

DARs- Degree Audit System

What is a degree audit report?

The degree audit is an automated report reflecting the student's academic progress toward the completion of a degree. The student may request a degree audit for their MBA Program. The report automatically places the student's Mizzou course work and courses in progress within a series of requirements and sub-requirements for the MBA degree program.

Does the degree audit replace the academic adviser?

No. The degree audit report is a tool used by both academic advisers and students. The student should not rely on the degree audit without consulting with his or her academic advisers. The staff of the University Registrar and the academic advisers make every effort to maintain accurate degree audits; however, there are quite often exceptions to be entered for individual students

How often is student information updated?

Student information contained in the degree audit will be updated each night.

How do I run an online degree audit report?

1. Select the following link: [Student DARSweb](#)
2. The following screen will appear:
3. Enter your MU user name (use only lowercase characters)
4. Do not include "@missouri.edu" when you enter your user name.
5. Enter your password.



The screenshot shows a Windows-style dialog box titled "Connect to degreeaudit.missouri.edu". It contains a message: "The server degreeaudit.missouri.edu at degreeaudit.missouri.edu requires a username and password." Below the message are two input fields: "User name:" with the text "ttcp64" and a dropdown arrow, and "Password:" with a masked password field. There is also a checkbox labeled "Remember my password" which is unchecked. At the bottom right are "OK" and "Cancel" buttons.

6. The following screen will appear. Enter the student number, or search by entering the student name or browse by selecting an alphabetic character. Select **Continue**.



The screenshot shows a web form titled "Student Selection". It has a "Student Number:" field with the value "999000003" and "Continue" and "Cancel" buttons. Below that is a "Search" section with "First Name:" and "Last Name:" fields and a "Search" button. At the bottom, there is an "Index of Last Names" section with the letters "ABCDEFGHIJKLMNOPQRSTUVWXYZ" listed. A small copyright notice is visible in the bottom left corner: "Copyright © 2002-2008, Missouri University of Science and Technology. All Rights Reserved."

7. The following screen will appear.



8. Select an option from the blue menu bar at the top:

- o **Courses** will provide a list of the student's course work.
- o **Planned Courses** will allow the student to enter courses they plan to complete and select the grade they expect to earn. When an audit is run after the planned courses are entered, it will place the courses in the requirements they will fulfill.
- o **Audits** will allow the student to request a new degree audit and also offers the option **Help Reading Audit**. (At the present time, the bar graphs that will eventually populate the top portion of the degree audit are not active in the MU degree audits.)

9. To request a degree audit, select **Request a New Audit** from the audits drop-down menu.

10. The following screen will appear. The large blue area contains the student's current degree program. To request a degree audit for that specific degree program, select **Submit a New Audit Request** at the bottom of the screen. **View Audit Output as PDF** as this is how your advisor will review it with you.



11. The top screen below will appear. The screen will hold this appearance for up to one minute until the audit is ready to be opened. The second screen below is how the screen will appear when the audit is ready to be viewed. To view the degree audit, select **Open Audit**.

