

Instructions for Obtaining Your Degree Audit Report System (DARS) Report

1. Log-in to iSIS.
2. Go to your "Student Center."
3. On the left-hand side of the page, click on the "Degree Audit (DARS)" link, under the "Academics" heading.
4. **If under "Run Current Plan(s) Listed:" it says**
 - a. **Program** **Major**
ASUDG Undergraduate - Pre-Psychology
 - i. Scroll down to the "What If Flag" and click the box to put a in that box.
 - ii. Make sure the "Acad Career" box shows **Undergrad**
 - iii. In the "Program" box, type **ASUDG**
 - iv. In the "What If Plan" box, type in the degree option you want from the choices below.
 - i. **BPSYCH-BA** Bachelor of Arts - Psychology [Note: a Bachelors of Arts (BA) requires 2 years of a modern language.]
 - ii. **BPSYCH-BS** Bachelor of Science – Psychology
 - v. Return to the top of the page and click "Submit Report." A box will flash briefly to tell you that your request has been submitted. Click "OK."

If under "Run Current Plan(s) Listed:" it says

- a. **Program** **Major**
ASUDG BA – Psychology
OR
ASUDG BS - Psychology

- i. At the top of the page, click "Submit Report." A box will flash briefly to tell you that your request has been submitted. Click "OK."
5. Click the "Refresh" button until the status changes to "Completed."
 6. Click on "View Report" (link) to see your report. If it doesn't show up on the screen, download the PDF version.
 7. Print or Save the Audit.

*Note: A Regular DARS report shows every course you have taken and what you still need to take to complete your degree. This generates the most complete report.
An Incomplete Requirements report shows what you still need to take to complete your degree.*

For Pre-Enrollment Advising:

1. Use your DARS report and the course schedule on the K-State website to assist you in formulating a tentative schedule for next semester.
 - a. Course schedules can be found here: <http://courses.k-state.edu/schedules.html>
2. Make a list of the courses you are interested in taking along with questions you have for your advisor.
3. Bring your questions and notes when you meet with your advisor.