



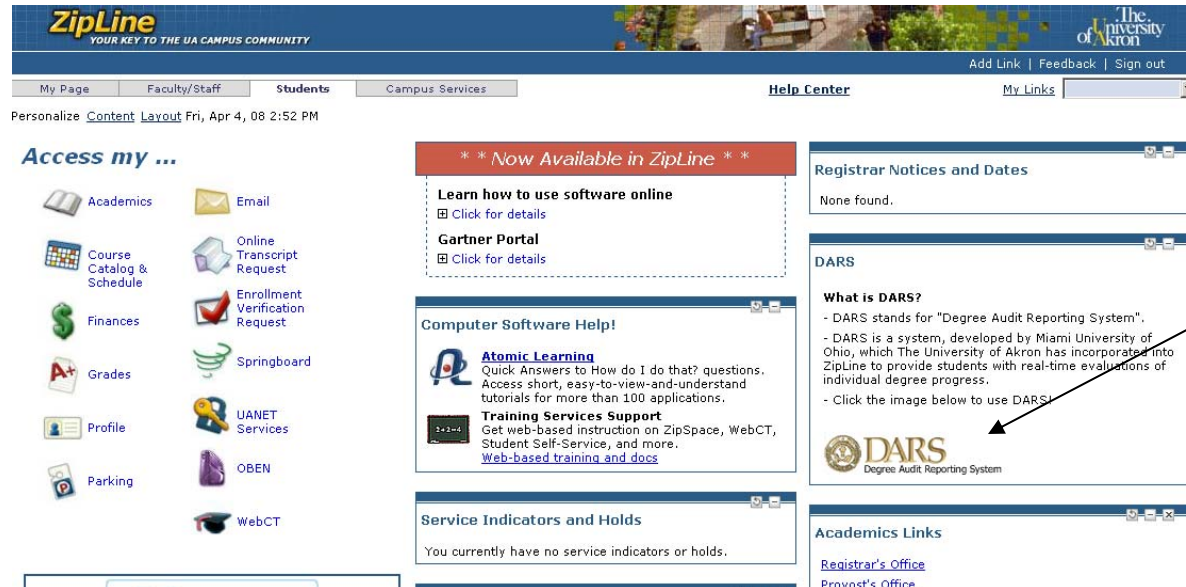
Degree Audit Reporting System



Planned Courses for Students 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 Students tab. If you do not have a 'DARS' tab contact the Help Desk.

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



As a student there are two primary methods of working with planned courses

- 1. using the interactive audit and**
- 2. using DARwin menu bar features**

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: 620000BS CATALOG YEAR: 20081

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

Audit **Categories**

Category	Hours
Pre-Admission	~10
General Educ	~40
Bachelor Core	~35
Major	~45
Upper Level Req	~130
Extra Courses	~5

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

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

Course Cart
 No courses in cart
 Total 0.0

Course to add:

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?

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**

Category	Hours
Pre-Admission	~15
General Educ	~45
Bachelor Core	~35
Major	~45
Upper Level Req	~130
Extra Courses	~5

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.

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

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.

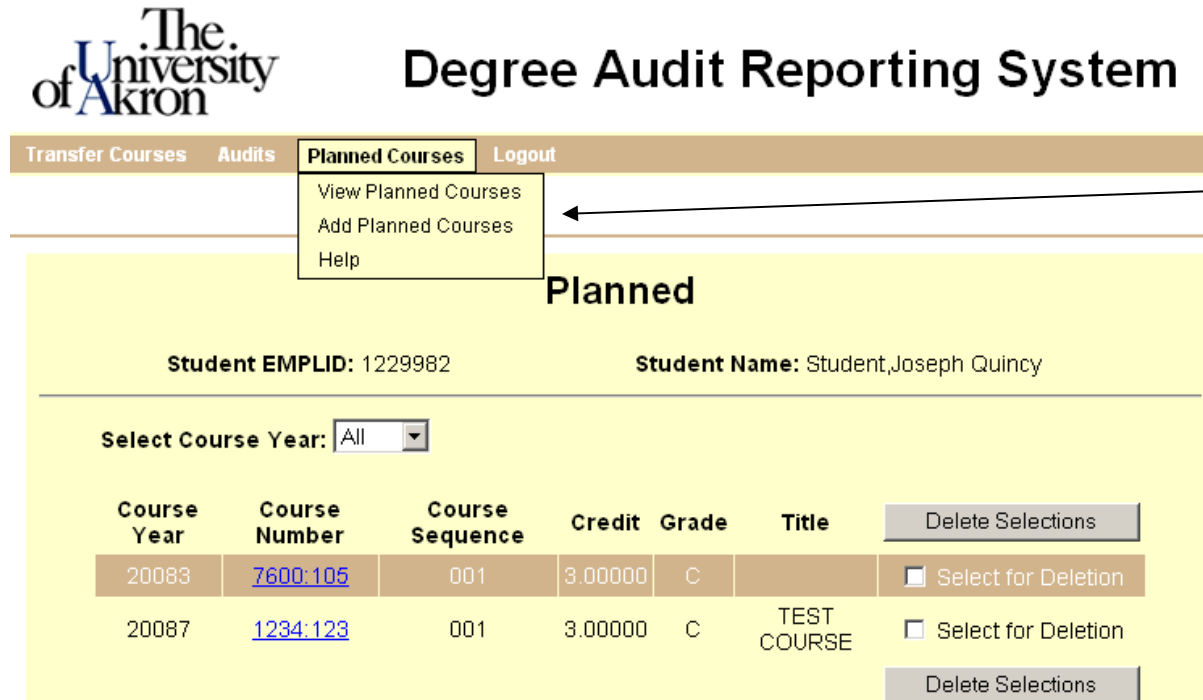
The screenshot shows the DARS interface for a student. The top navigation bar includes 'Transfer Courses', 'Audits', 'Planned Courses', and 'Logout'. The 'Planned Courses' menu is open, showing options: 'View Planned Courses', 'Add Planned Courses', and 'Help'. Below the menu, the page title is 'Planned'. Student information is displayed: 'Student EMPLID: 1229982' and 'Student Name: Student, Joseph Quincy'. A 'Select Course Year' dropdown is set to 'All'. A table of planned courses is shown with columns: Course Year, Course Number, Course Sequence, Credit, Grade, Title, and Delete Selections. The first row is highlighted in brown and contains: 20083, [7600:105](#), 001, 3.00000, C, and a 'Select for Deletion' checkbox. The second row contains: 20087, [1234:123](#), 001, 3.00000, C, TEST COURSE, and a 'Select for Deletion' checkbox. A 'Delete Selections' button is located below the table.

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

Transfer Courses Audits **Planned Courses** Logout

- View Planned Courses
- Add Planned Courses
- Help

Planned

Student EMPLID: 1229982 Student Name: Student, Joseph Quincy

Select Course Year: All

Course Year	Course Number	Course Sequence	Credit	Grade	Title	Delete Selections
20083	7600:105	001	3.00000	C		<input type="checkbox"/> Select for Deletion
20087	1234:123	001	3.00000	C	TEST COURSE	<input type="checkbox"/> Select for Deletion

Delete Selections

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)



Degree Audit Reporting System

Transfer Courses Audits **Planned Courses** Logout

Add Planned

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

YR/TM:

Course:

RCredit:

Grade:

Title:

Memo:

Last Modified:
By:

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

Transfer Courses Audits **Planned Courses** Logout

Planned

Student EMPLID: 1229982 Student Name: Student,Joseph Quincy

Select Course Year:

Course Year	Course Number	Course Sequence	Credit	Grade	Title	Delete Selections
20083	7600:105	001	3.00000	C		<input type="checkbox"/> Select for Deletion
20087	1234:123	001	3.00000	C	TEST COURSE	<input type="checkbox"/> Select for Deletion
20091	2222:123	001	4.00000	B+	TEST COURSE 2	<input type="checkbox"/> Select for Deletion

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)

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.