

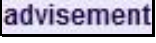
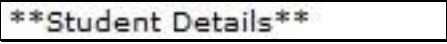


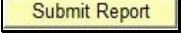
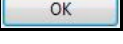
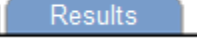



Running a DARS Report

1. Log in to Faculty Center
2. Select the **Self Service** link 
3. Select the **Faculty Center** link 
4. Select the **Advisement** link 
5. Locate the Student Details drop down menu next to a selected student.

6. Select the **DARS** item from the drop down menu 
7. Click on the Go button once DARS has been selected. 
8. The DARS request page appears. Click the **Submit Report** button 
9. Click the **OK** button 
10. Once you have submitted the request you need to locate the results. To do this select the **Results** link
 found at the top of your page.
11. Click the DARS Refresh button . If the results do not show up immediately, wait thirty seconds and click the refresh button again.
12. Select the **View PDF** link 