



Welcome to DARS  
(Degree Audit Reporting System)  
Tutorial for MCTC Students



## **Tutorial Directions:**

This tutorial will take approximately 10 minutes to view. You can either use the “Enter” button on your keyboard to move through the information or “click” your mouse.



# Degree Auditing Reporting System

- A DARS audit will provide an MCTC student with transfer and course information to enhance their degree and program planning
- A DARS audit is a tool for advising and graduation clearance.



# What will DARS do?

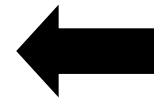
- DARS electronically checks the academic requirements of a program against a student's academic record.
- Calculates total hours and GPA
- Displays courses completed, grades received, and hours earned.
- Highlights missing requirements
- Displays transfer courses that have been made equivalent and apply toward program.
- DARS will identify most exceptions and waivers



# DARS Audit Structure

Prepared: 02/01/07 - 10:56  
MINNEAPOLIS COMMUNITY  
AND TECHNICAL COLLEGE  
PROGRAM: Associate in Arts - AA  
Test Student: 7777777  
PROGRAM: AA  
CATALOG: Fall 2006-2007

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Each audit is run for a specific student, degree, and major. The student data feeds into this report from the student information system at MCTC

# Legend

OK Requirement Complete

NO Requirement Not Complete

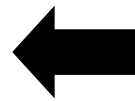
IP Requirement In Progress

+ Sub Requirement Complete

T> Transfer Course

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\*



Legend information helps  
interpret symbols you will see  
in the audit

# Requirement Not Met

**NO** Competency One: Written and Oral  
Communications

EARNED: 9.00 CREDITS  
Needs 1 COURSES

+ 1) English 1110 is required.

F 99 ENGL1110 3.0 B

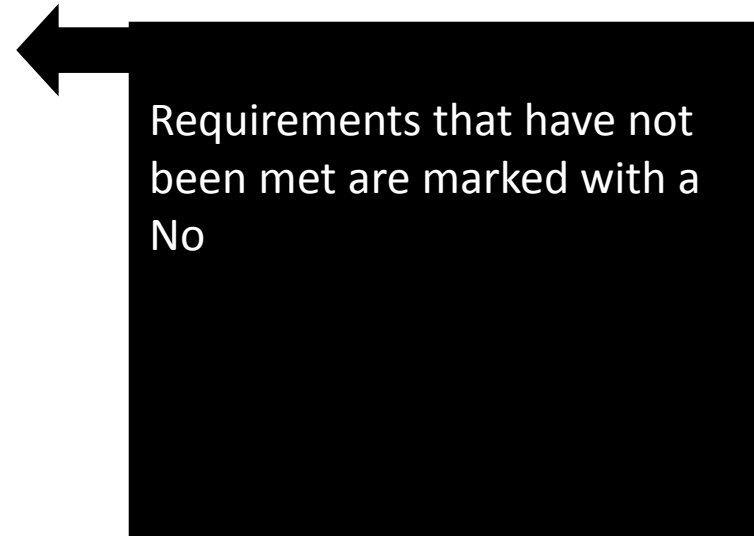
- 2) English 1111 is required

+ 3) One Speech Communications course is  
required.

F 03 SPCH1012 3.0 C

F 05 SPCH1010 3.0 B

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Requirements that have not  
been met are marked with a  
No



# Requirement Met

## OK Health

EARNED: 3.00 CREDITS 1 COURSE

S 06 HLTH1000 3.0 B RP

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Requirements that have been met are marked with an OK



# Needs and Select From

NO Competency Six: Humanities and Fine Arts

EARNED: 3.00 CREDITS 1 Course

--> NEEDS: 2 COURSES

Minimum of three courses from three different disciplines totaling 9 semester credits.

F 04 PHIL1171

COURSE LIST- AMER. INDIAN: AMIS 1100,1200,1300 |  
AREACULTETHSTU: ACES 1000,1121,1122,1132,1135,1152,  
ACES 1155,1190(F 03 OR AFTER)  
ART STUDIO: ARTS 1110,1111,1112,1113,1121,1122,1125, |  
ARTS 1132,1133,1141,1142,2211,2212,2213,  
ARTS 2214(F 06 OR AFTER),2221,2222,2225,

The Needs line tells you how many courses or credits are needed and a select from list explains what courses will fulfill the unsatisfied areas



## 3 additional Fields

- Additional Courses (Not required for program, count toward total credits earned)
- Remedial Courses
- Courses that do not count toward credits earned where a student withdrew or failed the course.

# Accessing your DARS report Online

1. Point your web browser to the MCTC home page: <http://www.minneapolis.edu/>

1. Click on *Current Students*

2. Click on



*e-Services*  
LOGIN

## Accessing Your DARS Report Online

4. Enter your MCTC SID and PIN check the box that says *Display my Name* and log in.
5. From the menu on the left click on:  
*Grades and Transcripts*
6. Click on: *Degree Audit*
7. Print the DARS audit using the print feature related to your web browser



# Frequently Asked Questions

- What will a DARS audit not do?
- Some of my transfer credits are not showing on my DARS: what should I do?
- How can DARS help me explore other majors
- What should I do if DARS online is not working?



# What will a DARS Audit not do?

- A DARS audit does not replace the advisor it is just an advising tool.
- A DARS audit is not a way to register for courses. The audit will tell the student what is needed but it doesn't replace the registration process.

## Some of my transfer credits are not showing on my DARS; what should I do?

- First, make sure that your official transcript has been received by the Registrar's Office.
- Once the transcript has been received and you have registered for courses at MCTC, a transfer evaluation is completed.
- This process normally takes 3-4 weeks, however during peak registration periods this timeframe may be longer.



Some reasons why transfer credits may not appear on your DARS audit:

- Transcripts from other institutions not received by MCTC Registrar's Office
- Transfer evaluation not yet completed
- Coursework was transferred in prior to Spring 2004 and is recorded on a paper evaluation worksheet in your student file

## How can DARS help me to explore other majors?

- You can meet with a Counselor or Advisor if you wish to have a DARS audit run for a program other than your declared major at MCTC. A Counselor or Advisor can also provide you with a DARS audit if you wish to see how you have met the requirements from a different catalog year.

**OR**

## DARS and Other Majors Continued

- If you are interested in seeing how your courses will complete the requirements for other degree programs, or if you wish to see how courses from other institutions transfer to MCTC, you may want to use the Course Applicability System (CAS). The CAS program offers course equivalency guides between many institutions. You are also able to run “what if” audits to see how completed coursework would apply to degree programs at other institutions.



# Accessing CAS

More information on CAS can be found at:

[http://www.minneapolis.edu/counseling  
andadvising/transferservices/mncas.cf  
m](http://www.minneapolis.edu/counselingandadvising/transferservices/mncas.cfm)

## What should I do if I am unable to access my DARS audit online?

- The program on your DARS audit is determined by your declared major. If there is not an active major on record for you, you will receive a blank audit and the message “NO AUDIT”. Contact the Registrar’s Office for assistance.
- Students who have indicated that they are not seeking a degree from MCTC will not be able to run a DARS audit off the website. A counselor or advisor can produce an audit for your desired program.
- Registrar’s Office: Student Services Center  
612-659-6250  
[records.office@minneapolis.edu](mailto:records.office@minneapolis.edu)



This Concludes the DARS Tutorial