



How to Request a Degree Audit (DARS)

Visit: **my.hofstra.edu**

- ✓ Log in with your **Student Network ID** and your **password**
- ✓ Read the **FERPA** agreement, and click **“OK”** if you agree
- ✓ Click **Hofstra Online** from left menu
- ✓ Under **“Student Services”** menu, select **“Student Records”**
- ✓ Scroll down and click **“Run a Degree Audit (DARS)”**
- ✓ Select **College** from drop-down menu
- ✓ Select **Degree Program** from drop-down menu
- ✓ Select **“Run Audit”**, Click **“Refresh the List”**
- ✓ Click on most recent **DAR** under **“View Link”**

“WHAT-IF” DARS – Click the grey box to find out how your courses would apply if you changed majors and/or catalog year.

- ✓ Select **College**
- ✓ Select **Degree**
- ✓ Select **Major**
- ✓ Select **Concentration**
- ✓ Select **Term**
- ✓ Select **“Run Analysis”**, Click **“Refresh List”**
- ✓ Click on most recent **DAR** under **“View Link”**