>Total</b>	<b>3.0</b>	<b>2.00</b>

**Course Cart**

Course	Term	Credit	Grade
<input checked="" type="checkbox"/> 2020:121	Summer 2008	3.0	C
<b>Total</b>		<b>3.0</b>	

Course to add:

Update year/terms of all courses  
 Summer 2008

[View Planned Courses](#)

**THE UNIVERSITY OF AKRON PREPARED THIS AUDIT AS A GUIDE TO ASSIST YOU IN REVIEWING YOUR ACADEMIC PROGRESS. WHILE WE STRIVE FOR ACCURACY IN PREPARING THIS AUDIT, YOU ARE RESPONSIBLE FOR COMPLYING WITH ALL GRADUATION REQUIREMENTS. TRANSFER COURSES AND COURSEWORK TAKEN PRIOR TO FALL 1978 MAY NOT APPEAR IN THIS AUDIT. THEY WILL APPEAR IN THE TRANSCRIPT RECORD AND THEY MAY BE USED TO SATISFY REQUIREMENTS OR AS ELECTIVES. PLEASE SEE YOUR ADVISOR TO DETERMINE HOW THESE COURSES MAY APPLY.**

--> At least one requirement has not been satisfied <---

**THE UNIVERSITY OF AKRON GENERAL GRADUATION REQUIREMENTS**

Move the courses from the course cart to Planned Courses by checking the checkbox next to the appropriate course(s), choosing 'Make courses Planned' from the drop down menu and pressing the 'Go' button.

Note - the course grade defaults to a 'C' with this method.

Click the [View Planned Courses](#) link to view or edit planned courses.

The audit must be rerun before any new or changed planned courses show in the details of the audit.

See end of this document for how to run an audit which includes planned courses



## Viewing or editing planned courses using DARwin menu bar features.

The screenshot displays the DARS interface for The University of Akron. The top navigation bar includes links for Student, Exceptions, Transfer Courses, Audits, **Planned Courses**, Transfer Evaluations, and Logout. A dropdown menu for 'Planned Courses' is open, showing options for 'View Planned Courses', 'Add Planned Courses', and 'Help'. Below the navigation, the student's EMPLID (1229982) and name (Student, Joseph Quincy) are shown. A 'Select Course Year' dropdown is set to 'All'. The main content area features a table of planned courses with columns for Course Year, Course Number, Course Sequence, Credit, Grade, Title, and a 'Delete Selections' button. A single course is listed: 20087, [1234:123](#), 001, 3.00000, C, TEST COURSE. A 'Select for Deletion' checkbox is present next to the course, and a 'Delete Selections' button is located below the table row.

To view or edit planned course(s) in DARS, click on Planned Courses ... View Planned Courses.

To edit planned a planned course click on the course number link desired course.

You may delete planned courses as needed by clicking in the **Select for Deletion** check box and then selecting the **Delete Selections** button.

## Adding planned courses using DARwin menu bar features.

**The University of Akron**

# Degree Audit Reporting System

Student Exceptions Transfer Courses Audits **Planned Courses** Transfer Evaluations Logout

- View Planned Courses
- Add Planned Courses
- Help

**Au**

**Student EMPLID:** 1229982      **Student Name:** Student, Joseph Quincy

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Choose Between Run Default Programs Listed and Run Selected Programs

**Currently Active Programs:** If the following information is not correct, please contact your [advisor](#).

Location	Academic Plan	Title	Catalog Year
AKR	598000NDG	Graduate Degree Program	20017

Run >

To add planned course(s) to DARS, click on Planned Courses (on menu bar)...Add Planned Courses.

## Adding planned courses using DARwin menu bar features (continued)

The screenshot shows the 'Add Planned' screen in the Degree Audit Reporting System. At the top left is the University of Akron logo. The title 'Degree Audit Reporting System' is centered. A navigation bar contains links for Student, Exceptions, Transfer Courses, Audits, Planned Courses, Transfer Evaluations, and Logout. The main content area has a yellow background and is titled 'Add Planned'. It displays 'Student EMPLID: 1229982' and 'Student Name: Student, Joseph Quincy'. Below this is a form with the following fields: 'YR/TM' (a dropdown menu), 'Course' (a text input), 'RCredit' (a text input with '0.0'), 'Grade' (a text input), 'Title' (a text input), and 'Memo' (a large text area). At the bottom left, it says 'Last Modified: By:'. At the bottom center, there are two buttons: 'SaveAdd' and 'Cancel'. An arrow points from the 'SaveAdd' button to the text in the adjacent box.

The Add Planned screen is displayed.

Enter the following data as needed

- YR/TM (YYYYT) – use the pull down menu
- Course – use only U of Akron courses in *subject:catalog* format 9999:999
- RCredit – course credit hours
- Grade – enter expected grade
- Title – course title
- Memo – enter comments if desired

Press the **SaveAdd** button to save the data.

**NOTE** – Course ID is not validated by DARS. If an invalid course ID is entered it will NOT be included toward the students' program requirements.

## Adding planned courses using DARwin menu bar features (continued)



### Degree Audit Reporting System

Student Exceptions Transfer Courses Audits Planned Courses Transfer Evaluations Logout

#### Planned

Student EMPLID: 1229982

Student Name: Student, Joseph Quincy

Select Course Year: All

Course Year	Course Number	Course Sequence	Credit	Grade	Title	Delete Selections
		001	0.00000			<input type="checkbox"/> Select for Deletion
20081	<a href="#">3100.100</a>	001	3.00000	C		<input type="checkbox"/> Select for Deletion
20081	<a href="#">3300.112</a>	001	3.00000	C		<input type="checkbox"/> Select for Deletion
20083	<a href="#">3300.111</a>	001	3.00000	A		<input type="checkbox"/> Select for Deletion

Delete Selections

The list of planned courses will display after the save.

You may delete planned courses as needed by clicking in the **Select for Deletion** check box and then selecting the **Delete Selections** button.

## Running an audit that includes Planned Courses

The University of Akron

### Degree Audit Reporting System

Student Exceptions Transfer Courses **Audits** Planned Courses Transfer Evaluations Logout

- View Audits
- Request New Audit
- Help

#### Audit Request

Student EMPLID: 1229982 Student Name: Student, Joseph Quincy

Choose Between Run Default Programs Listed and Run Selected Programs

**Currently Active Programs:** If the following information is not correct, please contact your [advisor](#).

Run >	AKR	620000BS	ACCOUNTING, B.S.A.	20081
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Include  
Planned Courses:   
Exclude  
IP Courses:

WHAT IF?  
If you are thinking about changing your major, you can select any program using the drop down box below.  
Select a program from the list and a Catalog Year. Then press the "Submit a New Audit" button.

**Run Selected Program:**

Location: AKR - The University of Akron

Degree Level: Associate

Program of Study: Business

Academic Plan: 242002AAB - BUSINESS MANAGEME

Catalog Year: Spring 2008

Include  
Planned Courses:   
Exclude  
IP Courses:

To run a new audit click on *Audits / Request New Audit*

To include planned courses in the students audit check the *Include Planned Courses* check box when running the students active program(s).

-- OR --

check the *Include Planned Courses* check box under the 'WHAT IF' section of the Audit Request when running a proposed student program.

## Planned courses on the audit are displayed below

**Audit**

**Categories**

Hours: 4.0  
GPA: 2.00

Unfulfilled (pink), In Progress (green), Planned (blue), Complete (dark green)

Pre-Admission, General Educ, Bachelor Core, Major, Upper Level Req, Extra Courses

Hours: 0, 30, 60, 90, 120, 150  
GPA: 0.0, 2.0, 4.0

**Course Cart**

No courses in cart

Total: 0.0

Course to add:   
Add to cart

Update year/terms of all courses  
Spring 2008

[View Planned Courses](#)

Interactive graphs and charts programming is in progress and will be available soon.

[Open All Sections](#) [Close All Sections](#) [Printer Friendly](#)

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--> At least one requirement has not been satisfied <--

Once you run the audit, the interactive audit will be displayed (with graphs & charts). Select Open All Sections and scroll through the audit.

You can view or edit planned courses using the [View Planned Courses](#) link or by selecting existing planned courses from the detailed pages in the audit.

THE MATHEMATICS REQUIREMENT FOR GENERAL STUDIES HAS BEEN SATISFIED.

MATHEMATICS: 3 CREDITS

Planned: 3.00 Credits

08S 3450:113 3.00 C >W

This symbol will be shown if planned courses have been used to satisfy the requirement. The audit will also display a ">W" next to a course indicating a planned course.