

Running a Reference Articulation Audit

A reference articulation audit will show you how courses from a *specific transfer institution* have applied and will apply to EIU requirements.

1. To run an audit for current and planned transfer work, click the "Ref Art?" button.

Ref Analysis
Use Reference Articulation.

Ref Art?

Select Degree Program: Latest (all) [v]
List All Requirements [v] Run Audit

What-If Analysis
Find out how your courses would apply if you changed majors.

What-If?

2. On the screen that appears,

1. Choose "R" from the "Selected Ref Art" drop-down menu if you want the audit to report on *all* courses required for the major. Enter "S" if you want the audit to report only the requirements for which there is an applicable transfer course. Normally, you would select "R."
2. Next, from the "Select Ref Institution" drop-down menu, select the transfer institution whose courses you want to articulate to EIU's.

Note: Make your choice carefully. Our local community college is called Lake Land College. However, there is a Lakeland College in Wisconsin as well. If the same institution is listed twice, your best bet is to choose the later entry, which will contain more recent transfer equivalencies.

3. Now click "Run Audit."

Reference Articulation

Selected Ref Art: R Permit Reference Articulation [v] Change Art. ?

Selected Ref Institution: Lake Land College [v] Change Ref Inst. ?

Select Degree Program: Latest (all) [v]
List All Requirements [v] Run Audit

What-If Analysis
Find out how your courses would apply if you changed majors.

What-If?

Release: 7.3

3. Now select either "View Submitted Audits" or, if you are running several audits, "Submit Another DARS Report."

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 advisor or college degree certification officer for assistance.

**Your audit has been submitted.
Please allow up to 5 minutes for the audit to finish.**

[view submitted audits](#)
[Submit another DARS Report](#)

Release: 7.3


4. 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.

The screenshot shows the Eastern Illinois University DARS system interface. At the top is the university 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 link to the DARS menu. The main heading is "List of Available Audits". A note states: "Below is a list of available audits at this time. If you do not see the audit that you just submitted, please wait a few minutes for it to finish and then click 'Refresh the List'. It may take up to 5 minutes after submission before an audit is viewable." Below this is a table titled "Current Audits" with a note that audits will be deleted after 7 days. The table has four columns: Date, Name, View Link, and Delete. It lists eight audits with their respective dates, names, and links to view them.

Date	Name	View Link	Delete
Nov 06, 2007 02:15pm	Tom Walker	BA IN JOURNALISM	Delete
Nov 06, 2007 01:46pm	Joe Smith	BA IN POLITICAL SCIENCE	Delete
Nov 06, 2007 01:46pm	Julie Walker	BS IN BIOLOGY	Delete
Nov 05, 2007 03:15pm	Jane Doe	BS IN CHEMISTRY	Delete
Nov 05, 2007 03:15pm	John Doe	BA IN SOCIOLOGY	Delete
Nov 05, 2007 01:49pm	Thomas Smith	BA IN PHYSICS	Delete
Nov 05, 2007 01:48pm	John Walker	BA IN ART	Delete
Nov 05, 2007 01:48pm	Julie Doe	BA IN HISTORY	Delete

5. Review the Audit!

View Audits

DARS Web Audit 

[View a Printer Friendly Report](#)
[Return to Audit List](#)

Prepared 11/14/07 - 14:42
Name: [REDACTED] Graduation Year: Fall 2010
Program: BA-PLS Catalog Year: Fall 2006
www.eiu.edu
BA IN POLITICAL SCIENCE


Advisor: [REDACTED]

TRANSFER EQUIVALENT COURSES COMPLETED YEAR/TERM: FA06
TAKEN AT: Lake Land College


You have not met at least one requirement.

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:

 OK Selection Process for Teacher Certification Programs

Detailed Version:

 OK Selection Process for Teacher Certification Programs
GPA requirement
EARNED: 1 SUB-GROUP
+ 1) You must have a minimum GPA of 2.65 in at least 12 hours taken at EIU.
12.00 HOURS EARNED
12.00 GPA Hours: 33.00 POINTS 2.75 GPA
NEEDS: 2.65 GPA

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.

[View a Printer Friendly Report](#)
[Return to Audit List](#) 

View a sample Reference Articulation Audit at <http://www.eiu.edu/~acaffair/dars/RefArtic.pdf>.