

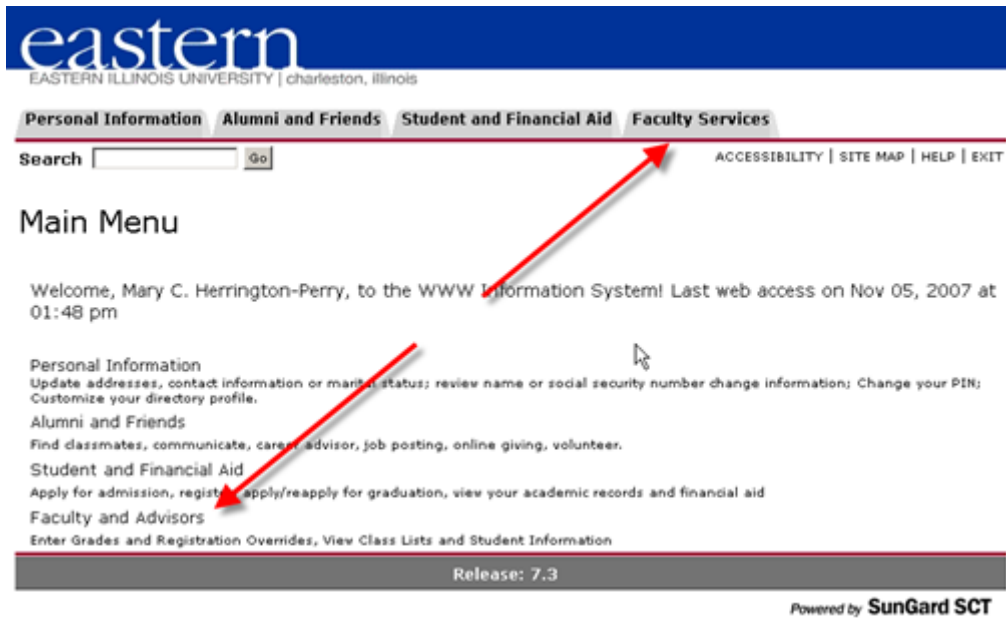
Advisor Guide To Degree Audits



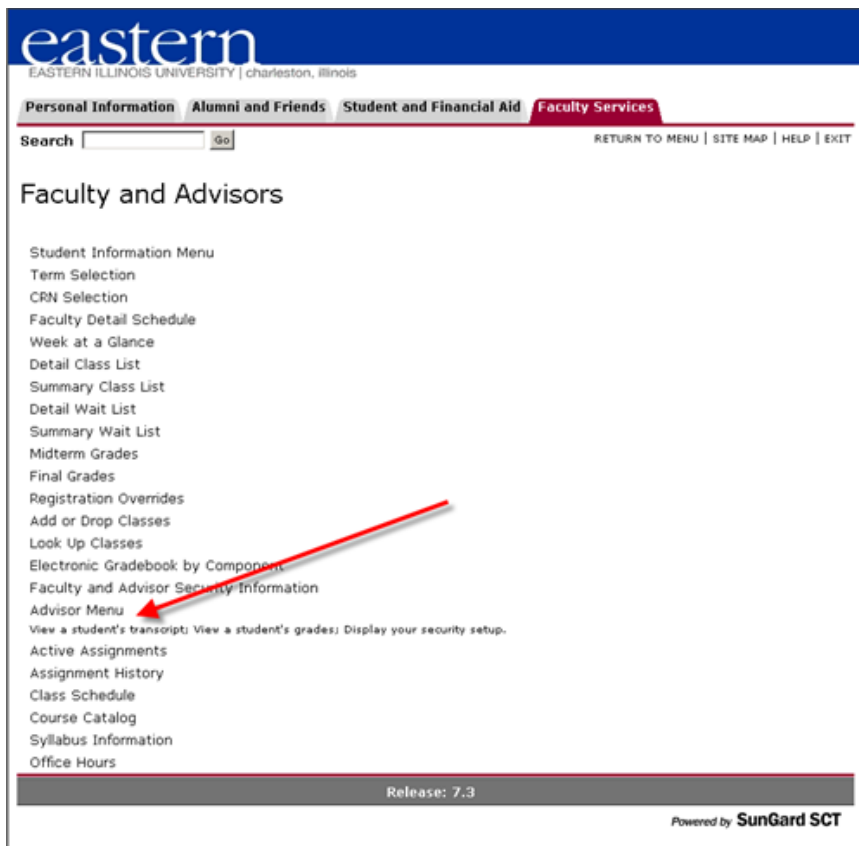
Available online at
<http://www.eiu.edu/~acaffair/dars/index.php>

Running the Degree Audit: Advisor Guide

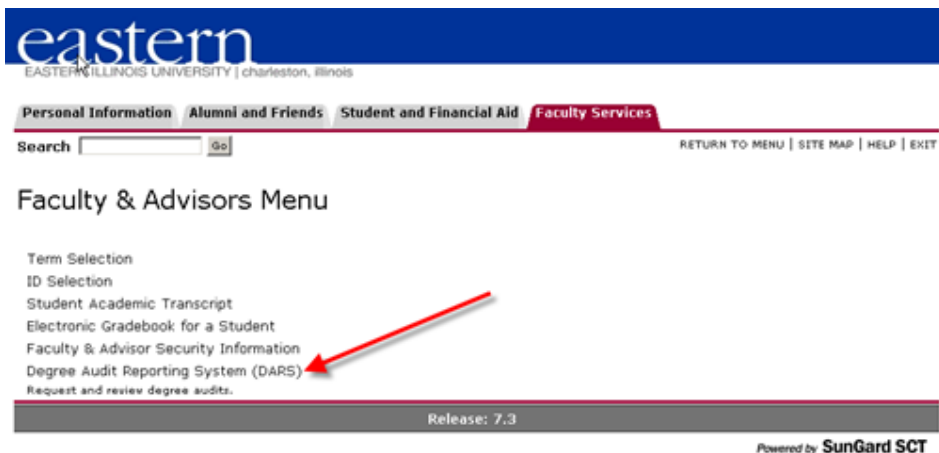
1. Once in PAWS, select the "Faculty Services" Tab or "Faculty and Advisors."



2. Next select the "Advisor Menu."

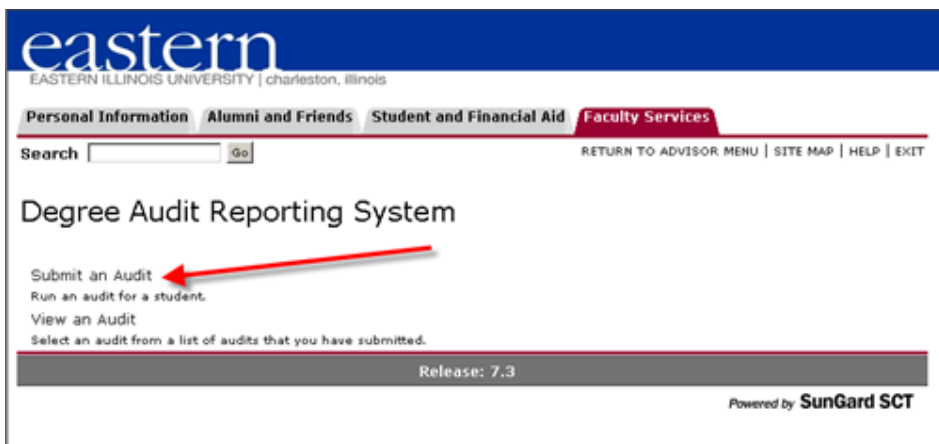


3. Now select "Degree Audit."



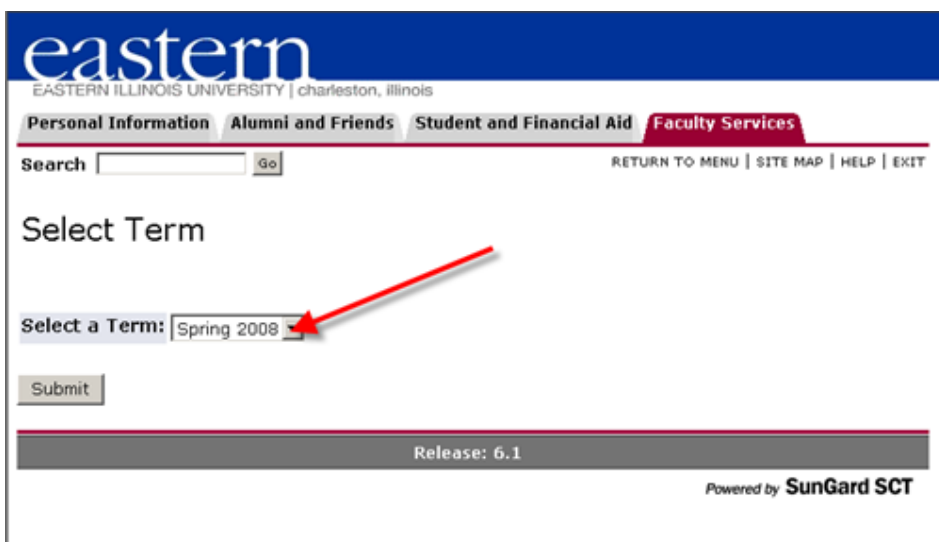
The screenshot shows the Eastern Illinois University website header with the logo and navigation tabs: Personal Information, Alumni and Friends, Student and Financial Aid, and Faculty Services. Below the tabs is a search bar and a "Go" button. The main content area is titled "Faculty & Advisors Menu" and lists several options: Term Selection, ID Selection, Student Academic Transcript, Electronic Gradebook for a Student, Faculty & Advisor Security Information, Degree Audit Reporting System (DARS), and Request and review degree audits. A red arrow points to the "Degree Audit Reporting System (DARS)" link. At the bottom, it says "Release: 7.3" and "Powered by SunGard SCT".

4. To request a new audit, select "Submit an Audit."



The screenshot shows the Eastern Illinois University website header with the logo and navigation tabs: Personal Information, Alumni and Friends, Student and Financial Aid, and Faculty Services. Below the tabs is a search bar and a "Go" button. The main content area is titled "Degree Audit Reporting System" and lists three options: Submit an Audit, Run an audit for a student, and View an Audit. A red arrow points to the "Submit an Audit" link. At the bottom, it says "Release: 7.3" and "Powered by SunGard SCT".

5. Select the current term from the drop down menu and click "Submit."



The screenshot shows the Eastern Illinois University website header with the logo and navigation tabs: Personal Information, Alumni and Friends, Student and Financial Aid, and Faculty Services. Below the tabs is a search bar and a "Go" button. The main content area is titled "Select Term" and features a "Select a Term:" label followed by a dropdown menu showing "Spring 2008". A red arrow points to the dropdown menu. Below the dropdown is a "Submit" button. At the bottom, it says "Release: 6.1" and "Powered by SunGard SCT".

6. Enter the student's E-number or Social Security number and click "Submit ID."

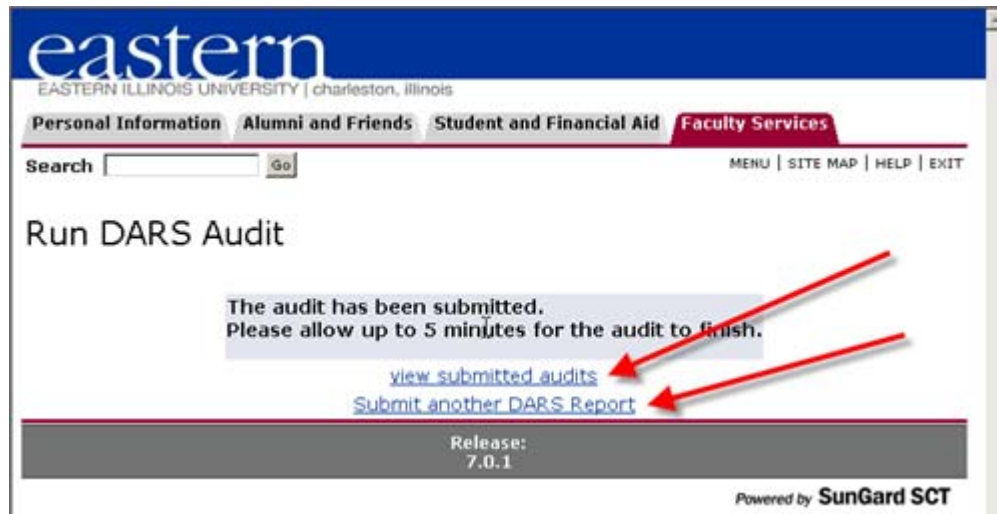
The screenshot shows the 'Faculty Services' tab selected in the navigation bar. Below the navigation bar is a search bar with a 'Go' button. The main heading is 'Enter Student ID'. Below this is a message: 'Please enter the ID of the student for which you wish to run an audit.' followed by a text input field labeled 'Student ID:'. A red arrow points to this input field. Below the input field are two buttons: 'Submit ID' and 'Reset'. At the bottom of the page, it says 'Release: 7.0.1' and 'Powered by SunGard SCT'.

7. To run an audit for the student's declared major, click "Run Audit."

Note: You have the option of running an audit that lists all requirements, only incomplete requirements, or only completed requirements. Normally, you would select "List All Requirements."

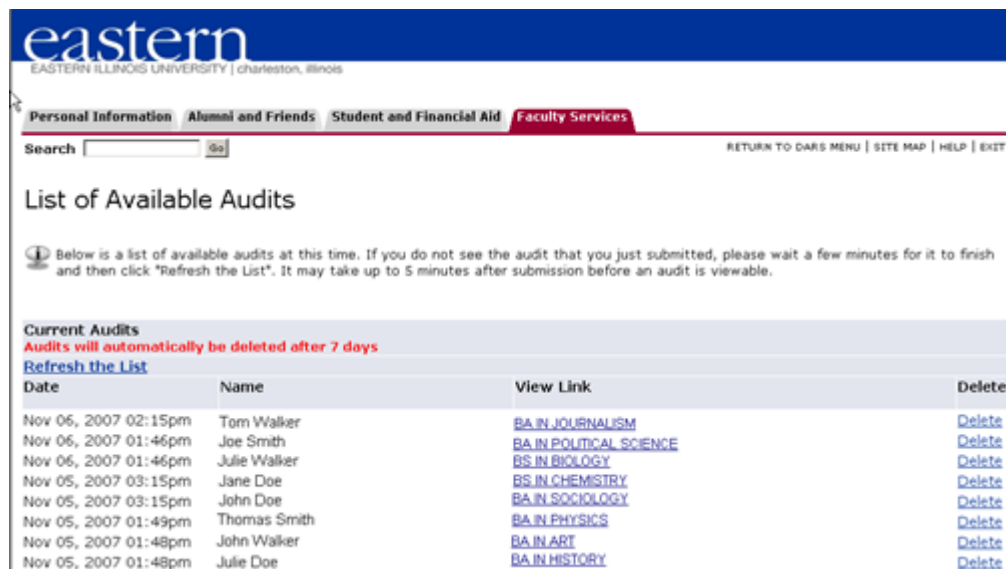
The screenshot shows the 'Faculty Services' tab selected in the navigation bar. Below the navigation bar is a search bar with a 'Go' button. The main heading is 'Submit Audit'. Below this is a form with several sections. The first section is 'Student:' followed by a text input field. The second section is 'Ref Analysis' with the text 'Use Reference Articulation.' and a button labeled 'Ref Art?'. The third section is 'Select Degree Program:' followed by two dropdown menus. The first dropdown menu is set to 'Latest (all)' and the second dropdown menu is set to 'List All Requirements'. A red arrow points to a button labeled 'Run Audit' next to the second dropdown menu. Below this is a section titled 'What-If Analysis' with the text 'Find out how your courses would apply if you changed majors.' and a button labeled 'What-If?'. At the bottom of the page, it says 'Release: 7.0.1' and 'Powered by SunGard SCT'.

8. Now either "View Submitted Audits" or, if you are running several audits, "Submit another Report."



9. If you elect to view your audit, you will find it on the "List of Available Audits." Single click its name and the audit will open.

Note: Occasionally, an error message will appear, advising you that you should contact the Webmaster for more information. These messages usually indicate that you have selected an inappropriate combination of majors and minors, and your best recourse is to run the audit without the minor. If you do need assistance, however, please contact your college degree certification officer for assistance.



11. Review the audit!

View Audits

Note: The audit that opens is an “enhanced audit.” The enhanced audit actually is two audits: A summary of requirements and a more detailed list of requirements. Clicking on the colored arrow to the left of a summary requirement will take you to the more detailed version of that same requirement.

Summary:

Detailed Version:

The enhanced audits can be quite long. You also may find the colors and graphics distracting. For these reasons, you may prefer reviewing the “Printer Friendly Report,” which you can access from the link at the top of the enhanced audit.

If you need help understanding the degree audit, see the [Annotated Degree Audit](#).

NOTE: To run an audit for a major other than the student’s currently declared major, see [Running a What-If Audit](#).

NOTE: To run an audit of the student’s current and planned transfer coursework, see [Running a Reference Articulation Audit](#).