

Signing into IMS:

1. Type **F** and press **Enter**.
2. IMS System Entry. Type your **User Id** and your **password** and press **Enter**.
3. To access the Administrative Information Systems Menu, press **Enter** or **F12**.
To exit, press **F3**.
To change your password, press **F5**.
To return to the sign on screen, press **F4**.

Note: If you receive the message “User Revoked”, please call Access Services at 2-4000 for assistance.

To Access Student Advisement:

On the Administrative Information Systems Menu type **S** beside Student Advisement and press **Enter**.

To exit Student Advisement:

1. Press the **F3** key to **Quit** from any screen.
2. Press **F3** again to confirm your request to exit Student Advisement.
3. At the Administrative Information Systems Menu screen press **F3** to exit to the IMS screen.
4. Press **F3** again to confirm your request to exit the system.

To access the DARS screen:

On the Student Advisement Menu type **DA** into the Code field, type in a **Student ID**, and press **Enter**.

DARS

DARS is an electronic means of checking a student’s progress toward completion of a degree program.

Running an audit

```
FSTP160          ***** Student Advisement System *****          FSTM160
Aug 10,06          - Degree Audit Reporting System -                      1:35 PM

Student ID.. 000 00 0061          SAMPLE, IMA

Current Degree Program:
School.....: A&S Univ Studies
Degree Objective.....: AB
Major.....: Unspecified

Enter below the major for which the DARS report should run if different
from above.  If necessary, you will be prompted for additional
information to properly identify the requested degree program, e.g.,
the major economics is offered in the AB and BBA degree programs.

*Desired major for "What If" Degree Audit Report: _____

DARS Report routing (mark choice with "Y"):
Display on screen?  _  or Printer?  _  Printer Name: _____

*Pop Up Menu (Y):
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
help retrn quit      hresoc name          main
Degree Program displayed successfully
```

- To run an audit with the student’s current degree program, type a **Y** into the **Display on screen** field to view the audit on your terminal and press **Enter** -or- type a **Y** into the **Printer?** field as well as a **Printer Name** to print out the audit and press **Enter**.
- To run a “What if” audit, type the desired major into the **Desired major for “What If” Degree Audit Report** line, select a routing choice, then press **Enter**. If you need to search for a desired major put your cursor on the **Desired major for “What If” Degree Audit Report** line and press **F1** to display a major search pop-up window. Type all or part of a major name on the Major line and press **Enter**. Once the desired major

```
-----
FSDHMJDP          ***** Valid Majors *****
Aug 15,06
10:31 AM

Major          Major Code          School          School Code          Degree
-----
Economics          0225          Arts & Sciences          01          AB
Economics          0225          Business          02          BBA
English          0281          Arts & Sciences          01          AB
English Education          0285          Education          06          BSED
Entomology          0289          Arts & Sciences          01          BS
Entomology          0289          Agr & Env Sci          04          BSES
Environmental Chemistry          0291          Agr & Env Sci          04          BSES
MAJOR: ECON
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11--P
help retrn          bkwrdf frwrdf
Position cursor or enter screen value to select
-----
```

is shown in the window, place your cursor on the major and press **Enter** again. Finally, select a routing choice and press **Enter**.

Reading an audit

DARS uses a series of requirements to aid students in interpreting and completing a degree program. The list of requirements begins after a student’s pertinent data is displayed in the Header of the audit.

Header

```
FSTP145          ***** Student Records System *****
Aug 10,06          - Degree Audit Advisement Report -                      3:04 PM

NAME--- SAMPLE, IMA          CLASS--- SOPH
DEGREE- AB          UNSPECIFIED          (3997) U-MATR--- 200308
ID----- 000-00-0061          SCHOOL--- 16          PREV TERM-

ADDRESS 99 SOUTH EAST BLVD          PHONE--( )
COLUMBUS          GA 31908-0000

U-HRS ATT-          HRS EARN--          SAT VERB- 340          PE (#REMAIN)--OK
UGA RES---          SCH RES---          SAT MATH- 440          HISTORY-----OK
UGA EARNED          CUM HR AV-          ACT ENG--          FED CONST----OK
CUM AVG--- 0.00          CUM QPTS--          ACT MATH-          GA CONST-----
OVRLL AVG--          OVRLL HRS--          ACT COMP-          REGENTS READ--OK
SEM AVG--- 0.00          OVRLL QPTS-          REGENTS ESSAY-OK

CATALOG TERMS: SCHOOL- 200308 MAJOR- 200308
```

The Header contains:

- Student name and degree program information
- Student address
- Student academic information
- PE and Regents requirements
- Major declaration date

Requirements

Requirements come in two forms: Text Requirements and Course Requirements.

Text Requirements – informational messages that can be found anywhere on the audit.

Course Requirements – specific courses that a student must satisfy in order to complete a degree program.

Text Requirements

The first requirement on most audits is a Report Completion Status text requirement. Depending on how much of the degree program has been completed, an audit will have one of the following status messages:

```
AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED
ALL REQUIREMENTS COMPLETED --- IN-PROGRESS COURSES USED
ALL REQUIREMENTS IDENTIFIED BELOW HAVE BEEN MET
```

The last requirement on most audits is the Hours Toward Graduation text requirement:

```
YOU HAVE 00.0 HOURS TOWARD GRADUATION (INCLUDING CURRENT TERM).
```

This requirement shows the number of *earned* and *current in-progress* hours in Area A through the PE requirement.

Some text requirements only appear if a situation applies to the student. For instance, the Repeated Courses text requirement will only appear if a student has repeated one or more courses.

Course Requirements

Requirement completion indicators:

- OK requirement is complete
- NO requirement is not complete
- IP requirement will be complete when in-progress courses are successfully passed
- OR only one set of requirements listed together needs to be completed

Requirements may show one or more of the following:

- Earned line - total hours, number of subrequirements, and/or GPA accumulated for a requirement
- In-Progress - number of hours accumulated from in-progress courses
- Needs line - number of hours, number of courses, number of subrequirements and/or GPA needed to complete the requirement

Requirements are made up of one or more sub-requirements and are completed only when all necessary sub-requirements are completed.

Sub-requirement completion indicators:

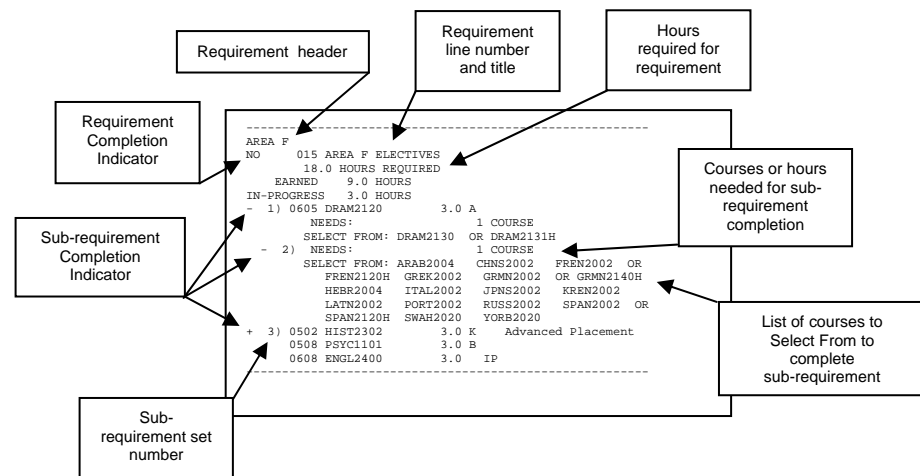
- + sub-requirement is complete
- sub-requirement is not complete
- OR only one of the two or more sub-requirements need be completed
- R sub-requirement must be completed

Sub-requirements may show one or more of the following:

- Needs line - shows the number of hours or courses needed to complete the sub-requirement
- Not From list - courses that cannot be used to complete sub-requirement
- Select From list - courses that can be used to complete sub-requirement

When a sub-requirement is complete, only the courses used are shown. Any Needs lines, Select From lists, and Not From lists will no longer be displayed.

Once all required sub-requirements are completed, the requirement completion indicator changes to OK. If in-progress courses are used to complete any sub-requirements, the requirement completion indicator will change to IP.



Courses

Courses are shown in Select From lists and Not From lists in the following formats:

- Single courses ANTH1102
- “And” courses – both courses must be taken BIOL1103 & BIOL1103L
- “Or” courses – either of the courses can be taken DRAM2130 OR DRAM2131H
- Course ranges – MATH 3000 TO MATH 7999 (any course in the range of numbers is acceptable) -or- ARHI3 (any course with the indicated prefix and level * is acceptable)

Courses used in a requirement are shown on the audit in the following format:

- 0605 DRAM2120 3.0 A
- 0605 is the year and term the course was completed. First 2 digits are year; last 2 digits are term.
- Term codes:
02 Spring
05 Summer
08 Fall
- DRAM is the course prefix
- 2120 is the course number**
- 3.0 is the number of hours earned
- A is the grade earned

* Course levels

- 1 1st year
- 2 2nd year
- 3 3rd year
- 4 4th year

**Transfer courses which have no UGA equivalent have the following course number format: 2T01

- 2 is the course level
- T identifies the course as transfer
- 01 is the course’s transfer sequence number

DARS (Degree Audit Reporting System)

Quick Reference How to read a DARS audit for Advisors



The University of Georgia

Office of the Registrar
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