DARS Planner Student User Guide

Contents

1.0 Accessing DARS Planner .................................................................................................................................................... 2
2.0 Creating a 2 or 4 Year Plan ................................................................................................................................................ 3
3.0 Tabs across the top of the Plan ........................................................................................................................................ 7
   View an Audit That Includes All Courses From the Plan Button on Plan Tab ................................................................. 7
   View PDF Button on Plan Tab ............................................................................................................................................. 8
   Check Plan Against Degree Audit Button on Plan Tab ........................................................................................................ 9
   Remove All Courses Button on Plan Tab........................................................................................................................... 10
   Add Term to Plan Button on Plan Tab.................................................................................................................................. 11
4.0 Setting a Preferred Plan .................................................................................................................................................. 11
5.0 Major Academic Plans (MAPs) ........................................................................................................................................ 12
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.
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.

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 upcoming 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.

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.
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
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.)

Legend at bottom of page is below.

Legend

- = Course List
- = Course with Prerequisite or Corequisite
= = 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).

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

### 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](image)

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.
View PDF Button on Plan Tab

Note: A PDF will download (see below).
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.
Remove All Courses Button on Plan Tab

See screenshot 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.
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.