

Welcome to *DARWeb* degree audits through AccessPlus.

## TEN EASY STEPS TO RUNNING/VIEWING AN AUDIT:

### Adviser Access:

1. On the Faculty/Adviser tab, open the services tab
2. If you know your student's ID#,
3. fill in the Student ID space \*
4. Click on Degree Audit
5. If you do not know the ID#, search with Name Browse button, above Display button and follow the same steps as below.

The screenshot shows the 'Faculty/Adviser' tab selected in the top navigation bar. The main content area is titled 'Adv Serv Coll DARS'. It features a search form with three fields: 'Student ID' (containing a red box and a red '1'), 'ID Type' (set to 'University ID'), and 'Student Name' (containing a red box and a red '1'). A red '3' points to the 'Student ID' field. To the left is a navigation menu with 'Degree Audit' highlighted by a red '4' and 'Adv Serv Coll DARS' highlighted by a red '2'. Below the search form is a list of instructions:

- Please read ISU's [Confidential Information Policies](#).
- Select a specific student by entering SSN/University ID, then choose one of the options from the upper left menu.
- Enter part of the student name, then choose Name Browse to limit the search.
- Choose Name Browse to go directly to a list of all students.
- Choose Advisee List or Advisees /w Midterms to go directly to those lists.

You are now at the screen that displays the student's major information.

6. Click on Connect to DARSWeb tab:

The screenshot shows the 'DARS Information' page. The search form at the top has 'Student ID' filled with '.....', 'ID Type' set to 'University ID', and 'Student Name' empty. The page displays the following information:

**DARS Information**

Name: [REDACTED] Last Registered Term: Fall 1997  
 ISU E-Mail: [REDACTED]  
 Classification: Special  
 Curr/Major: LAS S  
 College: Liberal Arts and Sciences  
 Adviser:

**Confidential Information**

DARS Program	Catalog Year	Expected Graduation Term	Program Title
M P BUS Full Honors Member	2005	Fall 2006	PRE BUSINESS NON DEGREE MAJOR
S L ST L Full Honors Member	2005		LIBERAL STUDIES BACHELOR OF LIBERAL STUDIES

At the bottom of the page is a red-bordered button labeled 'Connect to DARSWeb' with the text '(This will open DARSWeb in either a new window or a new tab)' below it.

Next you may see another screen where the ID# will show if one is chosen. You also have an opportunity to change the name or number at this time:

**Student Selection**

Student Number:

**Search**

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](#)

7. Click Continue to proceed.

You are taken directly to the Audit Request screen where you may order an audit. If no audit has been run, you will first need to request one.

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**DARS**Web

Student Exceptions **Audits** Planned Courses Logout

View Audits  
Request New Audit  
Help

**Audit Request**

Student Name:

Choose a Default Program or select a different program.

**Default Programs Listed:**

Degree Program	Title	Catalog Year
<input checked="" type="radio"/> S.JL.MC.A	JOURNALISM & MASS COMMUNICATION	2003
<input type="radio"/> PSYCHOLOGY MINOR (2.0 GPA REQ) (18.0 credits required)		2003
<input type="radio"/> ENGLISH MINOR (18.0 credits required)		2003

School: Iowa State University

Degree Prog:

Catalog Year:

Include Planned Courses:

8. If an audit has already been run, and you want to check a specific audit, click on View Audits under the Audits tab. This is also the same tab that you will be taken to when an audit has been ordered.

9.

## Audits

Student Name: ██████████

The "Refresh List" Button Updates the List of Audits

Refresh List

Audits in Queue

Degree Catalog Year  
S JL MC A 200305

If a new audit has been requested, it will appear in the Queue. By clicking on Refresh List, the audit will appear at the top of the Open Audit list. This will hold up to 5 audits.

Click "Refresh List" button if an audit appears above

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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	Webtitle	Catalog Year	Run Date	Run Time	Delete	Select/Deselect All
Open Audit	S JL MC A	200305	2007-07-17	08:47:21	<input type="checkbox"/>	Select for Deletion

10. Now click on the **Open Audit** tab.

Be aware, *at this point*, you may order any major within your college for only the student's you advise. If an audit from another college has been ordered, you will have access to view that audit also. If the bottom section is not showing an audit (Open Audit tabs are blank), then one has not been run for this student and needs to be for viewing.

The Audits screen now appears:  
Your audit it now available for viewing.



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**DARSWeb**

[Expand All](#)

[Collapse All](#)

[Help](#)

[interactive audit](#)

PREPARED: 07/12/07 - 13:24 ██████████

PROGRAM CODE: S MATH B CATALOG YEAR: 2001

**MATHEMATICS  
BACHELOR OF SCIENCE**

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*Student Info Curriculum LAS S*  
Classified as Special Entry type: Direct from HS  
Email: dljorda@iastate.edu  
Entered: Fall 1968 Graduate Fall 2008  
Transfer degrees earned:  
2003 AA DEGREE DES MOINES AREA COMMUNITY COLLEGE  
2000 BS DEGREE UNIVERSITY OF MISSOURI  
Total credits 133.00\*\* CUM GPA 3.04\*\*  
Total deficient quality points 0.00 Drops remaining 2

If you have ordered an audit from a different major than your student, but still within your college, the audit will appear with the text below:

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**DARSWeb**

Unofficial

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[Help](#)

**UNOFFICIAL AUDIT  
ALTERNATE MAJOR DEGREE PROGRAM**

PREPARED: 07/18/07 - 14:50

PROGRAM CODE: H AMDF B      CATALOG YEAR: 2005

APPAREL MERCHANDISING, DESIGN, AND PRODUCTION  
BACHELOR OF SCIENCE

Another feature is the ability to view any Exceptions done for a student:

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**DARSWeb**

Student   **Exceptions**   Audits   Planned Courses   Logout

View Exceptions  
Help

Exceptions

Student Name: \_\_\_\_\_

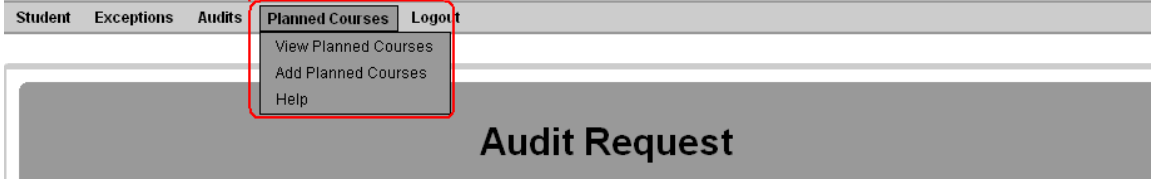
	Audit Note	Memo	Exception Code	Pseudo Course	Course
1	<a href="#">WAVE OK KT</a>	<a href="#">05-31-07 WAVE L ST #2 OK KT</a>	MR	S L ST #2	
2	<a href="#">WAVE OK KT</a>	<a href="#">05-31-07 WAVE L ST #3 OK KT</a>	MR	S L ST #3	
3	<a href="#">ENGL_HUM 100- OK KT</a>	<a href="#">05-31-07 ENGL 100- HUM 100- OK IN GR1 KT</a>	AD	S GR1	

Advisers do not have update ability. This is done at the college classification offices.

STEPS FOR PLANNING STUDENT'S COURSES:

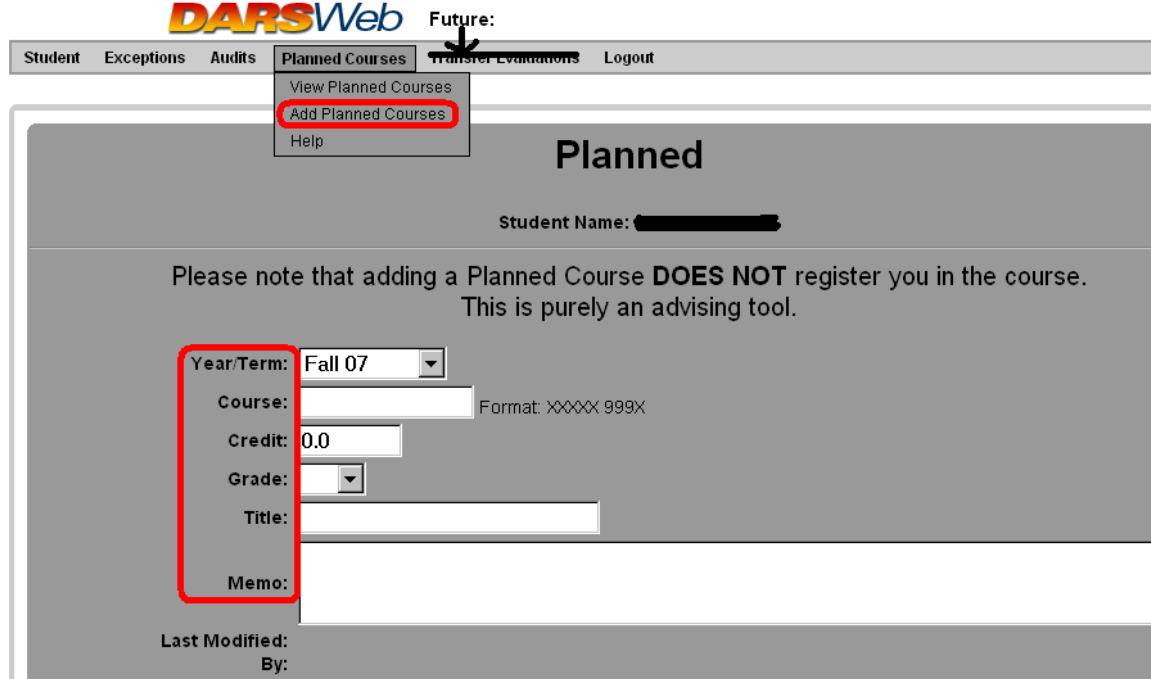
Another feature of *DARSWeb* is the ability to help students plan future courses.

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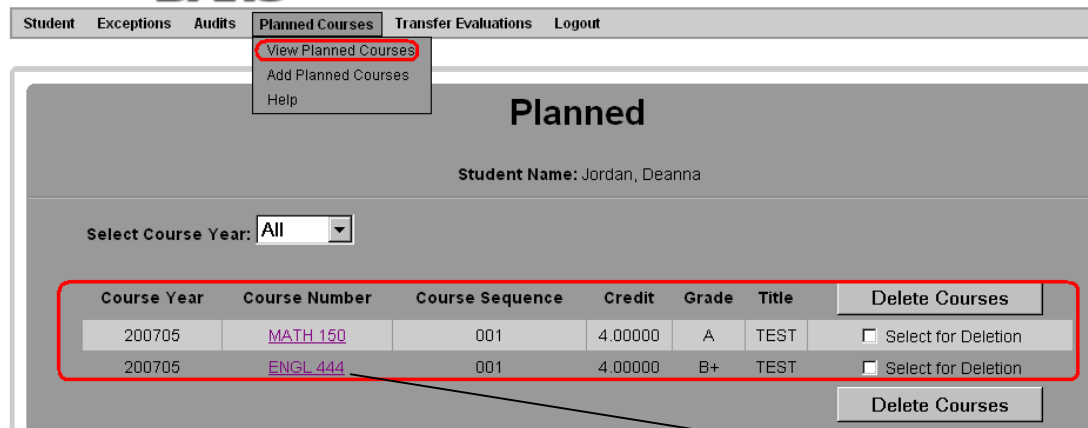
When you choose Add Planned Courses, the screen below will appear.

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The screen below shows you what courses have been planned.

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You may also edit from this screen by clicking on the underlined course:

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

View Planned Courses  
Add Planned Courses  
Help

## Planned

Student Name: ██████████

Please note that adding a Planned Course **DOES NOT** register you in the course.  
This is purely an advising tool.

Year/Term:  Format: XXXXX 999X

Course:  Format: XXXXX 999X

Credit:

Grade:

Title:

Memo:

Last Modified: 2007-07-12 13:42:31.0  
By: dliorda

Once the future courses are added, you can run an audit with “Include planned courses” checked, and an updated audit will appear.

Student Exceptions **Audits** Planned Courses Logout

View Audits  
**Request New Audit**  
Help

## Audit Request

Student Name: ██████████

Choose a Default Program or select a different program.

**Default Programs Listed:**

Degree Program	Title	Catalog Year
<input type="radio"/> M P BUS	PRE BUSINESS	2005
• MANAGEMENT INFORMATION SYSTEMS OPTION		2005
<input checked="" type="radio"/> S L ST L	LIBERAL STUDIES	2005
• ENVIRONMENTAL STUDIES		2005
• AGRICULTURAL EDUCATION MINOR (15.0 credits required)		2005

School: Iowa State University

Degree Prog:

Catalog Year:

**Include Planned Courses:**

Now the audit will show how the courses apply to the program with the type of audit at the top:

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**DARSWeb**

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UNOFFICIAL AUDIT  
PLANNED COURSES INCLUDED

PREPARED: 07/18/07 - 13:37

PROGRAM CODE: S L ST L      CATALOG YEAR: 2005

LIBERAL STUDIES  
BACHELOR OF LIBERAL STUDIES

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Student Info Curriculum LAS S  
Classified as Special      Entry type: Direct from HS  
Email: dljorda@iastate.edu

If you desire an audit that is not one from the list, you may place the order on the audit request screen using the drop down boxes plus show the audit with any planned courses:

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**DARSWeb**

Student   Exceptions   Audits   Planned Courses   Logout

### Audit Request

Student Name: [REDACTED]

[REDACTED] or select a different program.

Default Programs Listed:	Catalog Year
<ul style="list-style-type: none"> <li><input type="radio"/> H EL ED B</li> <li><input type="radio"/> ELEMENTARY EDUC</li> <li><input type="radio"/> CHILD-ADULT FAMIL</li> </ul>	<ul style="list-style-type: none"> <li>2005</li> <li>2005</li> <li>2005</li> </ul>

School: [REDACTED]

Degree Prog: H EL ED B - Elementary Edu

Catalog Year: 2005

Include  Planned Courses:

If H HHP B is filled in and an audit run, this message appears:

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**DARSWeb**

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[Help](#)

UNOFFICIAL AUDIT  
ALTERNATE MAJOR/ DEGREE PROGRAM  
PLANNED COURSES/ INCLUDED

If you have problems using the features described please email [degreeaudit@iastate.edu](mailto:degreeaudit@iastate.edu) for additional assistance.

\*All student information is taken from multiple test students.