

UICTADA

DARS Web for Advisor

*Academic and Enrollment Services,
Transfer Articulation & Degree Audit Office
(TADA)*

1) Logging In	3 - 4
2) Student Selection	5 - 6
3) Requesting an Audit	7
4) Viewing the Audit	8 - 9
5) IA Components	10 - 12
6) Reading the Audit	13 - 14
7) Navigating IA	15 - 17
8) Course Summary by Term	18
9) Printing and Closing the Audit	19
10) Adding Hypothetical Courses	20 - 21
11) Viewing and Editing Hypothetical Courses	22
12) Using Hypothetical Courses	23 - 24
13) Viewing Exceptions	25 - 26
14) Logging Out	27

DARS Web for Advisor Logging In

To access DARS Web for Advisor
login to the UIC portal – my.UIC

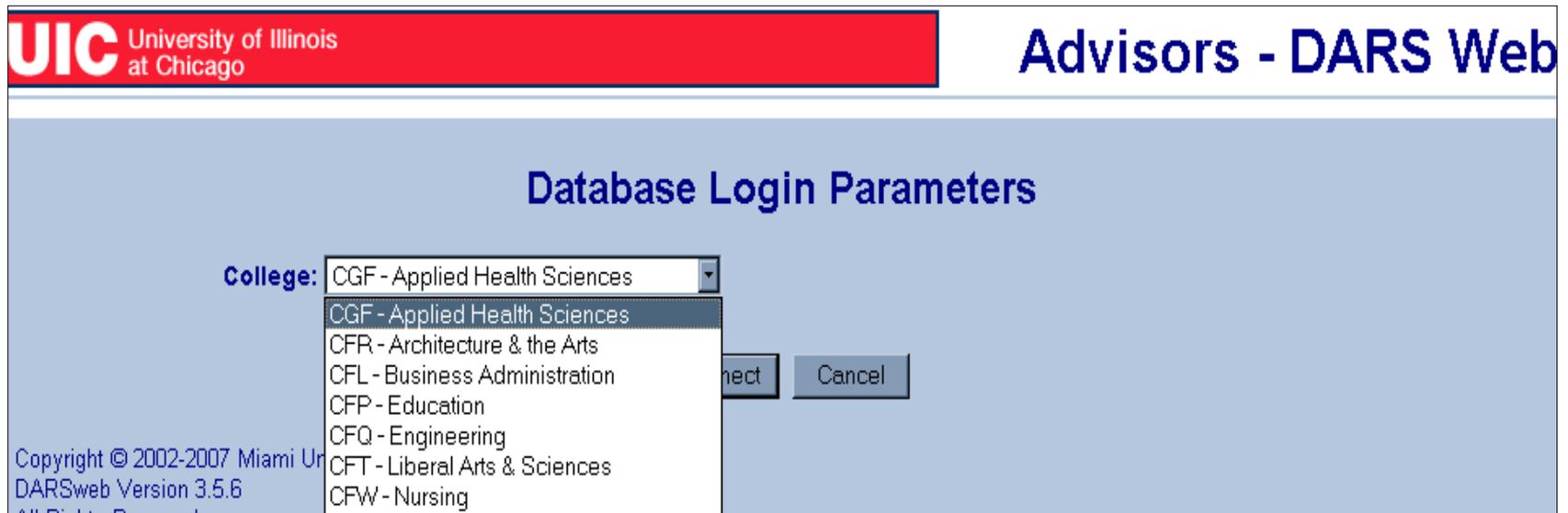
<https://my.uic.edu/>

(Your my.uic login is the same used to
access your UIC mail account)

Choose the Academics/Advising tabs
and click on the DARSWeb link

The screenshot shows the UIC my.UIC portal interface. At the top, the UIC logo and 'UNIVERSITY OF ILLINOIS AT CHICAGO' are displayed. Below the logo, there are navigation tabs: 'My Home', 'Academics', and 'Finances'. The 'Academics' tab is selected and highlighted in red. Underneath 'Academics', there are sub-tabs: 'Teaching', 'Research', 'Advising', and 'Degree'. The 'Advising' sub-tab is also selected and highlighted in red. Below the navigation, there is a section titled 'Advising Links for Instructors'. This section contains two main links: 'Transfer Course Equivalency Information' and 'DARSWeb for Advisors'. The 'DARSWeb for Advisors' link is highlighted with a blue background. Below this link, there is a brief description of DARSWeb and its functionality. At the bottom of the page, there is a disclaimer stating that a DARSWeb audit is not an official transcript and is subject to college approval.

Choose your College from the dropdown menu and click Connect

A screenshot of the DARS Web login interface. At the top left is the UIC University of Illinois at Chicago logo. At the top right is the text "Advisors - DARS Web". The main heading is "Database Login Parameters". Below this is a "College:" label followed by a dropdown menu. The dropdown menu is open, showing a list of colleges: CGF - Applied Health Sciences, CFR - Architecture & the Arts, CFL - Business Administration, CFP - Education, CFQ - Engineering, CFT - Liberal Arts & Sciences, and CFW - Nursing. To the right of the dropdown menu are two buttons: "Connect" and "Cancel". In the bottom left corner, there is a copyright notice: "Copyright © 2002-2007 Miami University of Ohio. DARSweb Version 3.5.6. All Rights Reserved." data-bbox="79 429 962 820"/>

UIC University of Illinois at Chicago

Advisors - DARS Web

Database Login Parameters

College:

- CGF - Applied Health Sciences
- CFR - Architecture & the Arts
- CFL - Business Administration
- CFP - Education
- CFQ - Engineering
- CFT - Liberal Arts & Sciences
- CFW - Nursing

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DARS Web for Advisor Student Selection

Select a student:

UIC University of Illinois at Chicago **Advisors - DARS Web**

[Student](#) [Logout](#)

Student Selection

Enter a *Student Number (UIN)*, then click *Continue*.

OR

A name search can be done by entering a complete or partial name in *Last Name* and/or *First Name*, then click *Search*.

Student Number:

Search

First Name:

Last Name:

OR

Click on a letter to use the *Index of Last Names* utility.

Index of Last Names

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Note: Results in *Search* or *Index of Last Names* are not displayed in alpha order.

DARS Web for Advisor Student Selection

The screenshot shows the DARS Web interface. At the top, there is a navigation menu with tabs for 'Student', 'Exceptions', 'Audits', 'Hypothetical Courses', and 'Logout'. The 'Student' tab is selected, and a dropdown menu is open showing 'Select Student' and 'Help'. The main content area has a blue header with the text 'Welcome to DARS Web'. Below this, there are two input fields: 'Student Number: [redacted]' and 'Student Name: [redacted]'. A large blue oval highlights these two fields. Below the fields, the text reads: 'If the UIN and Student Name above are correct, then make a selection from the DARS Web menu.'

A different student record may be requested at any time by choosing *Select Student* from the menu.

If the *UIN* and *Student Name* are correct, you are ready to make a selection from the DARS Web menu.

The screenshot shows the DARS Web interface with the 'Audits' tab selected in the navigation menu. A dropdown menu is open showing 'View Audits', 'Request New Audit', and 'Help'. The main content area has a blue header with the text 'Welcome to DARS Web'. Below this, there are two input fields: 'Student Number [redacted]' and 'Student Name: [redacted]'. Below the fields, the text reads: 'If the UIN and Student Name above are correct, then make a selection from the DARS Web menu.'

To run an audit, choose *Request New Audit* on the DARS Web menu.

DARS Web for Advisor Requesting an Audit

There are two options for running audits:

Run Default Programs Listed uses the student's current Degree Program.

Run Selected Programs can use a degree program not currently listed as the default program for the student (commonly known as a "What-If" audit).

Audit Request

Student Number: [REDACTED] Student Name: [REDACTED]

Choose Between Run Default Programs Listed and Run Selected Programs

Run Default Programs Listed:

College	Degree Program	Title	Catalog Year
CFT	1711 BS	Statistics and Operations Research	200808

Include Hypothetical Courses:

Run Selected Program:

College:

Degree Prog:

Catalog Year:

Include Hypothetical Courses:

Note: both options have the check box *Include Hypothetical Courses* - see Hypothetical section of this guide.

DARS Web for Advisor Viewing the Audit

Audits

Student Number: [REDACTED] Student Name: [REDACTED]

The "Refresh List" Button Updates the List of Audits

[Refresh List](#)

Audits in Queue

Degree	Catalog Year
1711 BS	200808

Click "Refresh List" button if an audit appears above

DARS Web Audits Completed for Student Number: [REDACTED]

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	African American Studies	200808	2008-11-11	12:23:54	<input type="checkbox"/>	Select for Deletion
Open Audit	Communication	200808	2008-11-11	12:23:33	<input type="checkbox"/>	Select for Deletion

Click *Open Audit* to select an audit for viewing.

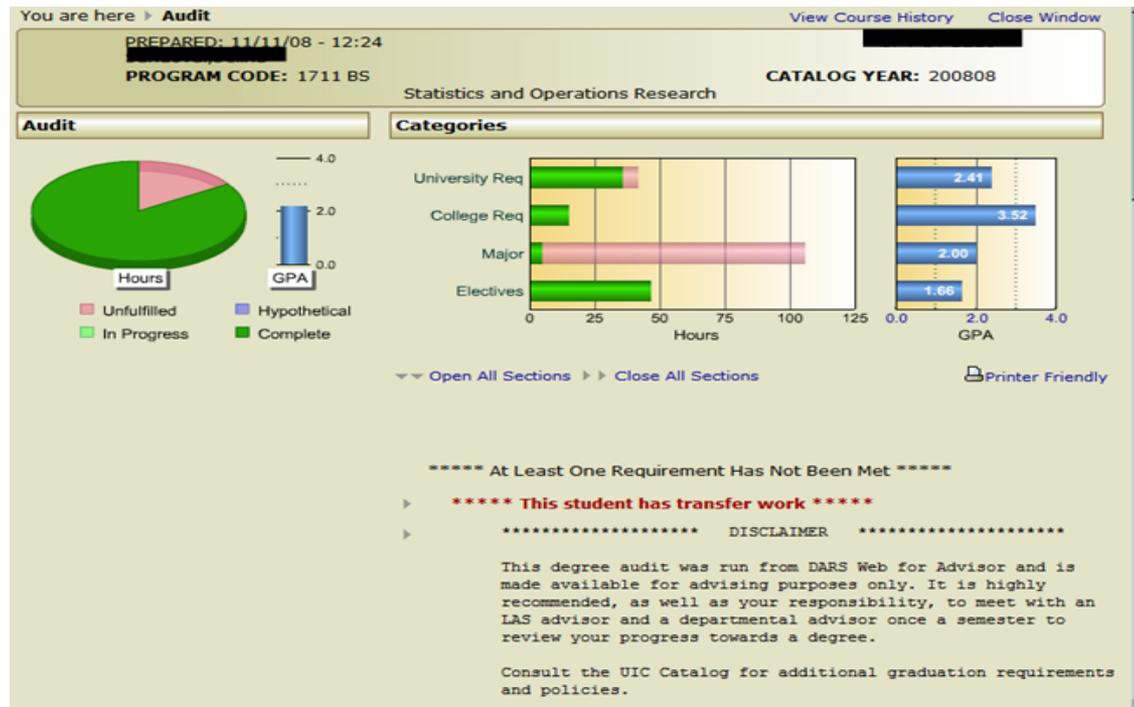
The newly requested audit appears under the header *Audits in Queue*.

When an audit is complete the *Audits in Queue* header disappears, and the new audit appears at the top of the *Audits Completed* list.

DARS Web for Advisor Viewing the Audit

An audit opens in a new browser window.

Interactive Audit (IA) graphs and charts at the top of an audit supplement the text requirements directly below.



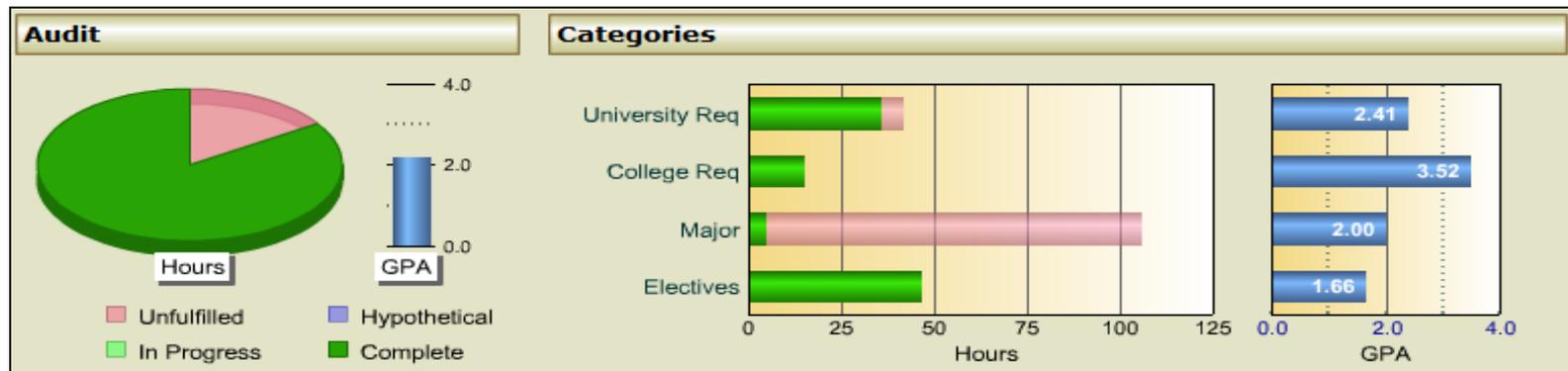


DARS Web for Advisor Interactive Audit (IA) Components

At the top of the audit is a header with demographic data including the student name, UIN and the program and catalog year that you requested.

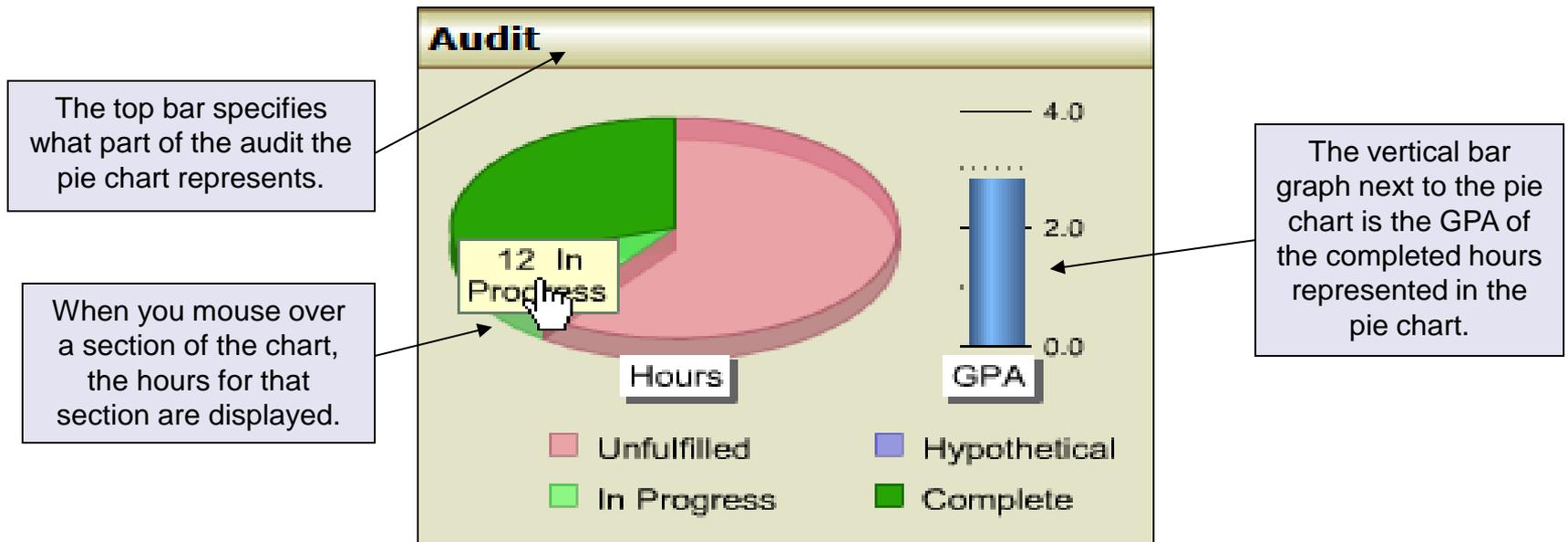


Below the header, from left to right, is a pie chart, a vertical GPA graph and two sets of horizontal bar graphs (hours and GPA).



DARS Web for Advisor Interactive Audit (IA) Components

The Pie Chart and GPA Vertical Bar Graph.



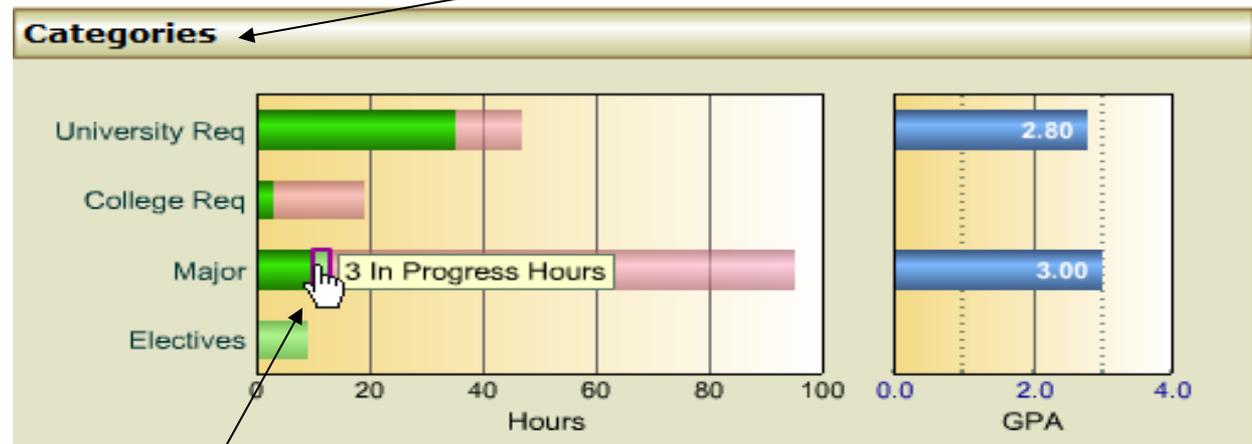
NOTE: When the bar above the pie chart says “Audit” the pie chart represents the *minimum* total hours required for the degree. If the student has completed more than the minimum, all hours added to the Degree Hours requirement will be represented and the pie chart will be completely green. This does not necessarily mean the student has completed all requirements for the degree.

DARS Web for Advisor Interactive Audit (IA) Components

The Horizontal Bar Graphs reflect groups of requirements (Categories) necessary for completion of this degree along with the GPA for completed hours

The top bar specifies what part of the audit the bar graphs represent.

UIC audits include categories of *University Req* representing campus-wide requirements, *College Req* representing requirements for degree programs within a College and additional categories representing requirements specifically related to the major.



When you mouse over a section of a bar graph, the hours for that section are displayed.

The colors used are the same as in the pie chart: dark green is completed hours, light green is in-progress hours, purple is hypothetical hours and pink is hours still needed to complete that category.

Degree Requirements Text

When you initially open the audit, the degree requirements are collapsed down to just titles. Click on *Open All Sections* to expand all requirements. Click on *Close All Sections* to collapse all requirements. Individual requirements can be expanded or collapsed by clicking on the small gray triangle to the left of the requirement title.

Open All Sections >> Close All Sections Printer Friendly

***** At Least One Requirement Has Not Been Met *****

- ✓ ANALYZING THE NATURAL WORLD
Two laboratory courses required. Lecture and laboratory count as one course.
- ✓ UNDERSTANDING THE PAST
One course is required.
- ✓ EXPLORING WORLD CULTURES
One course is required.
- ✓ UNDERSTANDING THE INDIVIDUAL AND SOCIETY
One course is required.
- ✗ UNDERSTANDING U.S. SOCIETY
One course is required.
- ✗ UNDERSTANDING THE CREATIVE ARTS
One course is required.
- ✓ ADDITIONAL GENERAL EDUCATION
Two additional courses selected from any general education category
- ✓ GENERAL EDUCATION REQUIREMENTS - 24 HOURS REQUIRED

DARS Web for Advisor Reading the Audit

-  = Completed Requirement
-  = Incomplete Requirement
-  = Completed Requirement Using In-Progress Course
-  = Completed Requirement Using Hypothetical Course
-  = Completed Sub-Requirement
-  = Incomplete Sub-Requirement
-  = Completed Sub-Requirement Using In-Progress Course
-  = Incomplete Sub-Requirement Using In-Progress Course
-  = Completed Sub-Requirement Using Hypothetical Course
-  = Incomplete Sub-Requirement Using Hypothetical Course

- ▶  GENERAL EDUCATION REQUIREMENTS - 24 HOURS REQUIRED
- ▶ **LIMITATION ON INDEPENDENT STUDY COURSE WORK ONLY 16 HOURS OF INDEPENDENT STUDY COURSE WORK (NOT EXCEEDING 8 HOURS WITHIN A SINGLE DEPARTMENT) MAY APPLY TOWARD THE DEGREE.**
- ▶ **LIMITATION ON NON-LAS COURSE WORK Only 24 hours of non-LAS course work may apply toward the degree, including;**
- ▶  **MAJOR IN STATISTICS & OPERATIONS RESEARCH 62 hrs required Effective Fall 1999**

**Final confirmation of major requirements is subject to approval by major department:
Mathematics, Statistics, & Computer Science,
322 SEO, (312) 996-3041**

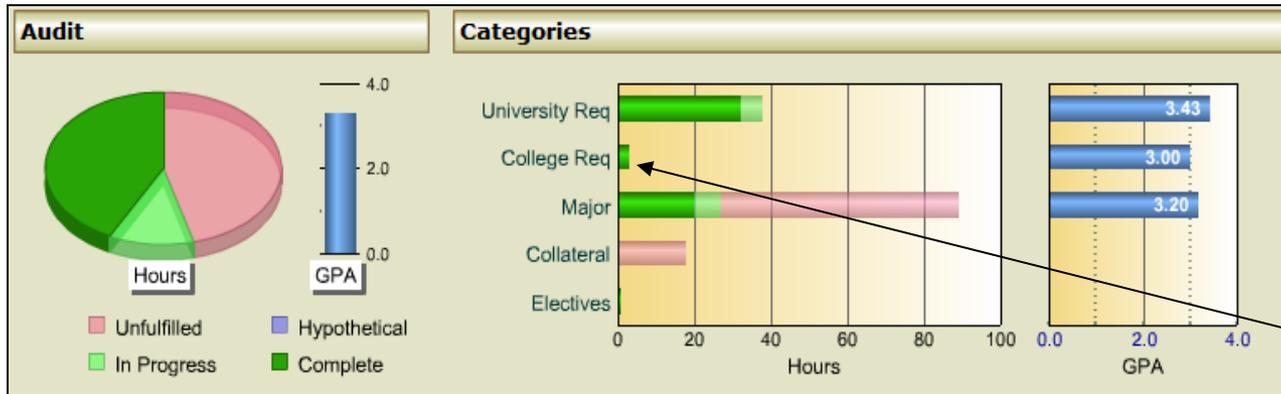
EARNED: 10.00 HOURS
IN-PROG: 3.00 HOURS
--> NEEDS: 49.00 HOURS

IP+ 1) CALCULUS - THREE COURSES FOR A TOTAL OF 13 HOURS ARE REQUIRED

10.00 HOURS ADDED
IN-PR>>> 3.00 HOURS

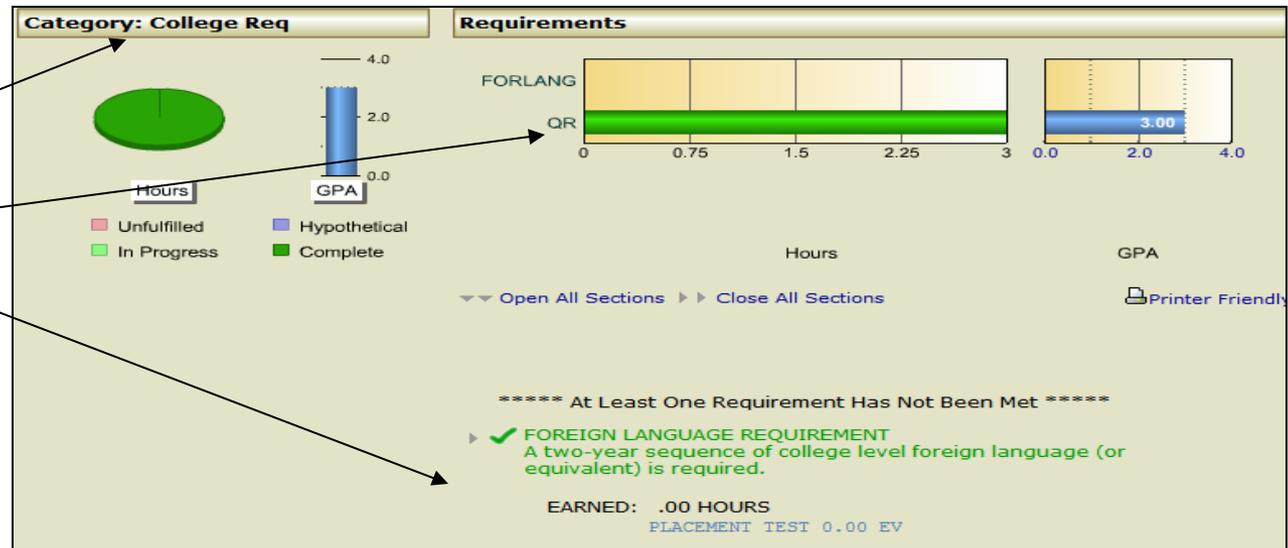
FA07 MATH 180	5.00 PS	ADVPLACE: MATH 180
		Calculus I
WS08 MATH 181	5.00 B	Calculus II
FA08 MATH 210	3.00 IP>I	Calculus III

DARS Web for Advisor Navigating the Interactive Audit (IA)



Each of the categories in the bar chart (e.g. College Req) contain one or more requirements. You can view a category's requirements and the associated charts and graphs by clicking on the category bar graph.

The pie chart area, bar graphs and requirement text now refer only to the category selected, in this example College Req.



DARS Web for Advisor Navigating the Interactive Audit (IA)

You can return to any level of the audit by clicking on *Audit* or *Category* in the upper left corner.

The screenshot displays the DARS Web for Advisor interface. At the top, it shows the breadcrumb navigation: "You are here > Audit > Category > Requirement". The page is titled "Statistics and Operations Research" and includes the program code "1711 BS" and catalog year "200808". The requirement being audited is "USSOCIETY".

Two charts are shown: a pie chart for "Hours" and a bar chart for "GPA". The "Hours" chart shows a green segment representing "Complete" status. The "GPA" chart shows a blue bar representing "Hypothetical" status with a value of 3.00. A legend below the charts identifies the colors: Unfulfilled (pink), In Progress (green), Hypothetical (blue), and Complete (dark green).

The "Sub-Requirements" section shows a bar graph for "Hours" (0 to 3) and a bar graph for "GPA" (0.0 to 4.0) with a value of 3.00. Below the graphs, there are links for "Open All Sections" and "Close All Sections", and a "Printer Friendly" option.

A warning message states: "***** At Least One Requirement Has Not Been Met *****". Below this, a green checkmark icon is next to the requirement "UNDERSTANDING U.S. SOCIETY" with the note "One course is required." Below the requirement name, the course details "FA98 SOC 105 3.00 B SOCIAL PROBLEMS" are listed.

You can drill down further by clicking a Requirement bar graph (In this example, the Understanding US Society requirement was clicked) to view charts, graphs and text related to Sub-Requirements in a Requirement.

DARS Web for Advisor Navigating the Interactive Audit (IA)

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

PREPARED: 11/11/08 - 12:56
██████████
PROGRAM CODE: 1711 BS
Statistics and Operations Research
CATALOG YEAR: 200708

Audit **Categories**

— 4.0

At the top right, is a *View Course History* link. This moves you to a page displaying hours and GPA information by term. The *View Academic Progress* link returns you to the Audit page.

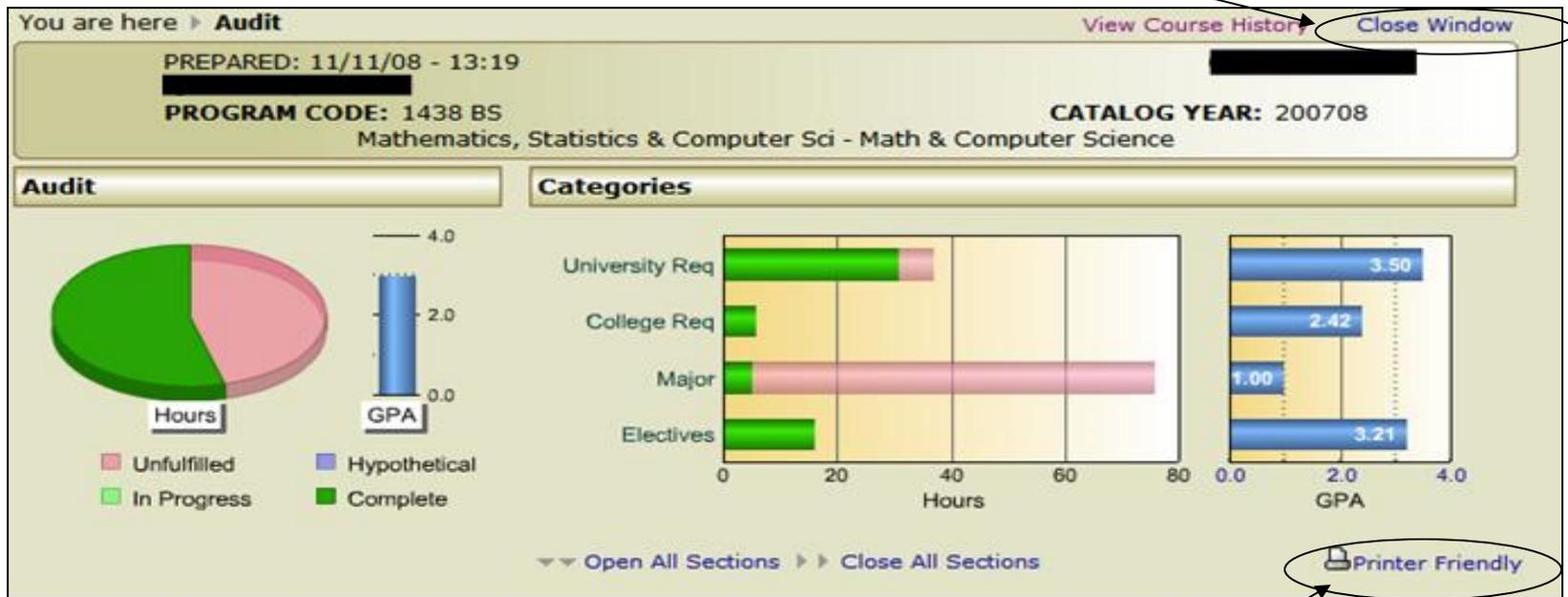
PREPARED: 11/11/08 - 12:56
██████████
PROGRAM CODE: 1711 BS
Statistics and Operations Research
CATALOG YEAR: 200708

GPA **Coursework Summary by Term**

Term Cumulative 30 4.0

DARS Web for Advisor Printing and Closing the Audit

Since the audit opens in a separate window, click on *Close Window* in the upper right corner of the audit to return to your list of completed audits.

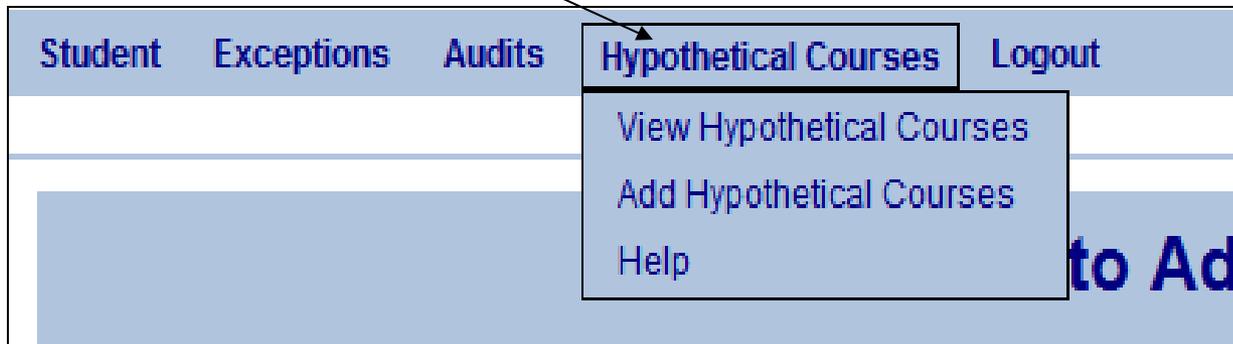


Click on the *Printer Friendly* link to print a text only version of the audit without charts and graphs. Use your browser print function to print the audit. If your printer is capable, you may want to select double sided printing.

DARS Web for Advisor Adding Hypothetical Courses

A hypothetical course can be added in DARS Web along with an expected grade to see what effect it would have on degree program completion.

Select from the DARS Web menu to add a hypothetical course or to view existing hypothetical courses.



NOTE: Only authorized DARwin users will have access to the Hypothetical Courses menu.

DARS Web for Advisor Adding Hypothetical Courses

Hypothetical

Student Number: [REDACTED] Student Name: [REDACTED]

YR/TM (Year/Term) and Grade are selected from the drop down menus.

College: CFT

YR/TM: [REDACTED]

Course: [REDACTED]

Hours: 0.0

Grade: [REDACTED]

Course is 8 characters and should be entered as it appears in Banner for it to work in the audit.
[e.g., MATH(1 space)180, IDS(2 spaces)100, CS(3 spaces)108]

Enter the course credit hours.

Title: [REDACTED]

Memo: [REDACTED]

Title and Memo are optional. You can add the title, but it is not necessary. You can use the Memo section, but memo notes are not viewable in the audit.

Modified: By:

SaveAdd Cancel

Click SaveAdd to add a new course or save edits made to an existing hypothetical course. You will be directed to the *View Hypothetical Courses* screen.

DARS Web for Advisor Viewing and Editing Hypothetical Courses

Hypothetical

Student Number: [REDACTED] Student Name: [REDACTED]

Select Course Year:

You can view all hypothetical courses or only those for a specific term by using the *Select Course Year* drop down.

Course Year	Course Number	Course Sequence	Credit	Grade	Title	Delete Courses
200608	AAST 100	001	3	A		<input type="checkbox"/> Select for Deletion
200701	ACTG 110	001	3	C		<input type="checkbox"/> Select for Deletion
200701	ACTG 111	001	3	A		<input type="checkbox"/> Select for Deletion
200701	MATH 165	001	5	D		<input type="checkbox"/> Select for Deletion
200701	ECON 320	001	3	C		<input type="checkbox"/> Select for Deletion
200605	ENGL 400	001	3	A		<input type="checkbox"/> Select for Deletion
200608	ECON 345	001	3	A		<input type="checkbox"/> Select for Deletion
200701	ECON 346	001	3	D		<input type="checkbox"/> Select for Deletion

Click on the course number link to view or edit a specific course.

Check *Select for Deletion* and click on *Delete Courses* to remove a hypothetical course. For example, when a student has completed a course remove it from the hypothetical area to avoid duplication in the audit.

DARS Web for Advisor Using Hypothetical Courses

Hypothetical

Student Number: XXXXXXXXXX
Student Name: XXXXXXXXXX

Select Course Year: All

Course Year	Course Number	Course Sequence	Credit	Grade	Title	Delete Courses
200608	AAST 100	001	3	A		<input type="checkbox"/> Select for Deletion
200701	ACTG 110	001	3	C		<input type="checkbox"/> Select for Deletion
200701	ACTG 111	001	3	A		<input type="checkbox"/> Select for Deletion
200701	MATH 165	001	5	D		<input type="checkbox"/> Select for Deletion
200701	ECON 320	001	3	C		<input type="checkbox"/> Select for Deletion
200605	ENGL 400	001	3	A		<input type="checkbox"/> Select for Deletion
200608	ECON 345	001	3	A		<input type="checkbox"/> Select for Deletion
200701	ECON 346	001	3	D		<input type="checkbox"/> Select for Deletion

- Hypothetical courses are viewable in audits run in DARS Web only.
- All hypothetical courses have the word “Hypothetical” in the title line of the course in the web audit.
- When a hypothetical course is added in DARS Web by an advisor in a student’s college, the student can see/use/edit these courses (and any notes added to the memo section) when they login to DARS Web for Student. Similarly, when a student adds a hypothetical course in DARS Web, an advisor in the student’s college can see/use these courses when they login to DARS Web for Advisor.

DARS Web for Advisor Using Hypothetical Courses

Audit Request

Student Number: XXXXXXXXXX Student Name: XXXXXXXXXX

Choose Between Run Default Programs Listed and Run Selected Programs

Run Default Programs Listed:

College	Degree Program	Title	Catalog Year
CFT	1072 BS	Biological Sciences	200308

Include Hypothetical Courses:

Run Selected Program:

College:

Degree Prog:

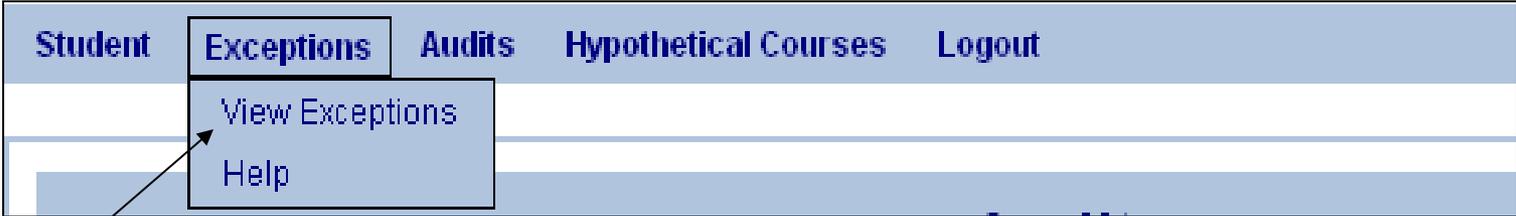
Catalog Year:

Include Hypothetical Courses:

If you want hypothetical courses to be considered in the audit you must check the *Include Hypothetical Courses* check box before submitting a new audit.

If you do not want hypothetical courses considered in an audit be sure to clear the *Include Hypothetical Courses* check box.

DARS Web for Advisor Viewing Exceptions



To view exceptions which have been entered for a student select View Exceptions from DARS Web menu.

Exceptions				
Student Number: [REDACTED]		Student Name: [REDACTED]		
Audit Note	Memo	Exception Code	Pseudo Course	Course
1		RM	HUM	
2		RM	SOCIALSCI	
3 PRAIRIES: CIS 144		CP		COMP INFO SYS
4 NRTHWEST: COMP1100		CP		MATH COMP SCI
5		RD	MCSREQD	

Click on a numbered link to view details of an individual exception.

NOTE: Only authorized DARwin users will have access to the Exceptions menu.

DARS Web for Advisor Viewing Exceptions

Edit Exception

Student Number: [REDACTED] Student Name: [REDACTED]

Requirement Modification

Instcd: CFT
DpMask:
Dprog:
Exception Code: RM
Pseudo Name: HUM
Requirement Name: HUM
Required Sub-req's/Count: 0
Required Hours: -0.99
Required Count: 0
Required GPA: 0
Accept Condition Code 1:
Accept Condition Code 2:
Reject Condition Code 1:
Reject Condition Code 2:
Assign Condition Code:
Max Hours: 0
Max Hours Control:
Note:
Usect/Maxct: 0
Memo:
Authorized By:
Date:
Last Modified: 2001-08-07 00:00:00.0
By: CCA

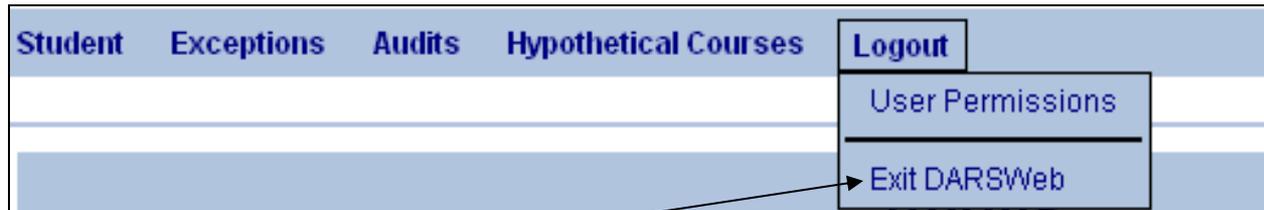
Back

The screen showing details for an exception is titled *Edit Exception*; however, only DARwin users who are authorized to enter exceptions are able edit or add new exceptions.

NOTE: Adding and Editing Exceptions in DARS Web is covered in the Exception Guide

Use the Back button to return to the list of exceptions.

DARS Web for Advisor Exiting DARS Web



To logout of DARS Web select *Exit DARSWeb* from DARS Web menu. The logout screen will appear stating that the session was successfully completed.

