

How to Request a “What-If” Student Progress Report (SPR)

To Access DARS Web go to the URL:

<http://darwin.csd.sc.edu>

(Note: you may wish to create a bookmark for future use.)

To request a “What-If” SPR

Select the *Audits* Tab and

Select *Request New Audit*

The following screen will appear:



Run Default Programs Listed:

Campus	Degree Program	Title	Title	Catalog Year
COL	420310 00040	Elementary Education	Bachelor of Arts	200541

Run Selected Program:

Campus: COL - USC Columbia and Regionals

College: 230

Major: 050

Degree Prog: 230050 00052 - Nursing Bachelor of S

Comkey: COL

Catalog Year: 2005

Include Planned Courses:

Additional Run Options:

Run Type: H Home Articulation

DP Mask: 420100

List All:

Submit a New Audit

Click

Run Selected Program:

College

Choose the college from the dropdown box.

Major

Choose the major code from the dropdown box.

Degree Prog

Choose the degree program from the dropdown box.

Comkey

For Columbia - COL

Catalog Year

Enter the appropriate USC Term in the following format

Spring – CCYY11

Summer I – CCYY21

Summer II – CCYY31

Fall – CCYY41

Include Planned Courses Leave blank

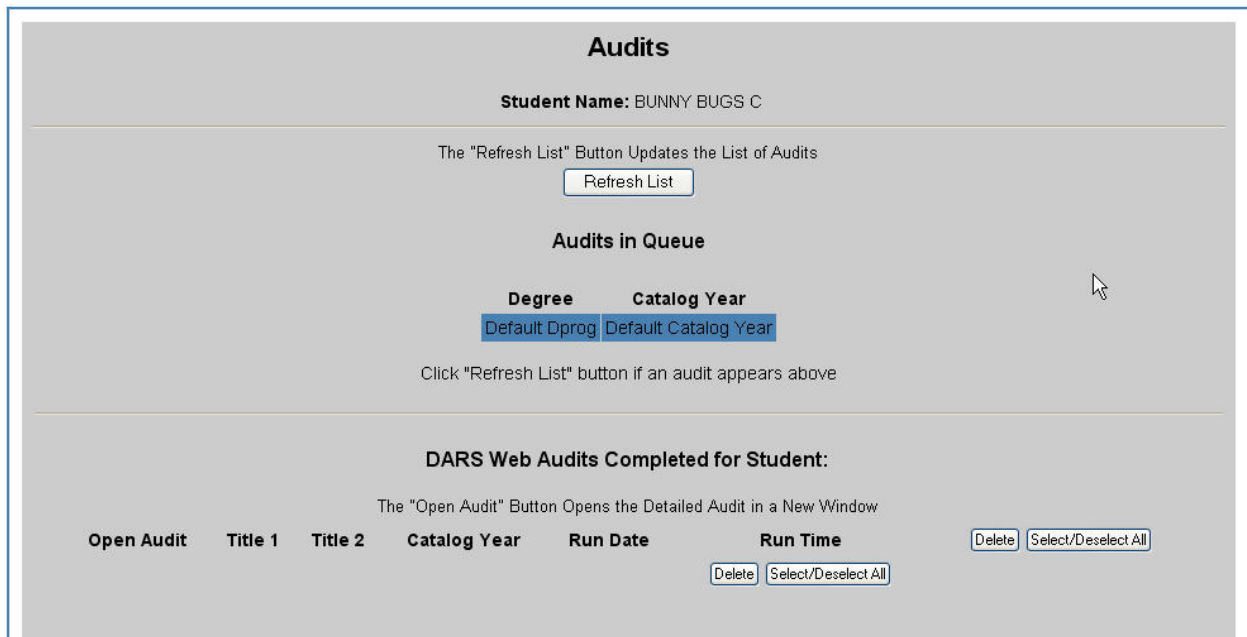
Run Type Choose *H: Home Articulation* from the drop down menu.

DP Mask: Fill in the DP Mask based on the student's current major. (For example if a student is a nursing major and wants to know how courses will be applied in the biology major, fill in the DP Mask for nursing – 230100. If you don't fill in the DP Mask for the current major, you will not see any transfer courses on the "What-If" SPR. A list of valid DP Masks is at end of these instructions.)


List All: leave blank

Click  button.

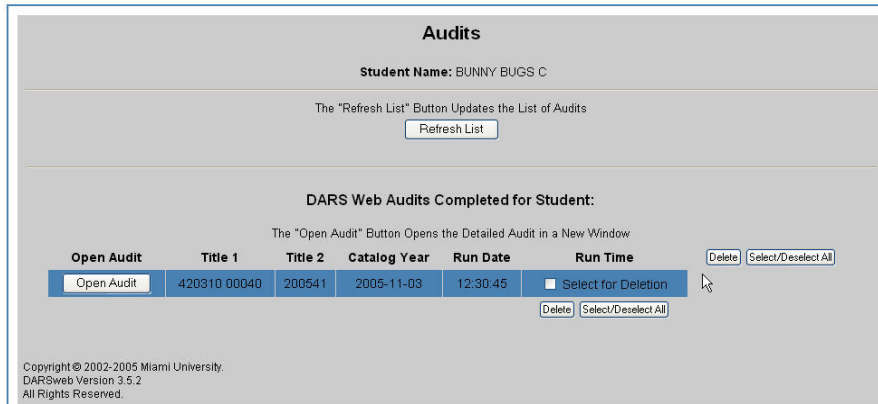
The following screen will appear.
Notice the 'Audits in Queue' Section has blue boxes.



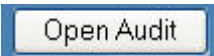
Wait a couple of seconds.

Click  button (sometimes you may have to refresh a couple of times).

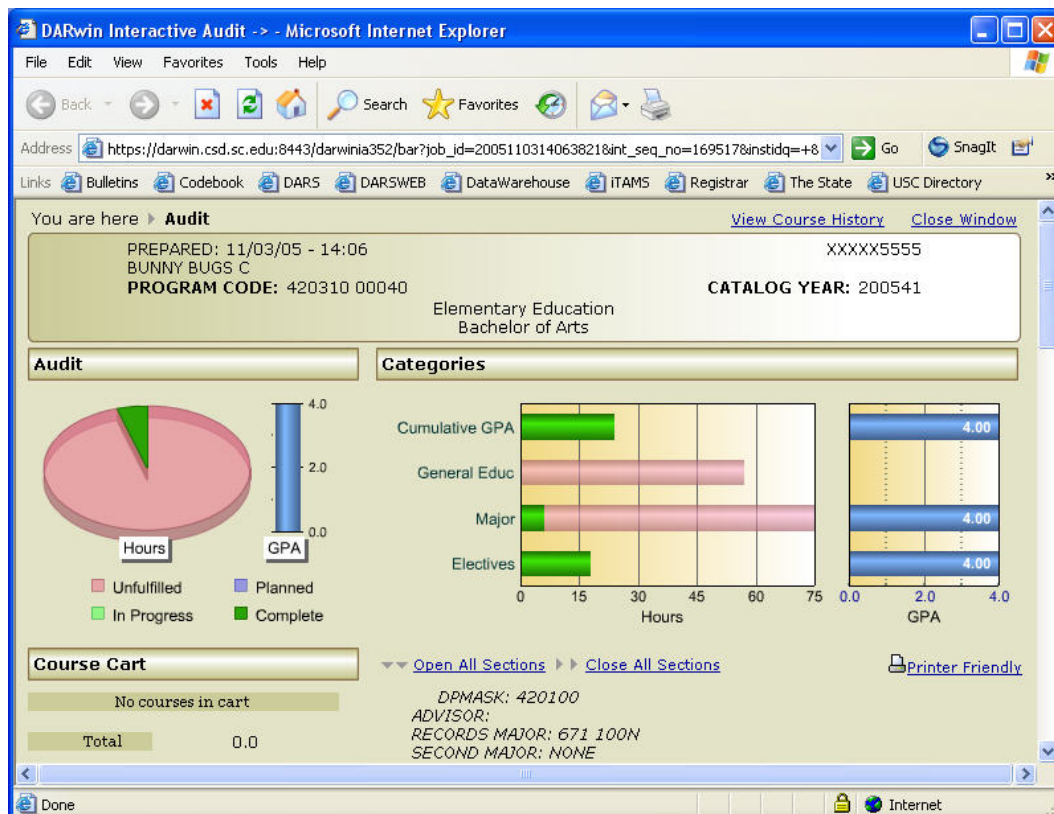
When the Audit has finished running, you will see info in the Open Audit section:



To view the audit:

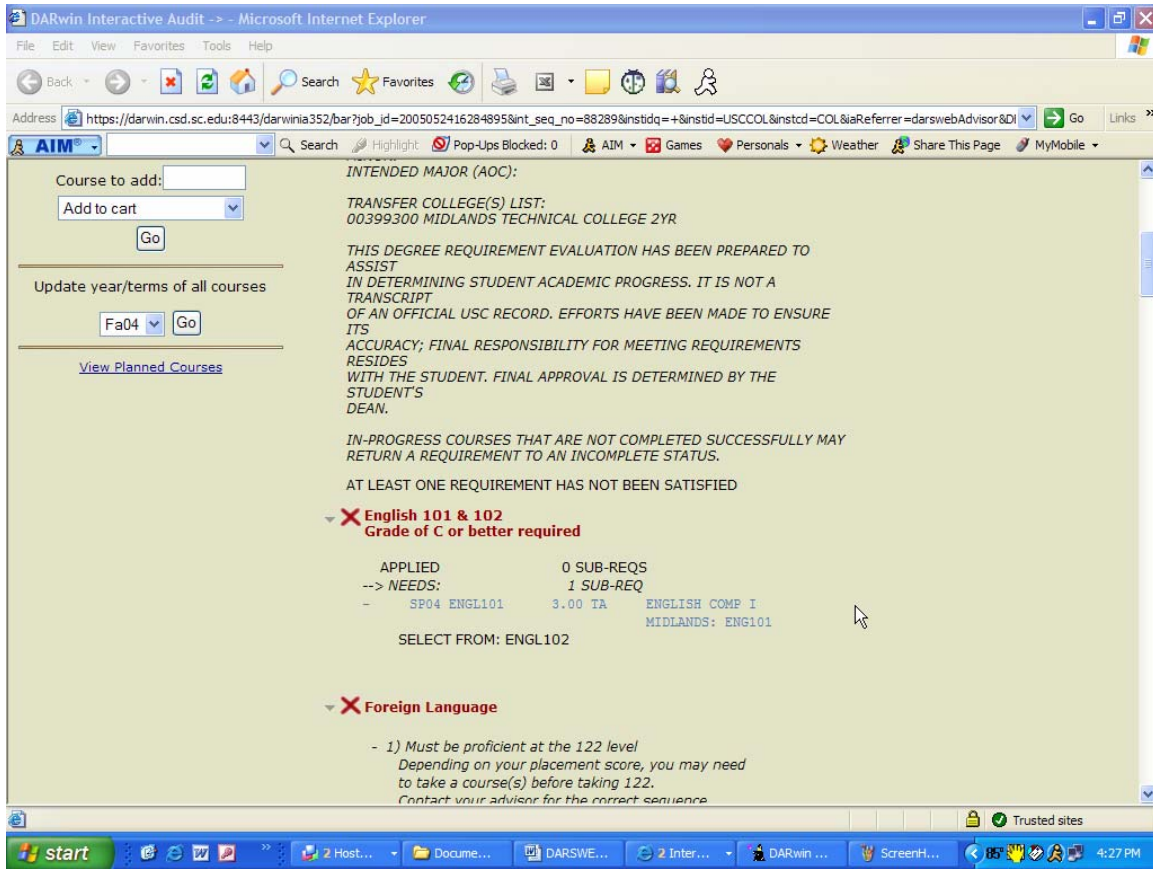
Click the  button.

The following screen will appear.




Click [Open All Sections](#) (located next to Course Cart bar).

Scroll down and you will see the student's course work and student progress report info.



To Print:

Click  [Printer Friendly](#) and a second window will open. Click the printer icon on the browser's tool bar to send the report to your printer.

Close the window by clicking the [Close Window](#) link. (You may have to do this twice to close both audit windows)

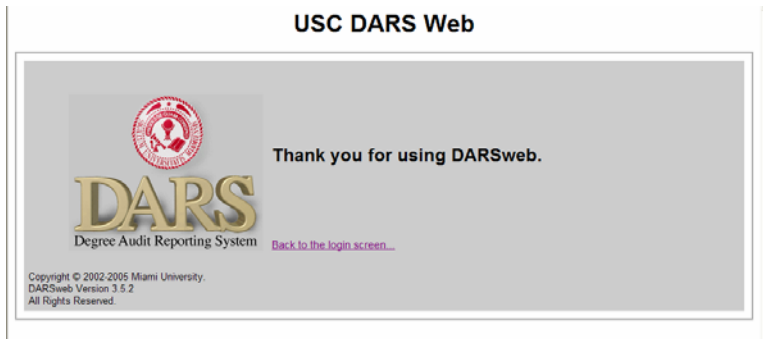
You should be back at the open audit screen. At this point you can select the next student or Logoff.

To Logout of DARWIN:

Click the logout tab and highlight 'Exit DARSWeb' from dropdown menu.

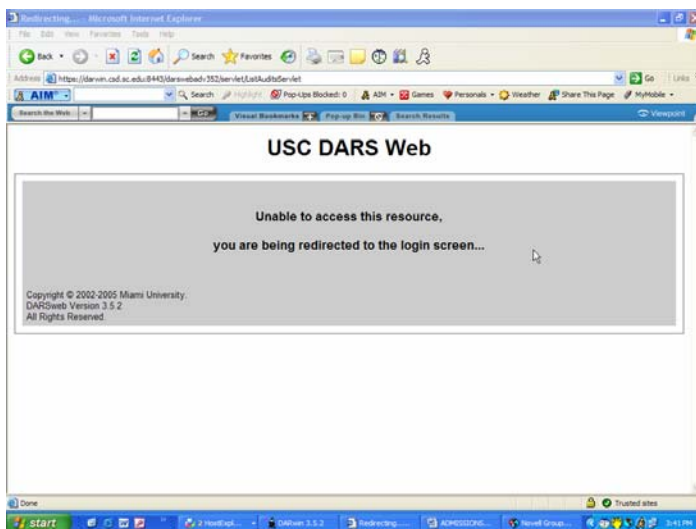


The following screen will appear if the Logout tab was used.



Click the 'X' in the top right corner and shut down the internet browser.

When DARSWeb times out, the following screen will appear:



You are automatically taken back to the logon screen from here. Login again and continue working.

Valid DP Masks

The DP Mask is a combination of the student's school code and the number 100. However if the student is majoring in the College of Engineering and Information Technology, the DP Mask will be the school code of 430 and the student's major code.

410100	Business
430451	Chemical Engineering
430455	Civil Engineering
430456	Computer Engineering
430125	Computer Info System
430108	Computer Science
420100	Education
430452	Electrical Engineering
430100	Engineering
430999	Engineering Conditional
270100	Exercise Science
235100	Graduate Nursing
370100	Honors College
350100	HRSM
440100	Journalism
360100	Liberal Arts
430454	Mechanical Engineering
380100	Music
230100	Nursing
220100	OSP
240100	Pharmacy
330100	Science and Math