

How to Run a DARS Report

The DARS Report is a great self-management tool that the university provides. DARS graphically represents the amount of completion for the university, college and major requirements you must fulfill in order to graduate. You will be required to provide your DARS every time you visit an academic advisor. To run and print your DARS, please follow the directions below:

1. Access <http://my.asu.edu>.
2. Logon using your ASURite ID and Password. (If you do not have an ASURite ID, contact computer accounts or visit the computer commons.)
3. Make sure the *My Info* tab (located in the top right-hand corner) is selected.
4. Under the *My Programs & eAdvisor* tab, click on *My Progress Reports* and select *Degree Audit (DARS)*.
5. Click on *Request New Degree Audit*.
6. Choose between *Run Default Programs Listed* and *Run Selected Program*. If no degree program is listed you must *Run Selected Program*.
7. To *Run Selected Program*, select the first letter of your major (for example, M for Microbiology).
8. Select the area of interest (for example, Microbiology).
9. Choose your catalog year, the default year is the year you began study at ASU, or if you transferred from a community college in Arizona and did not miss or skip any semesters, then your catalog year would be the year you began your studies at the community college.
10. Click on *Submit Audit*.
11. Continue to click on *Refresh Audit* until your audit appears.
12. Click on *Open Audit* to view your audit.
13. Select *Open All Sections*.
14. To print: Click on *Printer Friendly*, located just under your GPA. Click on *Open All Sections*. In the tool bar, choose *File*, then *Print*. The report will be 8 – 15 pages long. If you want to save money, in the printer menu, click on *Preferences*, choose to print 2 pages per sheet.
15. Always bring your current DARS with you to meet with your advisor.