

DARS Planner Student User Guide

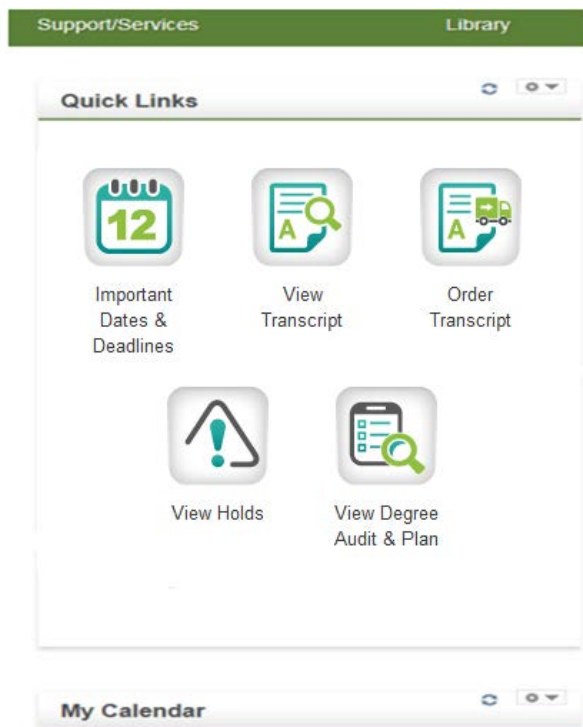
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DARS Planner Student User Guide

1.0 Accessing DARS Planner

You can access via your View Degree Audit & Plan icon in your myHumboldt portal. If you are new to Humboldt and need to get the basics, please take a look at this guide: [DARS Student User Guide](#).



Once you are in DARS and on the Request an Audit page with your audit, you will notice a new option on the toolbar called Plans.

Audits ▾ **Plans** Courses ▾ Transfer Evaluations Exceptions

Request an Audit

▼ Run Declared Programs:

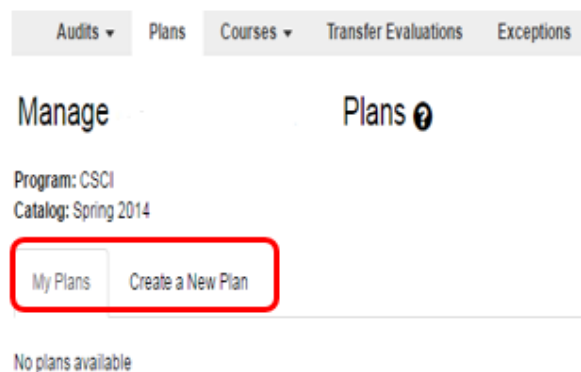
Degree Program	Title	Catalog Year
CSCI	Computer Science	Spring 2014

► Select a Different Program:

Advanced Settings Click to view available options.

Run Declared Programs Cancel

If you click on the Plans tab, the page will refresh and you will see *Manage (your name)'s Plans* with the options to see My Plans or Create a New Plan.



Audits ▾ Plans Courses ▾ Transfer Evaluations Exceptions

Manage Plans 0

Program: CSCI
Catalog: Spring 2014

My Plans Create a New Plan

No plans available

2.0 Creating a 2 or 4 Year Plan

Click the tab **Create a New Plan** and enter data into the fields. Please note: you will need to change the Term and Year values to the up-coming term. You can also change the Years to Graduation if needed then click **Add Plan**. Please note: The plan *effective* term is the catalog year that was in effect for the student at the time the plan was created. If the student has changed majors or had any changes to their catalog year, the student must *Create a New Plan* which will default to the appropriate catalog and effective terms.



My Plans Create a New Plan

Enter Plan Information Here:

Program: Environmental Resources Engineering effective: Spring 2014

Plan Name: Engineering Plan

Term: Fall (40)

Year: 2017

Years To Graduation: 4

Add Plan

Once you save the plan, the screen will refresh providing you with a view of your Plan Builder with your DARS audit on the left hand side of the screen and your term Plan on the right hand side. From this view you will drag and drop courses from the Incomplete Requirements sections on your audit into each term (pull each course over hovering over the term label and it will turn bright blue, release the course and it will appear in that term) essentially planning your 2 or 4 year plan. Tip: remember to use the right scroll to move up and down the audit to find courses to drag into your Plan and note the link to easily access your Major Academic Plans (MAPs) by College in the upper right hand corner.

Plan Builder

Step 1:

Click or tap a course to view more details about that course.

Step 2:

Drag course into appropriate Term on your Plan.

Step 3:

Use the "check" Plan button to check your Plan against the audit to ensure requirements are fulfilled as needed.

Audit: ANTHMIN

Major Academic Plans (MAPs) by College
 Program: Anthropology Minor
 Effective: Spring 2017
[Expand All](#) / [Collapse All](#)

INCOMPLETE REQUIREMENT
 Minor: Anthropology
 A minimum of 15 units, 9 upper division with a minimum average of 2.00 is required for the anthropology minor.
PLANNED: 3.00 UNITS
NEEDS: 9.00 UNITS

1) Complete ANTH104 OR ANTH105 OR ANTH303
 FA17 ANTH104 3.00 PLAN Cultural Anthropology
 NEEDS: 1 COURSE
 COURSE(S): ANTH105

OR: OR Complete ANTH303
 NEEDS: 1 COURSE
 COURSE(S): ANTH303

2) Take 9 upper division ANTH units
 NEEDS: 9.00 UNITS

This degree audit has been prepared to assist you in determining your progress toward meeting your degree requirements. While

Plan: TEST Plan **3 Units**

PDF ✓ - +

[Expand All](#) / [Collapse All](#)

Fall 2017 **3 Units**

Add Course

ANTH104 (3 Units)
Cultural Anthropology

Spring 2018 **0 Units**

Fall 2018 **0 Units**


Spring 2019 **0 Units**

Fall 2019 **0 Units**

Spring 2020 **0 Units**

Fall 2020 **0 Units**

Spring 2021 **0 Units**



See an example below of a 2 year and 4 year plan where courses have already been pulled (dragged and dropped) into each term on the Plan.

2 Year Plan

Plan Builder

Audit: ANTH

Program: Anthropology
 Effective: Fall 2016
[Expand All](#) / [Collapse All](#)

*This is a WHAT IF Audit Request
 GE Catalog Year 201640*

LEGEND

NO = REQUIREMENT NOT COMPLETED
 OK = REQUIREMENT COMPLETED
 GE = GENERAL EDUCATION
 RG = REGISTERED
 MC = MAJOR CONTRACT

- = SUB-REQT. NOT COMPLETED
 + = SUB-REQT. COMPLETED
 GPA = GRADE POINT AVERAGE
 IP = IN PROGRESS
 WA = WEIGHT ADJUSTED GRADE

NOT ALL DEGREE REQUIREMENTS HAVE BEEN MET

MINIMUM UNIT/GPA REQUIREMENTS FOR A BACHELOR'S DEGREE
 Minimum unit requirement
 120 units are required for the bachelor's degree. 30 additional units are required for each additional degree.
 Units exceeding maximums appear in the appropriate categories below and will be deducted from the unit maximums listed.
PLANNED: 22.00 UNITS
NEEDS: 98.00 UNITS

Plan: anth2 **24 Units**

PDF ✓ - +

[Expand All](#) / [Collapse All](#)

Spring 2017 **12 Units**

Add Course

ENGL103 (3 Units)
Composition and Rhetoric B

COMM100 (3 Units)
Fund Speech Comm

BA 105 (3 Units)
Critical Thinking in Org

PSYC100 (3 Units)
Psych of Critical Thinking

Fall 2017 **12 Units**

Add Course

OCN 109 (3 Units)
General Oceanography

SOIL 104 (3 Units)
Sustainable Agriculture

STAT106 (3 Units)

4 Year Plan (Note: Click the *check* icon to validate your plan against your audit and see which requirements have a green check or red x (see legend for explanation) to determine whether or not your plan is complete.)

Plan Builder

[Show Help](#)

Audit: BAAC

Major Academic Plans (MAPs) by College
 Program: Business Administration: Accounting Option
 Effective: Fall 2016
[Expand All / Collapse All](#)

✓ **COMPLETE**
 Minimum Humboldt GPA of 2.0 is met.

EARNED: 3.64 GPA

✓ **COMPLETE**
 30 unit Humboldt residence requirement is met.

EARNED: 16.00 UNITS
 IN-PROGRESS 17.00 UNITS
 PLANNED: 120.00 UNITS

✓ **COMPLETE**
 Upper division minimum in residence of 24 units is met.

IN-PROGRESS 4.00 UNITS
 PLANNED: 68.00 UNITS

Plan: BA2 120 Units

☰ PDF ✓ - +

[Expand All / Collapse All](#)

> ● Fall 2017	14 Units	📄 🗑️
> ● Spring 2018	17 Units	📄 🗑️
> ● Fall 2018	15 Units	📄 🗑️
> ● Spring 2019	15 Units	📄 🗑️
> ● Fall 2019	15 Units	📄 🗑️
> ● Spring 2020	16 Units	📄 🗑️
> ● Fall 2020	16 Units	📄 🗑️
> ● Spring 2021	12 Units	📄 🗑️



Legend at bottom of page is below.

Legend

- ☰ = Course List
- 📄 = Course with Pre or Co Requisites
- ✓ = Completed Course
- IP = In Progress Course
- ✗ = Incomplete Planned Course
- = Completed Course, No Credit
- ⊖ = Alerting possible issue with course
- ✓ = Complete
- 📅 = Planned
- ... = In Progress
- ✗ = Unfulfilled

While in your Plan, you can *Add Course* (enter *Department Abbreviation* such as MATH or ENGL then enter the *Course Number* or CRN and choices will appear below your entry).

[Expand All](#) / [Collapse All](#)

▼ **Spring 2017** **15 Units**  

Add Course

Department Abbreviation:

Course Number:

ENGL
ENGR
ENST
ENVS

OK Cancel

ENGL104 (3 Units)
Accelerated Comp and Rhet

COMM100 (3 Units)
Fund Speech Comm

CS 100 (3 Units)
Critical Thinking W/ Computers



BIOL102 (3 Units)
Human Biology

Add Course



Department Abbreviation:

Course Number:

101 (Critical Writing)
102 (Composition and Rhetoric A)
103 (Composition and Rhetoric B)
104 (Accelerated Comp and Rhetor
104S (Accelerated Comp & Rhetoric
105 (Introduction to Literature)
111 (Book of the Year)
120 (Intro to English Major)
180 (Special Topics in English)

14 Units  

You can edit or delete courses or terms from your Plan.

▼ **Spring 2017** **15 Units**  

Add Course

ENGL104 (3 Units)
Accelerated Comp and Rhetoric

COMM100 (3 Units)
Fund Speech Comm

CS 100 (3 Units)
Critical Thinking W/ Computers

BIOL102 (3 Units)
Human Biology

GEOG106 (3 Units)
Physical Geography

Click edit, make changes to the units or grades then click Submit at the bottom (or Cancel to get out of this screen). Or check the checkbox next to a course and then click the Delete button to remove selections.

▼ **Spring 2017**

15 Units

⊖ ENGL104

Accelerated Comp and Rhetoric

3 Units

☐

⊖ COMM100

Fund Speech Comm

3 Units

☐

⊖ CS 100

Critical Thinking W/ Computers

3 Units

☐

⊖ BIOL102

Human Biology

3 Units

☐

⊖ GEOG106

Physical Geography

3 Units

☐

Delete

All

Submit

Cancel

3.0 Tabs across the top of the Plan

View an Audit That Includes All Courses From the Plan Button on Plan Tab

Plan: Comm Plan 1

6 Units

☰

PDF

✓

−

+

View an Audit that includes all courses from the plan.

NOTE: Another window will open with the audit and all **Planned** courses will show in purple (see below). Also note the legend information for identifying planned courses throughout DARS Planner.

Business Administration: Accounting Option

Prepared On 03/07/2017 03:53 PM

Program Code BAAC

Catalog Year Fall 2016

Student ID

Graduation Date UNKNOWN

Audit Results

HSU Coursework

Applied Exceptions

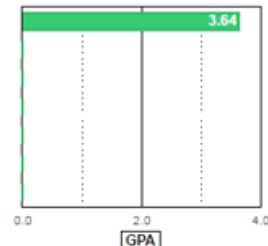
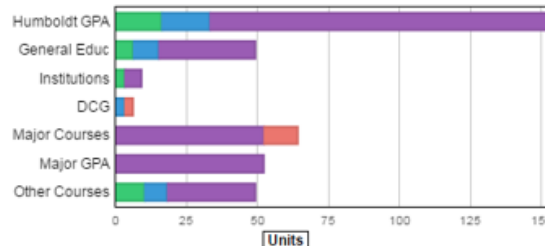
Total Units

You are here: Audit



Categories

Click on any area of the graph for further detail.



Open All Sections

Close All Sections



Printer Friendly

This is a WHAT IF Audit Request
GE Catalog Year 201640

LEGEND

NO = REQUIREMENT NOT COMPLETED - = SUB-REQT. NOT COMPLETED
OK = REQUIREMENT COMPLETED + = SUB-REQT. COMPLETED
GE = GENERAL EDUCATION GPA = GRADE POINT AVERAGE
RG = REGISTERED IP = IN PROGRESS
MC = MAJOR CONTRACT WA = WEIGHT ADJUSTED GRADE
PL = PLANNED PLAN = PLANNED COURSE

View PDF Button on Plan Tab

Plan: Comm Plan 1 **6 Units**

PDF View PDF

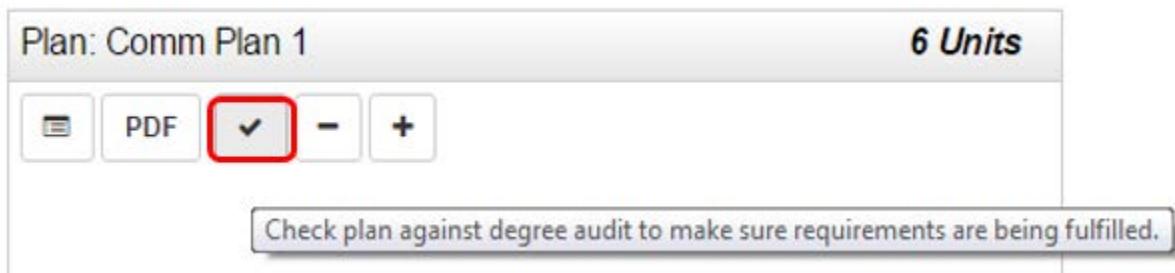
Note: A PDF will download (see below).

Printed: 09/16/2016 02:57
Student: Stacey
StudentID: [redacted]
Plan Name: Busadmn

Program: Business Administration

Completed Courses:	-	GWPE (0.0 Units) No description
Spring 2017 (15.0 Units)	-	ENGL104 (3.0 Units) Accelerated Comp and Rhetoric
	-	COMM100 (3.0 Units) Fund Speech Comm
	-	CS 100 (3.0 Units) Critical Thinking W/ Computers
	-	BIOL102 (3.0 Units) Human Biology
	-	GEOG106 (3.0 Units) Physical Geography
Fall 2017 (14.0 Units)	-	STAT109 (4.0 Units) Introductory Biostatistics
	-	ART 100 (3.0 Units) Global Perspectives in Art
	-	FREN106 (4.0 Units) French Level II
	-	ANTH104 (3.0 Units) Cultural Anthropology
Spring 2018 (15.0 Units)	-	ECON104 (3.0 Units) Contemporary Topics in Econ
	-	PHIL104 (3.0 Units) Asian Philosophy
	-	SOC 104 (3.0 Units) Introduction to Sociology
	-	PSYC104 (3.0 Units) People & Politics
	-	TA 106 (3.0 Units) Behind the Scenes in Theatre
Fall 2018 (14.0 Units)	-	CRGS 108 (3.0 Units) Pwr/Privilege: Gen/Race/Sex/Cls
	-	NAS 104 (3.0 Units) Intro to Nat American Studies
	-	HIST104 (3.0 Units) Western Civilization to 1650
	-	GSP 101 (2.0 Units) Geospatial Concepts
	-	ECON104 (3.0 Units) Contemporary Topics in Econ
Spring 2019 (15.0 Units)	-	SOC 104 (3.0 Units) Introduction to Sociology
	-	DANC400 (3.0 Units) Bodyworks
	-	FOR 400 (3.0 Units) Forestry in Modern Society

Check Plan Against Degree Audit Button on Plan Tab



See screenshot below. Use this feature frequently to help determine if requirements are complete as you plan out your terms. You can also use this feature to see alerts related to course availability.

Plan: busadmn **120 Units**

☰ PDF ✓ - +

Expand All / Collapse All

Alert
One or more courses flagged in this term.

	22 Units
	15 Units ✎ 🗑
> 🚫 Spring 2018	15 Units ✎ 🗑
> 🚫 Fall 2018	14 Units ✎ 🗑
> 🚫 Spring 2019	15 Units ✎ 🗑
> 🚫 Fall 2019	16 Units ✎ 🗑
> 🚫 Spring 2020	15 Units ✎ 🗑
> Fall 2020	8 Units ✎ 🗑

> Fall 2017

15 Units

✎

🗑

Course Catalog Details

✕

PSCI 104 (3 Units)

People & Politics

PSCI 104. People & Politics (3) FS. Philosophical and historical foundations of the concept of political community. Contemporary issues confronting people as members of the political community. [GE.]

Pre/Co Requirements

Course Availability

Spring 2017	Summer 2017	Fall 2017	Spring 2018	Summer 2018	Fall 2018	Spring 2019	Summer 2019	Fall 2019	Spring 2020	Summer 2020	Fall 2020
✓	✗	✓	✓	✗	✓	✓	✗	✓	✓	✗	✓

PSCI104 (3 Units)

People & Politics

➖ MUS 103 (3 Units)

Listening to the Movies

> ➖ Fall 2018

14 Units

✎

🗑

> ➖ Spring 2019

15 Units

✎

🗑

Remove All Courses Button on Plan Tab

Plan: Comm Plan 1

6 Units

☰

PDF

✓

✖

+

remove all courses

See screenshot below.

Plan: Comm Plan 1

6 Units

☰

PDF

✓

✖

+

Expand All / Collapse All

Are you sure you want to delete all courses?

Yes

Cancel

> Spring 2017

6 Units

✎

🗑

> Fall 2017

0 Units

🗑

> Spring 2018

0 Units

🗑

> Fall 2018

0 Units

🗑

> Spring 2019

0 Units

🗑

> Fall 2019

0 Units

🗑

> Spring 2020

0 Units

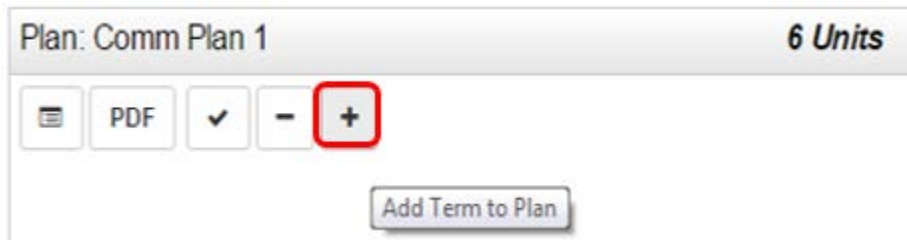
🗑

> Fall 2020

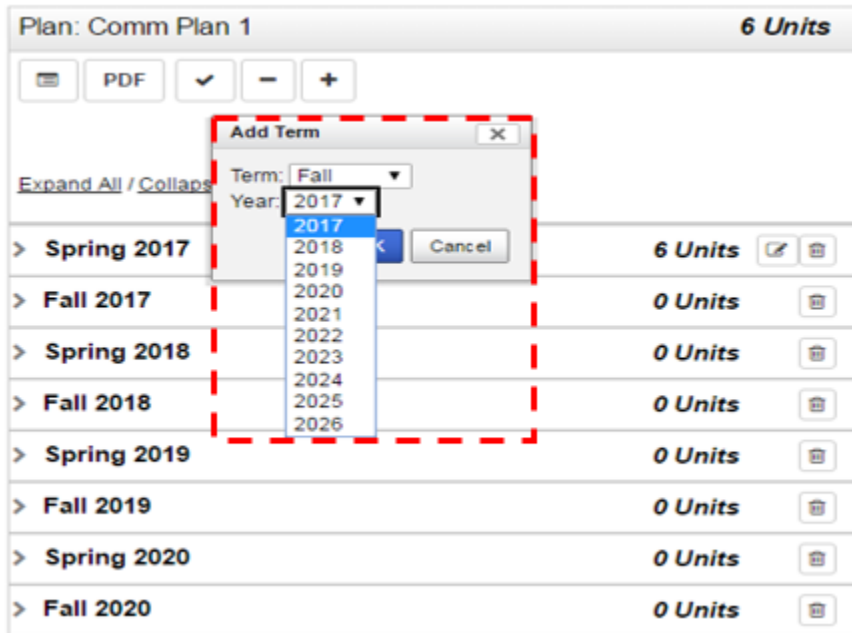
0 Units

🗑

Add Term to Plan Button on Plan Tab



See example below.



4.0 Setting a Preferred Plan

When you go back to your [Plans](#) tab, you can see a list of the previous plans you created, you can mark one of the plans as Preferred with a star and continue to go back to the [Create a New Plan](#) tab to build more plans if wanted. You have Actions that can be taken for each plan. Use the drop-down menu Actions tab next to each plan to Edit the Plan, Rename the plan, Copy the plan or delete the plan. You also have the option to immediately open a PDF version of that plan.

Please note: at least one plan will have to be chosen as your Preferred and that is the plan you will ask for Advisor approval on.

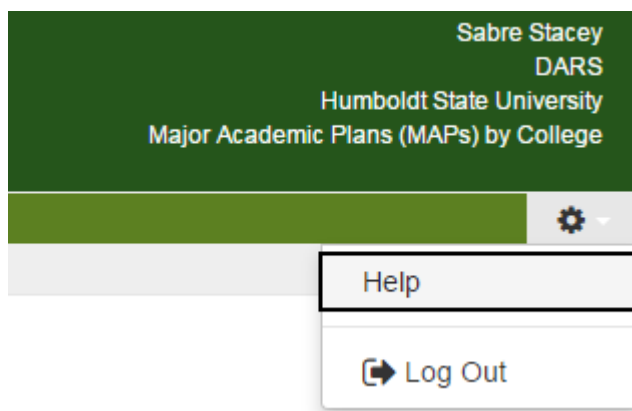
Manage Stacey's Plans ?

Program: No Declared Program
Catalog: Fall 2016

My Plans		Create a New Plan			
Preferred	Edit Plan	Action	Updated	User	PDF
☆	anth2	Select... ▼	Sep 16, 2016	SKH270	PDF
☆	busadmin2	Select... ▼	Sep 16, 2016	SKH270	PDF
★	busadmn	Select... ▼	Sep 16, 2016	SKH270	PDF
☆	test	Select... ▼	Sep 16, 2016	SKH270	PDF

5.0 Major Academic Plans (MAPs)

Please note that in the top left hand corner there is a link to the Major Academic Plans (MAPS) by College to help you plan the courses needed for your degree program.



Help and Log out in the left hand corner under the gear icon.