


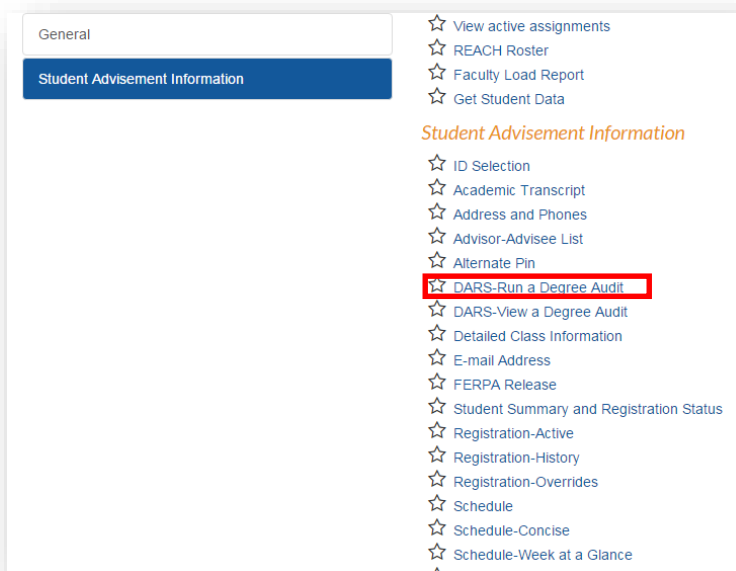
Degree Audit Reporting System (DARS) is a comprehensive listing of requirements by program that must be completed to receive a Hofstra undergraduate degree. (Not available for graduate programs). You can run a WHAT IF DARS to determine how changes to the Student’s College, Program or Major will affect graduation requirements.

**Note: Only authorized personnel have access to view DARS.**

- 1) After logging into the My.hofstra.edu portal, click on the Hamburger icon  and select

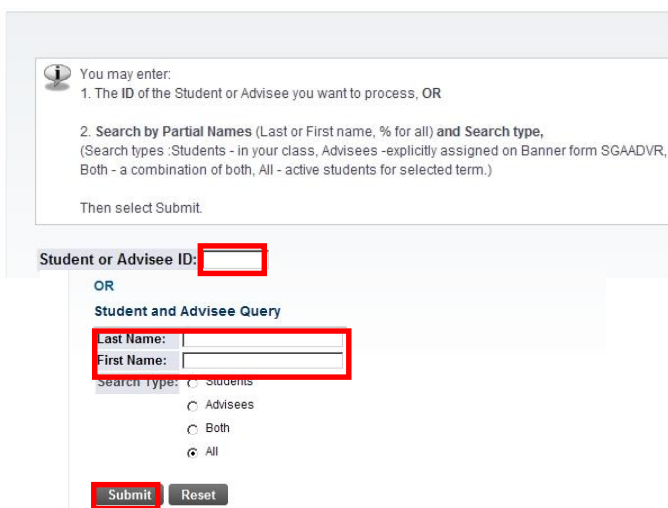
Faculty Services

- 2) Click Student Advisement information and select DARS-Run a Degree Audit

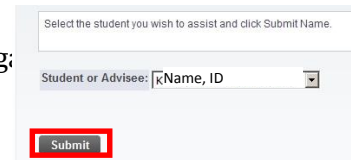


You will be prompted to choose a student.

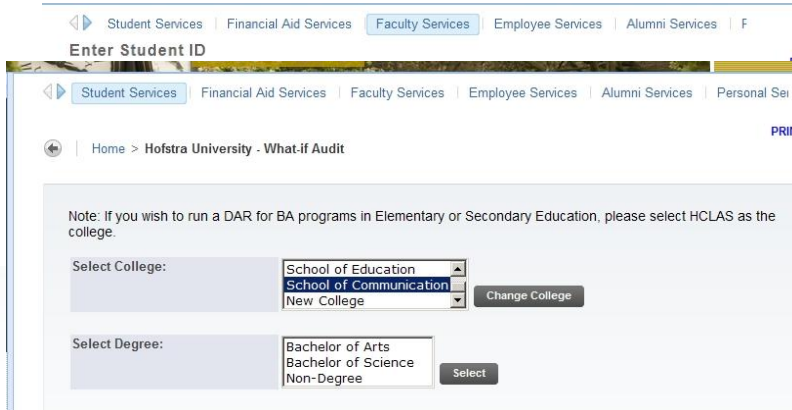
- 3) Entering an ID or first/last name or partial name using % for all.

A screenshot of the 'ID Selection' form. The form has a title 'ID Selection' and a subtitle 'You may enter:'. Below the subtitle, there are two instructions: '1. The ID of the Student or Advisee you want to process, OR' and '2. Search by Partial Names (Last or First name, % for all) and Search type, (Search types :Students - in your class, Advisees -explicitly assigned on Banner form SGAADV, Both - a combination of both, All - active students for selected term.)'. Below the instructions, there is a text input field labeled 'Student or Advisee ID:' which is highlighted with a red box. Below this field, there is a section titled 'Student and Advisee Query' with two text input fields: 'Last Name:' and 'First Name:', both highlighted with red boxes. Below these fields, there is a 'Search type:' section with three radio buttons: 'Students' (selected), 'Advisees', and 'Both'. Below the radio buttons, there is a 'Submit' button highlighted with a red box and a 'Reset' button.

- 4) Select the Student from the drop down menu and click submit.  
You may be asked to verify the student's name and click Submit again:

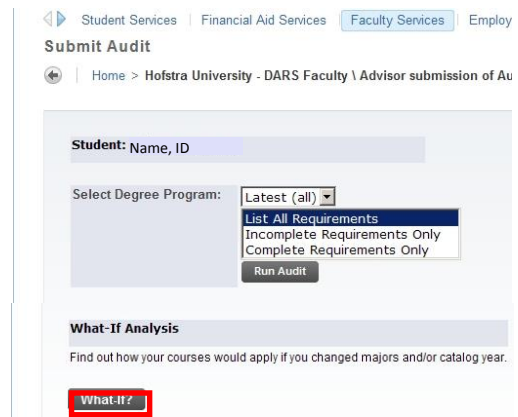


- 5) The Student's name, Hofstra Id and College will appear. Click **SUBMIT ID**.

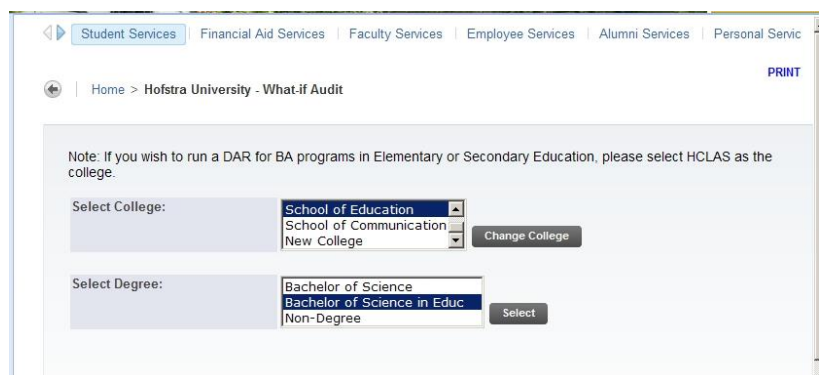


**Note:** If you have not been granted access to this student's DARS, you will need to enter the Student's date of birth in MMDDYY format.

- 6) Choose All, Incomplete or Complete Requirement to display on the DARS and click WHAT IF.



- 7) To change the college, make your choice and click **CHANGE COLLEGE**



8) To change the degree, make your choice and click SUBMIT

The screenshot shows the 'What-if Audit' page with the 'Select Degree' dropdown menu open. The options are 'Bachelor of Science', 'Bachelor of Science in Educ', and 'Non-Degree'. The 'Bachelor of Science in Educ' option is highlighted, and a red box is drawn around the 'Select' button next to it.

The screenshot shows the 'What-if Audit' page with the 'Select Major' dropdown menu open. The options are 'Fine Arts Education', 'Music Education', and 'Physical Education'. The 'Physical Education' option is highlighted, and a red box is drawn around the 'Select' button next to it.

9) To change the MAJOR make your choice and click SUBMIT. You may also be prompted to change a MINOR.

10) The option to change a Catalog year appears. Select the Term and click SUBMIT

The screenshot shows the 'What-if Audit' page with the 'Select Term' dropdown menu open. The options are 'Fall Semester 2009', 'Spring Semester 2011', and 'January Session 2011'. The 'Fall Semester 2009' option is highlighted, and a red box is drawn around the 'Select' button next to it.

The screenshot shows the 'View an Audit' page. At the bottom, there is a section titled 'What If Analysis for: BACHELOR OF SCIENCE IN EDUCATION'. Below this, there is a red box around the 'Run Analysis' button.

11) Click RUN ANALYSIS when a confirmation of your "WHAT IF" appears

12) Select the DARS from the list

#### List of Available Audits

PRINT

Home > Faculty Services > Student Menu > View an Audit

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 2 minutes after submission before an audit is viewable.

Note: If you wish to run a DAR for BA programs in Elementary or Secondary Education, please select HCLAS as the college.

Select College:

#### Current Audits

Audits will automatically be deleted daily

[Refresh the List](#)

Date	Name	View Link	Delete
Aug 05, 2011 12:55pm	STUDENT NAME	BACHELOR OF SCIENCE IN EDUCATION	Delete

This report is an internal document used to assist the student in course planning. Final confirmation of degree requirements is subject to department and university approval. Please contact your advisor if you have questions concerning this report.

[Request an Audit](#)

For definitions of DARS terminology and symbols, [click here](#).

[Print Audit](#)

[View an Enhanced Audit](#)

[Return to Audit List](#)

[Return to Student Menu](#)

[Display of Students FERPA Authorized Users](#)

Student E-mail Address:

PREPARED: 08/05/11 - 12:55

Brennan, Brian John      This is a 'WHAT IF' audit.  
PROGRAM CODE: 160875      CATALOG YEAR: 200909  
BACHELOR OF SCIENCE IN EDUCATION  
SPECIALIZATION IN THE TEACHING OF PHYSICAL EDUCATION

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THIS ACADEMIC PROGRAM AUDIT HAS BEEN PREPARED TO ASSIST YOU

The top of the DARS indicates that it is a "WHAT IF" audit.

13) To return to another option, use the links listed at the top of the DARS.