How to Access Your DARS

** First, Check Your MyUTK Profile at <u>https://my.utk.edu</u>. Make sure that all of the information in the column on the left side of the screen is correct (especially your catalog year and advisor).

my	utk	
	Student ID:	
	TN ID:	
	Email:	
	Birth Date:	######
	Level:	Undergraduate
	Classification:	Senior
	Catalog Term:	Fall 2017
	Prim. Major / College:	Interdisciplinary Programs / Arts and Sciences view total profile
	Eligible to Register:	Fall 2020: Mar 23 03:00 PM 🛆
	Advisor:	Grzanka, Patrick 🖾
	Residency:	In-State

1. Next, click on **DARS and uTrack** under My Resources. This will open a new window.



2. Click on "Run Audit" button.

Run A	udit							select all/se	Delete elect none
Instcd	Program	Catalog Year	- Created	Audit Type	Format	Run By	Course Type	View	Delete
No cor	mpleted audits found								

3. <u>To run a default audit on the major/catalog year listed as your declared program</u>, click the "Run Declared Programs" button.

Request an Audit									
← Run Declared Programs:									
School Degree Program Title Catalog Year Marker Value							Туре	CATLYT	
		BSED-KNS	BSED: KINESIOLOGY	Fall 2015					
•	► Select a Different Program:								
Advanced Settings (Click to view available options.) Run Declared Programs Cancel									

4. The program will take you to a page titled Completed Audit Requests. Click on "view audit" next to the DARS or uTrack audit you wish to see.

Comp These are	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 A	Run Audit Delete select all/select non					Delete elect none			
Instcd	Program	Catalog Year		Audit Type	Format	Run By	Course Type	View	Delete
	BSED-KNS	Fall 2015	08/15/2017 2:15 PM		HTML	cdarby4	IP	View Audit	
	T-EH-KNS	Fall 2015	08/15/2017 2:14 PM		HTML	PostAudit	IP	View Audit	

5. <u>To run a degree audit on a major/minor other than the one that is currently listed on your profile</u>, click the Select a Different Program drop down menu.

lequest an Au	udit	
Run Declared Progra	ams:	
▼ Select a Different Pr	rogram:	
Choosing a degree pr	rogram here will not change your declared degree program.	
College:	- v	
Major:	- •	
Degree:	- •	
Program:	- v	
Catalog Year:	- *	
dvanced Settings	(Click to view available options.)	
Run Selected Prog	ram Cancel	

- 6. For "Selected College/School," pick "CEHHS"
 - * * If you are minoring in Education then your college will be Arts and Sciences **
- 7. For "Major:"
 - Choose your planned program of study. Students in the Sport Management and Therapeutic Recreation concentration for RSM generally need to select "Recreation/Sport Management."

- 8. For "Degree:"
 - Fill in the option that is present in the drop down.
 - If your major is housed in the College of Arts and Sciences (i.e. many of our teacher licensure programs), use the catalog to determine if you are pursuing a BA or BS <u>http://catalog.utk.edu/content.php?catoid=18&navoid=1964</u>.
- 9. For "Program"
 - Choose your concentration. Leave blank if you have a major with no concentration. (Example, KNS or AUSP)
- 10. Your catalog year should always be a <u>Fall term</u> even if you started at UT in the spring or summer. Please see the MyUTK homepage as directed above to confirm your catalog year.

You should end up seeing something similar to the screen shot below.

Click on "Run Selected Program" the DARS report for the selected major will automatically open.

Request an Auc	it						
• Run Declared Program	Run Declared Programs:						
✓ Select a Different Prop	ram:						
Choosing a degree prog	am here will not change your declared degree program.						
	CELLUS & DOM & DOED, DEC & COOPT MCT. THERAPEUTIC DEC						
	CEHHS > KSM > BSED BSED; KEC & SPORT MGT - THERAPEUTIC KEC						
Catalog Year:	Fall 2016 Clear Selections						
Add: Secondary M	jor Minor						
Advanced Settings (0	lick to view available options.)						
Run Selected Program	Cancel						