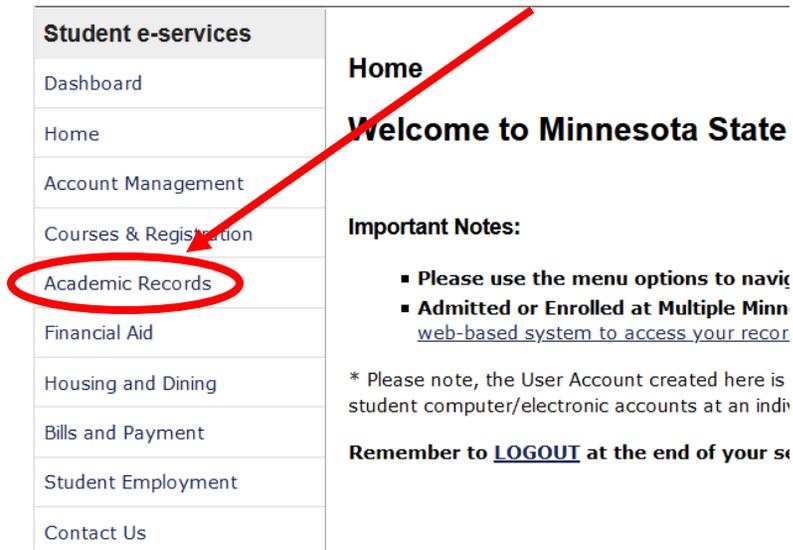


How to save your DARS as a PDF document:

- Log into student [e-services](#)
- On the left-hand menu, select ACADEMIC RECORDS



Student e-services

- Dashboard
- Home
- Account Management
- Courses & Registration
- Academic Records**
- Financial Aid
- Housing and Dining
- Bills and Payment
- Student Employment
- Contact Us

Home

Welcome to Minnesota State

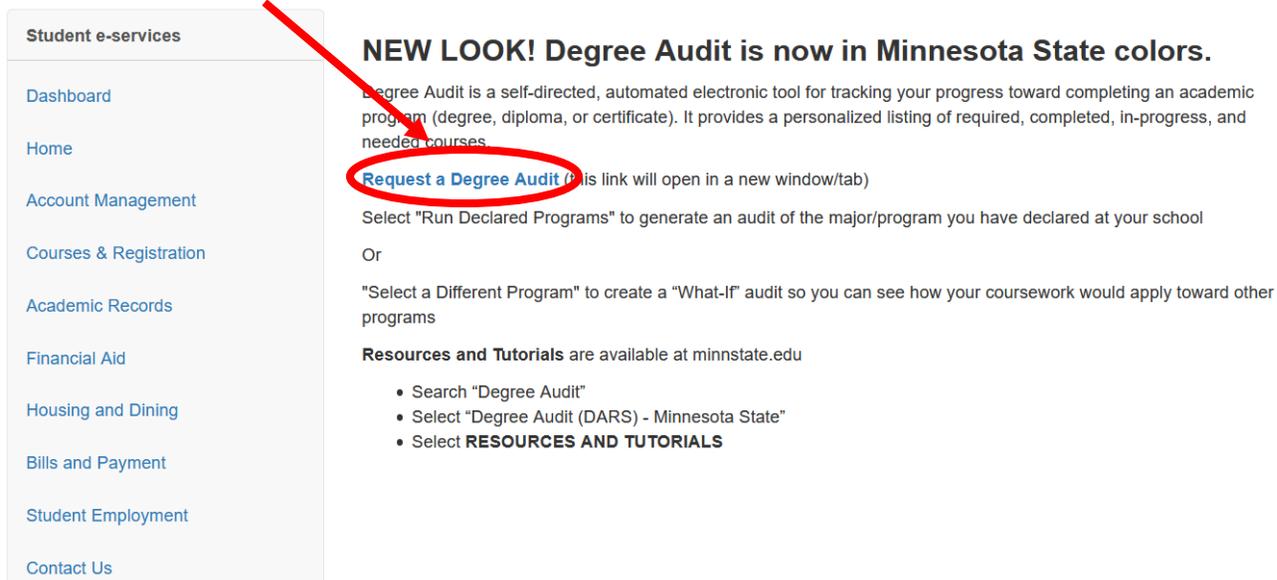
Important Notes:

- Please use the menu options to navigate
- Admitted or Enrolled at Multiple Minnesota State campuses? [Click here for more information.](#)

* Please note, the User Account created here is for student computer/electronic accounts at an individual campus.

Remember to **LOGOUT** at the end of your session.

- Then select DEGREE AUDIT
- Select “Request a Degree Audit”



Student e-services

- Dashboard
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NEW LOOK! Degree Audit is now in Minnesota State colors.

Degree Audit is a self-directed, automated electronic tool for tracking your progress toward completing an academic program (degree, diploma, or certificate). It provides a personalized listing of required, completed, in-progress, and needed courses.

Request a Degree Audit (This link will open in a new window/tab)

Select "Run Declared Programs" to generate an audit of the major/program you have declared at your school

Or

"Select a Different Program" to create a "What-If" audit so you can see how your coursework would apply toward other programs

Resources and Tutorials are available at minnstate.edu

- Search "Degree Audit"
- Select "Degree Audit (DARS) - Minnesota State"
- Select **RESOURCES AND TUTORIALS**

- Log in with your StarID and password and this screen will open:

MINNESOTA STATE

Student Planner

Barbara
Minnesota State University Moorhead

Select your style:

Audits ▾ Comments

Request an Audit

[Run Declared Programs:](#)

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
	UNDECIDED		Spring 2021				

[Select a Different Program:](#)

Advanced Settings [Click to view available options](#)

Run Declared Program Cancel

You must have the free Adobe Reader program installed on your computer to view the documents marked . Download the [free Adobe Reader program](#).

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[Privacy Policy](#)
SelfService Version: 4.5.3 - 09/10/2019 03:11 PM

- Click on “Advanced Settings [Click to view available options](#)”

The screen will look like this:

[Run Declared Programs:](#)

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
	UNDECIDED		Spring 2021				

[Select a Different Program:](#)

Advanced Settings [Click to view available options.](#)

Include In Progress Courses

What If Courses

Run Type

Format

DPmask

[Run Declared Programs](#)

NOTE: This screen shot above shows the major as UNDECIDED – yours will show your declared major(s)

- Go to FORMAT box – change HTML Audit to **PDF AUDIT**.
- Then click on [Run Declared Programs](#) (blue box in lower left)

The screen will look like this:

Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the 'Run Audit' button will run a new audit report. Deleting audits removes them from this list.

[Run Audit](#) [Delete](#)
[Select All/None](#)

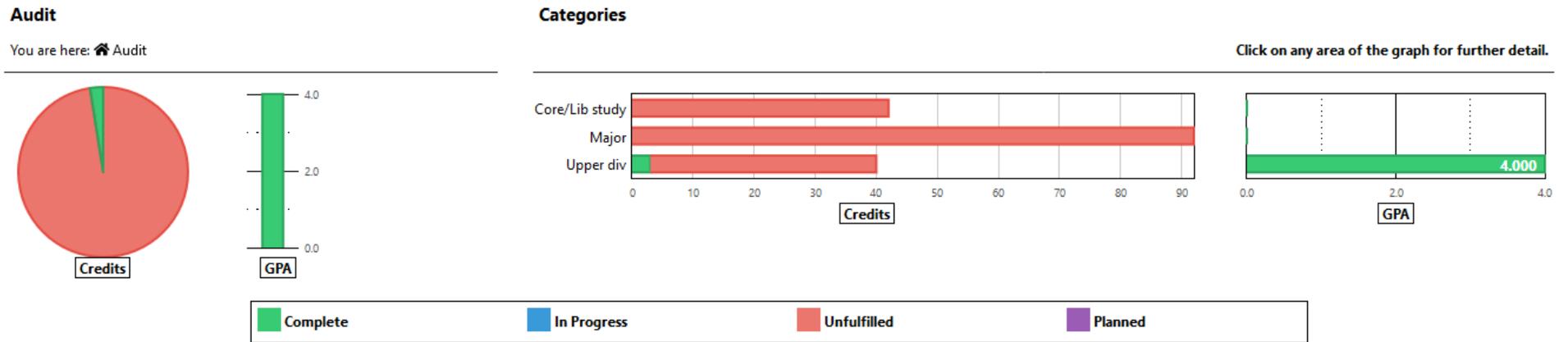
ID	Instcd	Program	Catalog Year	Created	Audit Type	Format	Title	Run By	Course Type	View	Delete
40868276		SMNTC	Spring 2021	02/01/2021 3:53 PM		PDF	Minnesota Transfer Curriculum	Student		View Audit	<input type="checkbox"/>
40868275		UNDECIDED	Spring 2021	02/01/2021 3:53 PM		PDF		Student		View Audit	<input type="checkbox"/>

Legend

- In Progress Course
- 📅 Planned Course

- Check to be sure Format shows a PDF
- Click on [VIEW AUDIT](#)
- The Audit for your major will then appear.

The Header of Audit will look like this:



[Download PDF Audit](#)

Make sure you've installed [Adobe Reader](#) and are not using Browser or Chrome in Android before viewing this audit.

- Click on [Download PDF Audit](#)
- **OPEN document with Adobe Acrobat**
- Save File as a PDF - using your name (Last, First) as the file name