HOW TO ACCESS “DARS” (THE DEGREE AUDIT REPORT SYSTEM)

PSYCHOLOGY

1. Access the website http://www.utah.edu. This is the University of Utah homepage.
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.