DARSWeb

for Advisors
The **Student Selection Screen** is the first screen that appears after you log in, it gives you choices on how you can search for the specific student you are needing to view. You may search by the student's SSN, name, or first letter of last name.
STUDENT SEARCH EXAMPLES

Search by the **Student's SSN** (no dashes) [000000000]

Enter the student's SSN in the **Student Number** box and then press the **Continue** button.

*or*

Search by **First & Last Name**, or only by **First** or **Last**, [(Lucy Lobo), (Lucy), or (Lobo)]

Once the system brings up Lucy Lobo, select the student by pressing the **Select** button to the left of the student's name. The **Student Number** field will then populate and you will need to press the **Continue** button.

*or*

**Last Name Index**: Search by the first letter of last name by selecting the corresponding letter from the list provided. A list of all students with a last name that begins with that letter will appear. Scroll through the list and select the student you are needing to view by pressing the **Select** button to the left of the student's name. Once you select the student, the **Student Number** field will populate and you will need to press the **Continue** button.

To search for another student, or by another method, go to the **Student** tab at the top of the screen and click on the **Select Student** tab.
AUDITS

The bottom of this screen will show advisors any audits that have been run for the student within the last two days.

If no audits are available to view, a new one must be requested.

To view the audit, click on the DETAILS button.

An audit is available to view for this student.

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Run an Audit

Go to the drop down menu under the Audit tab and select Request New Audit.

The Audit Request screen appears after the Request New Audit tab is selected.

Student's Degree Program (Default)
Title
Catalog Year

If you are choosing to run the defaulted degree program click on the Submit a New Audit button and wait for it to run.

Alternate Degree Program
Catalog Year for Alternate Degree Program
If you are choosing to run an Alternate Degree Program, select Run Selected Program. Choose the alternative program from the drop down menu and select the catalog year. Once this is done click on the Submit a New Audit button and then wait for it to run.
Viewing an Audit

Top of Audit

Expand All: Opens all requirements to see what is being applied.

Collapse All: Closes all degree/program requirements.

Back: Proper use of this Back button is required when returning to the previous screen. **DO NOT** use the back button at the top of the browser. Doing so could time out your session.

Help: Drop down menu of help topics.

Collapsed View

Requirements are collapsed to quickly view whether they are satisfied (OK) or not satisfied (NO).

The + symbol in the box to the left of the Audit means expand the view.

Expanded View

Requirements are expanded to view, in detail, the components of each requirement.

Once the requirement is opened, the (+) or (-) symbols mean either satisfied or not satisfied.

The - symbol in the box to the left of the Audit means collapse the view.
At the bottom of the audit is a legend that explains all the different symbols that can appear throughout the audit.

***** LEGEND *****

*** = ANY COURSE IN THAT DEPT.
NO = REQUIREMENT NOT COMPLETE
OK = REQUIREMENT COMPLETED
IP = IN PROGRESS COURSE
+ = SUB-REQUIREMENT COMPLETED
- = SUB-REQUIREMENT NOT COMPLETED
-R = SUB-REQUIREMENT IS REQUIRED NOT OPTIONAL
> = CREDIT NOT ALLOWED
NA = NOT REQUIRED TO COMPLETE
(R) = REQUIRED COURSE
IL = TRANSFERRED LOWER DIVISION COURSE
2L = TRANSFERRED LOWER DIVISION COURSE
S = SKILL LEVEL COURSE
X = ACADEMIC RENEWAL COURSE
WC = WAIVED COURSES
WH = WAIVED HOURS
>U = Duplicated Course
>N = Course Replacement Policy
>R = Repeatable Hours
>S = Split Credit Hours
B = Summer Semester
F = Fall Semester
WA = Weighted Average for Transfer Courses
3U = Transferred Upper Division Course
4U = Transferred Upper Division Course

----------------------- END OF ANALYSIS -----------------------

The Exceptions screen will display the exceptions that have been applied to the student (if any). Exceptions can then be opened and shown in more detail, or even added by the advisor (depending on the level of access that each advisor is granted).

Additional training and access is required for the Exceptions screen.

In the drop down menus and at the top of the Audit, there is a help option. The window above will appear if any help is requested. This window contains basic information that has been defined by Miami University.
To exit DARSWeb, click on the Logout menu and select Exit DARSWeb. The system will then log you out.

PROGRESS TEAM

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Revised 02/25/05