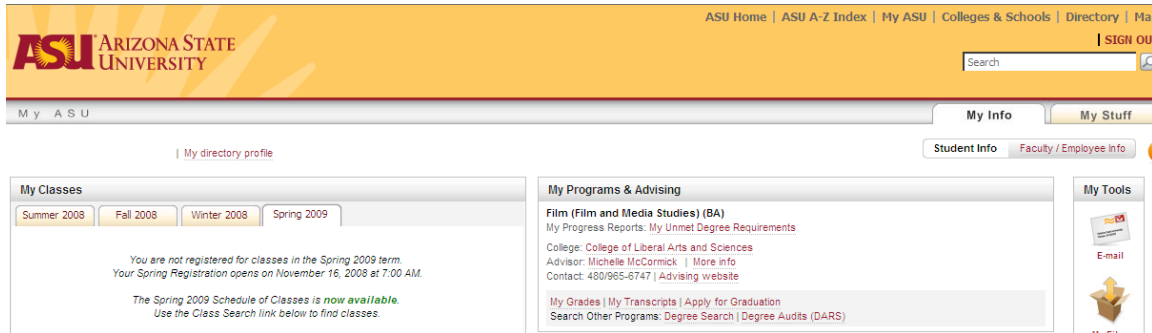


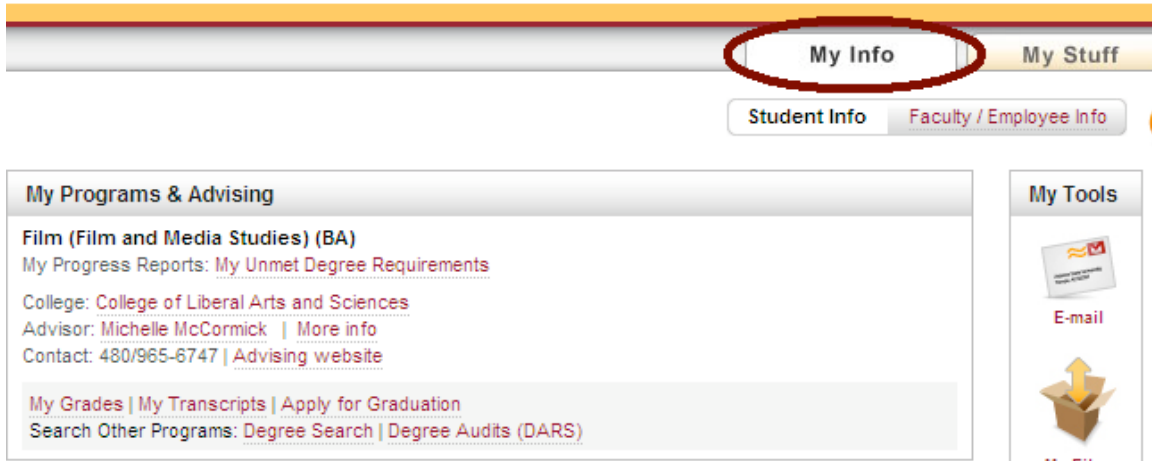
How to Pull Your D.A.R.S Report

1. Visit my.asu.edu
2. Login to your “My ASU”
3. My ASU will open with two tabs on the far right; one labeled “My Info” the other labeled “My Stuff”



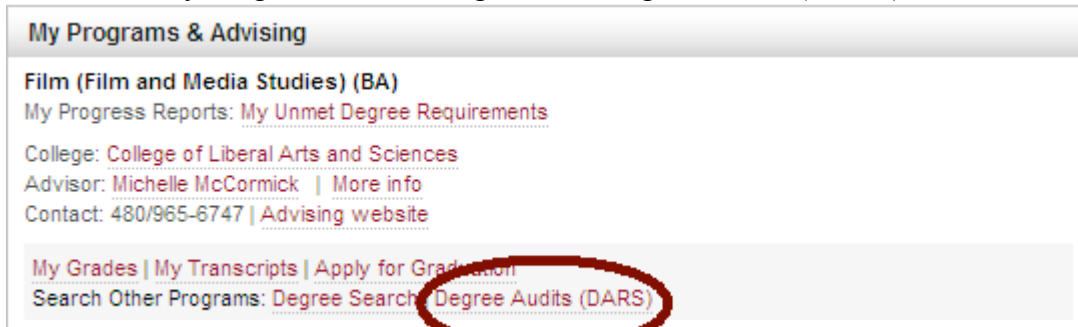
The screenshot shows the my.asu.edu website. At the top, there is a navigation bar with links for ASU Home, ASU A-Z Index, My ASU, Colleges & Schools, Directory, and Map. Below this is the ASU logo and a search bar. The main content area has two tabs: "My Info" (which is selected and highlighted) and "My Stuff". Under "My Info", there are sub-tabs for "Student Info" and "Faculty / Employee Info". The "My Classes" section shows a message about Spring 2009 registration. The "My Programs & Advising" section displays information for the Film (Film and Media Studies) (BA) program, including the advisor's name, Michelle McCormick, and contact information. The "My Tools" section includes links for "My Grades", "My Transcripts", "Apply for Graduation", "Degree Search", and "Degree Audits (DARS)".

4. If not already open, please click the “My Info” tab (circled below).



This is a close-up view of the navigation tabs. The "My Info" tab is circled in red. Below the tabs, the "My Programs & Advising" section is visible, showing the same program information as in the previous screenshot. The "My Tools" section is also visible, with the "Degree Audits (DARS)" link highlighted.

5. Under the “My Programs & Advising” Click “Degree Audits (DARS)”



This is a close-up view of the "My Programs & Advising" section. The "Degree Audits (DARS)" link is circled in red. The other links in this section, such as "My Grades", "My Transcripts", and "Apply for Graduation", are also visible.

6. This will navigate you to the “List Completed Audits” page

7. Click “Request New Degree Audit” (circled above)

8. This page will be on display

9. Under “Select a Letter:” select the letter “F”

10. Under “Area of Interest:” select “FilmMedia”

11. Under “Field/Specialization:” select “Society”

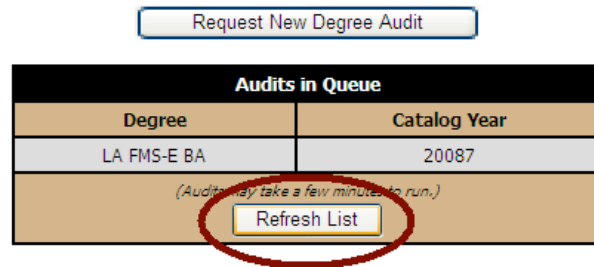
12. Under “Degree Prog:” select “LA FMS-E BA – Film & Media Studies (Society), Tempe 2007-”

13. Under “Catalog Year:” select “Fall 2008”

14. Your page should now view like this:

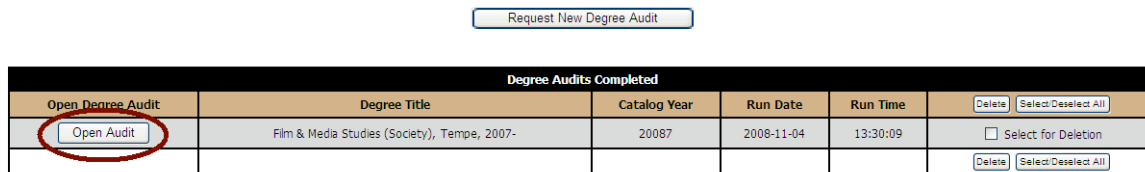
15. Please select “Submit a New Audit” (circled above)
16. The Audit may take a few minutes to load, periodically press “Refresh List”

Note: If Audit Report terminates with an error it will not appear in the Audits Completed table below. Please check all info and re-submit.

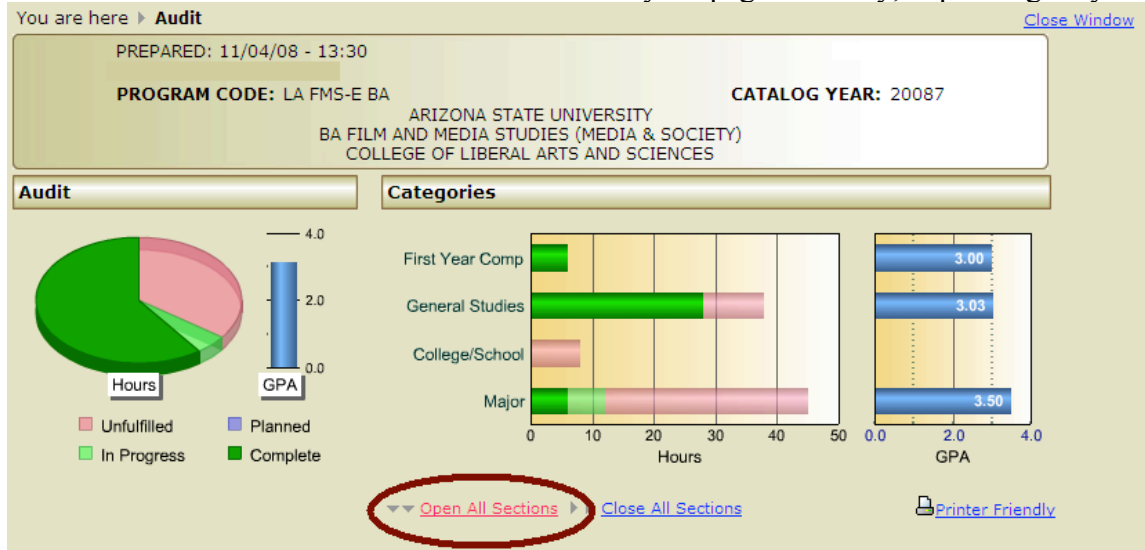


17. Once the Audit loads, click “Open Audit”

Note: If Audit Report terminates with an error it will not appear in the Audits Completed table below. Please check all info and re-submit.



18. You have now successfully pulled your DARS report! Your “DARwin Interactive Audit” will open in a new window. Please note that the information on your page will vary, depending on your status.



19. At this point, click “Open All Sections” (circled above)
20. Then click “Printer Friendly” and print your page.

PLEASE REMEMBER TO BRING YOUR D.A.R.S. REPORT WITH YOU TO YOUR ADVISING APPOINTMENT!



WWW.FILM.ASU.EDU