



# DARS QUICK GUIDE: STUDENTS

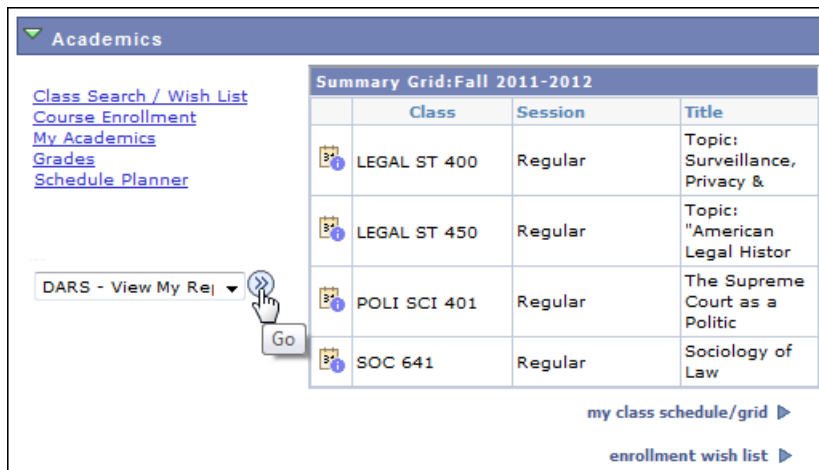
Quick Links:

- [Request a report](#)
- [Basic Report](#)
- [What-If Report](#)
- [View Requested Reports](#)

1. Log in to My UW and go to your **Student Center**. If you do not have a NetID, click on the 'Activate my NetID' link.



2. In your **Student Center**, select **DARS-View my Report** in the drop-down menu under the *Academics* section and click the **Go** button.



3. You can submit a **BASIC REPORT** or a **WHAT-IF REPORT**.

**BASIC REPORT:** To run a DARS for a major/certificate you already have declared, use the **Basic Report** request page.

*Basic reports can be requested for a single major or certificate only. Reports for more than one major and/or certificate cannot be combined into one report.*

If you are on the What-If Report request page, click the **Run a BASIC Report** button. (When first accessing DARS, you will be defaulted to the Basic Report request page.)

- Select the **Major/Degree Plan** you wish to run by clicking the appropriate radio button
- Click **Select plan** button
- You can verify which academic plan you are running in the **What you selected** area
- You can ask DARS to include or omit honors requirements and/or control whether current and future courses are included in the analysis in **Optional Choices**
- Click **Submit Request** button

### Basic Report

Select	Majors/Degree Plans	Effective Date	Description	Option Code	Option Description
<input type="radio"/>	BA 936	11 10 10	Spanish BA		
<input checked="" type="radio"/>	BA 108	04 16 10	Biological Aspects of Cons BA		
<input type="radio"/>	CERT350	01 20 10	Environmental Studies Cert		

Select plan

### What you selected:

School/College: L&S  
Academic Plan/Program: BA 936

### Optional Choices:

Honors Degree Options:

Include Which Courses?

Submit Request

**WHAT-IF REPORT:** To run a DARS for a major/certificate you do not have declared but want to explore, use the **What-If Report** request page.

*What-if reports can be requested for a single major or certificate only. Reports for more than one major and/or certificate cannot be combined into one report.*

If you are on the Basic Report request page, click the **Run a WHAT-IF Report** button

- Select a plan from the **Academic Plan/Program List**
  - If you know the School or College in which the program is offered, select the school or college from the School/College Code drop down and click **Find Programs**
  - If you do not know what school or college in which the program is offered, click **List All Programs** button
- Click the **Select Program** button

### Select Program/Plan

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**SCHOOL/COLLEGE CODE:**

College of Letters & Science

**ACADEMIC PLAN/PROGRAM LIST:**

SPANISH major : COLLEGE of LETTERS & SCIENCE - Bachelor of Arts (B.A.) : BA 936

**To quickly advance through the list, highlight the first program, then type the first character of the program you wish to find.**

- You can verify which academic plan you are running in the **What you selected** area
- You can ask DARS to include or omit honors requirements and/or control whether current and future courses are included in the analysis in **Optional Choices**
- Click the **Submit What-If Report** button

### What-If Report

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What-if Academic Plan/Program:

**What you selected:**

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School/College: BUS  
Academic Plan/Program: BUS 423

**Optional Choices:**

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Honors Degree Options:

Include Which Courses?

View requested reports from the **Report Requests: Student View** page. Reports can be viewed in interactive, text, and PDF formats.

**Pending Reports:** If you have pending reports that have not completed processing, click the Refresh button until all pending reports move to the **Completed Reports** area.

Pending Requests <input type="button" value="Refresh"/> Press the Refresh button to update the status of your requests.		
Status	Audit Parameters	Rundate Time
Step 4 of 5	<b>COLLEGE of LETTERS &amp; SCIENCE - Bachelor of Arts (B.A.)</b> <b>BA 108 :</b> BIOLOGICAL ASPECTS of CONSERVATION major <b>Honors choice:</b> Keep current status <b>Include Which Courses choice:</b> Previous, current and future courses.	08/12/2011 13:14:29

To view an **interactive** (single-column, color text) or **plain text** (single-column, black & white uniform text) format, click on the respective icon for the selected audit.

Click  for the interactive format





Click  for the plain text format

To view a **PDF** (two-column, black & white uniform text) format:

- Check the box  next to the report(s) you wish to view and/or print (you can click **All** to select all reports or **None** to unselect all reports)
- Click the **PDF format** button

To **Email** a copy to you in single column format:

- Check the box next to the report(s) you wish to email to yourself (you can click **All** to select all reports or **None** to unselect all reports)
- Click the **Email** button

Completed Reports				
To view PDF format or email report(s) to yourself, check one or more boxes. Then click PDF or Email button below.				
My DARS	Text	PDF Email All   None	Audit Parameters	Rundate Time
		<input type="checkbox"/>	<b>COLLEGE of LETTERS &amp; SCIENCE - Bachelor of Arts (B.A.)</b> <b>BA 108 :</b> BIOLOGICAL ASPECTS of CONSERVATION major <b>Honors choice:</b> Keep current status <b>Include Which Courses choice:</b> Previous, current and future courses.	08/12/2011 13:14:57
		<input type="checkbox"/>	<b>COLLEGE of LETTERS &amp; SCIENCE - Bachelor of Arts (B.A.)</b> <b>BA 936 :</b> SPANISH major <b>Honors choice:</b> Keep current status <b>Include Which Courses choice:</b> Previous, current and future courses.	08/12/2011 11:16:13

4. Click the **Request DARS Report** link to request additional reports

5. When finished, click **Logoff** and close your browser