

How to Read a DARS Report

DARS Frequently Asked Questions

What can I do if my DARS audit is incorrect?

If you feel that DARS is not correctly analyzing your requirements, you should contact the Enrollment Services Office in College Center. Either email DARShelp@inverhills.edu, stop by Enrollment Services, or call 651.450.3353.

What if I have trouble accessing my DARS audit, receive an error message, or wish to report an error?

You may email DARShelp@inverhills.edu or contact Shawn Handwerk in Enrollment Services at 651.450.3353.

What are the advantages of DARS?

DARS provides an easy-to-read tool for you to examine progress toward earning your degree. You can use DARS reports and do some “major shopping” by looking at what degrees you may be closest to finishing. It is an excellent tool for planning which courses you need to register for to attain your goals.

Why is my approved Academic Petition or Substitution/Waiver Request not recorded in DARS?

Allow a minimum of 3 weeks from approval date for Academic Petitions and Substitution/Waiver Request to appear on DARS. If three weeks have passed and you have questions, contact Shawn Handwerk in Enrollment Services at 651.450.3353.

What about transfer coursework from another school?

Transfer-In courses are included for all newly admitted students who entered as regular (not limited) students beginning summer term, 2003 and attended orientation. If you believe that some of your transfer-in courses might satisfy a requirement, please contact LeAnn Thooft Huber via email lhuber@inverhills.edu or phone 651.450.3501. Grades preceded by a “T” indicate transfer course.

Why are my transfer credits and evaluations not recorded in DARS?

Official transcripts are evaluated in a timely manner. If transfer information is not in your DARS report, please first verify that the Enrollment Services Office at Inver Hills has received an official transcript from previous schools you have attended. Either stop by Enrollment Services in College Center or call 651.450.3501. Credits you have earned from an institution that is accredited by a body we do not recognize will not show up on your DARS report. If you believe additional transfer credits could be used toward your degree, please print off and complete the *Course Substitution/Waiver Request* form found online at: <http://www.inverhills.edu/Forms/PDFs/CourseSubstitutionWaiverForm.pdf> (a pdf document).

Do I still need to see an Academic Counselor?

Yes! An academic counselor will use the DARS report in the process of advising you about your program of study and transfer plans. A counselor can answer questions you might have during a one-on-one meeting.

Where on campus can I print a DARS report?

Any labs or student stations that allow internet access can be used. Also, student stations located in the College Center Soft Lounge or the first floor computer lab located in the Library building allow you access to DARS reports.

What catalog requirements must I meet in order to graduate?

Students have four years to complete the graduation requirements published in the catalog under which they initially enrolled or in any subsequent catalog published during their enrollment. Students who enter Inver Hills under the 2005-2007 catalog must have coursework required for graduation completed by the end of summer 2011.

How can I change the catalog under which I graduate?

Email DARShelp@inverhills.edu, stop by Enrollment Services, or call 651.450.3353.

I don't understand how to read my audit. Who can I talk to?

A counselor or the transfer specialist can help you interpret your audit. For information about scheduling a counseling appointment or to find out walk-in hours, call 651.450.3508, or stop by the Counseling Center in College Center. You can also contact the transfer specialist by calling 651.450.3501, emailing lhuber@inverhills.edu, or stopping by Enrollment Services.

What DARS is not.

The DARS report is not a transcript. It is not intended to report student achievement to outside parties.

It is your responsibility to complete all requirements for your degree, whether or not they have been identified on the IHCC DARS report. You are encouraged to review the IHCC catalog and report any inaccuracies found on your DARS report to the Enrollment Services office.