

HOW TO ACCESS "DARS" (THE DEGREE AUDIT REPORT SYSTEM) PSYCHOLOGY

1. Access the website <http://www.utah.edu>. This is the University of Utah home page.
2. Highlight **Students** in the red box on the left.
3. Click on **Register/Student Records** in the black box.
4. Next you see a page with many options related to student records.
5. Click on **Campus Information System**.
6. **Enter your User ID**. Then **enter your Password**. Click continue
7. Go to the **Graduation** box on the bottom middle section of your screen
8. Click on **Generate Degree Audit Reports**.
9. Do not change the catalog year. Click **Request Report**.
10. Choose the **Semester** program or **Quarter** program you are graduating under. It is recommended that you **do not generate a pre- or intermediate-DARS**. Generate only a full DARS.
 - a. If you are just beginning your major, generate a **Psy2B_ DARS** (the blank should be filled with an 'A' if you are completing the foreign language requirement or an 'S' for the math/quantitative requirements). Use the same information if you declared your major post fall 2000.
 - b. If you declared your major before fall 2000, please contact the advising center (585-9095) if you have questions concerning which report to generate.
11. Click on **Submit**.
12. You will get a message that says your degree audit report has been requested
13. Click on **View your degree audit report**.
14. You may get a message that says the report has been requested and will take a few minutes to process. If this is the case, wait a few minutes, then **click on the refresh/reload key at the top bar of the screen**.
15. Click on the **View** box to the left of your name.
16. You may use the DARS just to check info. You **should** also print out a copy to take to advising appointments.
17. DARS are deleted at the end of each semester. You will need to generate a current one for advising purposes.
18. If you cannot fully interpret your Degree Audit Report, contact the advising center at 585-9095 to schedule an appointment.
19. ***Be sure to close your file and fully exit the Web browser to protect your privacy!***

THERE ARE MANY COMPUTER LABS ON CAMPUS AVAILABLE TO STUDENTS. PSYCHOLOGY MAJORS CAN USE THE COMPUTER LAB IN BEH SC 101, OR ANY OF THE OPEN LABS IN OSH.