IOWA STATE UNIVERSITY
DARSWeb

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.

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

6. Click on ***Connect to DARSWeb*** tab:

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:

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.

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

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.

Degree	Catalog Year
S JL MC A	200305

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	Webtitle	Catalog Year	Run Date	Run Time	Delete	Select/Deselect All
Open Audit	S JL MC A	200305	2007-07-17	08:47:21	☐ 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.

YOU DID IT!!

IOWA STATE UNIVERSITY
DARSWeb

Expand All   Collapse All
Help
interactive audit

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PREPARED: 07/12/07 - 13:24                    ▓▓▓▓▓▓
▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓
PROGRAM CODE: S MATH B        CATALOG YEAR: 2001

                    MATHEMATICS
                BACHELOR OF SCIENCE
_____
  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
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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:

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

	Audit Note	Memo	Exception Code	Pseudo Course	Course
1	WAIVE OK KT	05-31-07 WAIVE L ST #2 OK KT	MR	S L ST #2	
2	WAIVE OK KT	05-31-07 WAIVE L ST #3 OK KT	MR	S L ST #3	
3	ENGL, HUM 100- OK KT	05-31-07 ENGL 100-, HUM 100- OK IN GR1, KT	AD	S GR1	

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

STEPS FOR PLANNING STUDENT'S COURSES:

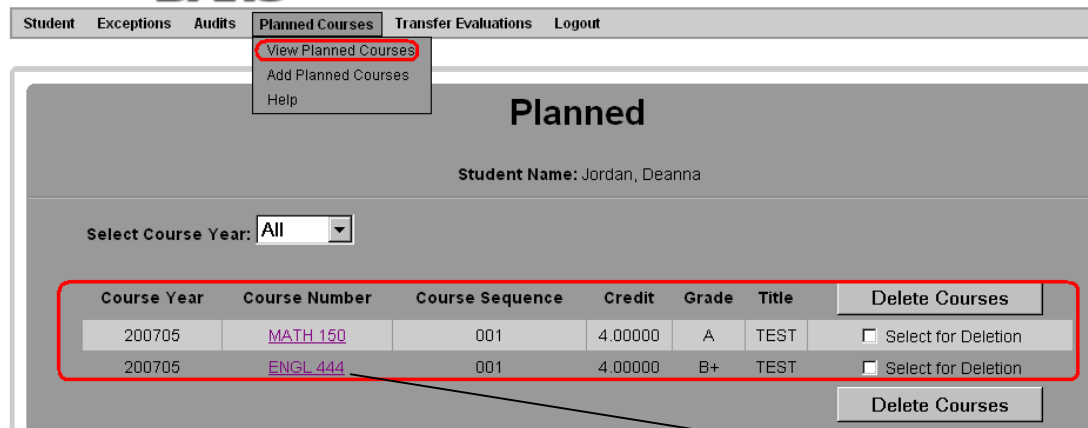Another feature of *DARSWeb* is the ability to help students plan future courses.
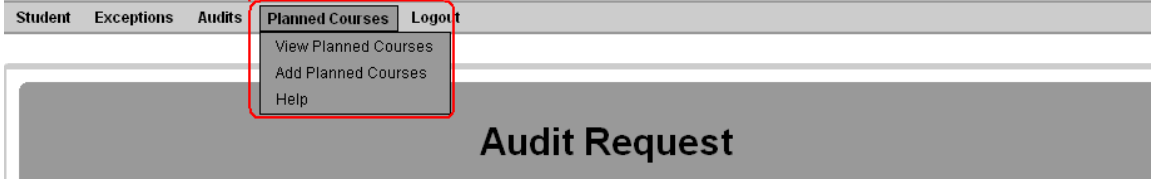
When you choose Add Planned Courses, the screen below will appear.
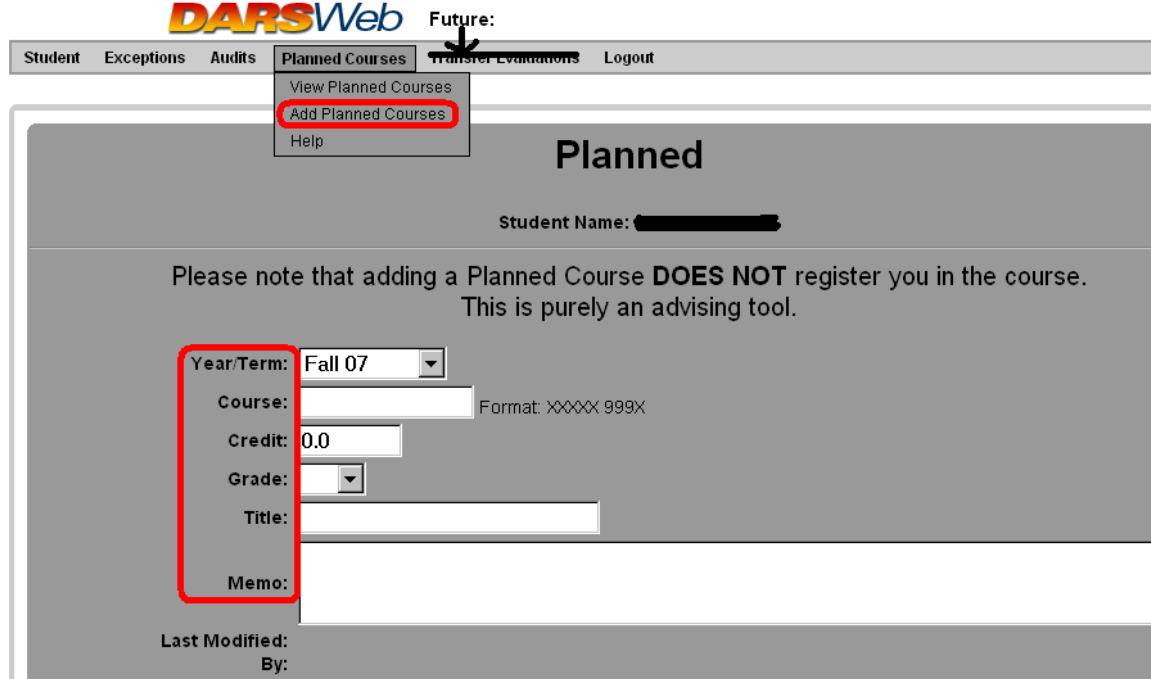
The screen below shows you what courses have been planned.

You may also edit from this screen by clicking on the <u>underlined</u> course:

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

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

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:

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

If you have problems using the features described please email degreeaudit@iastate.edu for additional assistance.
*All student information is taken from multiple test students.