How to Run a DARS

Running a DARS report allows students to clearly view which requirements are met and which need to be fulfilled. This report breaks down requirements into categories to make academic planning much easier.

☐ DECLARE your option
- If you are an APSC or DASC student entering BEFORE the Fall 2023 semester, and have completed 60 credits, this should be the first step.
- Your DARS report will not run properly if you have not declared your option! Please visit the CALS Student Forms webpage and fill out the form called "Add an Option-Primary or Secondary CALS major."

☐ GO TO Hokie Spa
- Log in with your PID information and click on the Hokie Spa tab near the top of the page

Hokie Plus   Hokie Team   **Hokie Spa**
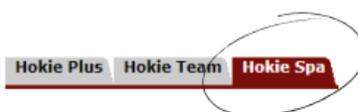
☐ FIND DARS and Hokie GPS
- Towards the middle of the page, there is a link to DARS and Hokie GPS.

DARS and Hokie GPS - Graduation Plan for Success
First Step to Academic Degree Success Begins Here

☐ RUN AUDIT and declared programs
- On this page, your degree options will be displayed. Your APSC/DASC records will be available, as well as any other programs you have declared. Click "Run Audit" and then "Run Declared Programs".

Run Audit
↓
Run Declared Programs

☐ VIEW THE audit
- The programs that you selected will now have a report run on them. Here, you will see "View Audit" on the right side of the page for each program.

View Audit

☐ VIEW THE report
- Now that the audit is run, you can view all aspects of your degree requirements.
- A ❌ symbol indicates incomplete sections. A ✅ symbol indicates completed sections and courses. A ⚬⚬⚬ symbol indicates that the sections are "in progress".

Helpful Tips:

> Scroll to the end of the page to view the legend. Knowing the meaning of abbreviations and color codes makes understanding the report quick and easy.

> Running this report before Course Request and adding or dropping courses is helpful, as it states clearly what sections are left to be completed.