

## Advising – Undergraduate Students

Pull your DARS audit from your Portal account.

After you enter your Portal account, and choose “Tools,” you can then select DARS from the list.

**DARS** Degree Audit Reporting System

**What is DARS?**

**DARS TIP:**

Tip 4: If your program is not displayed on the Audit Request page, the program offers various concentrations and specialization areas. You must first select the button before choosing an area.

DARS is an automated process for tracking your progress in completing a bachelor's degree at TWU. DARS will help you understand what degree requirements you have fulfilled and what you need to graduate.

DARS has the answer to every student's top 3 questions:

1. What courses do I have to take to complete my undergraduate degree program?
2. Have I met TWU's requirements for graduation?
3. What courses would I have to take if I switched my major?

If you need technical assistance in using DARS, contact the HelpDesk.

If you need assistance understanding your DARS report, [click here](#), or contact your advisor.

If you believe there is an error in your DARS report, contact your advisor or e-mail an explanation to [DARS@twu.edu](mailto:DARS@twu.edu). Be sure to include your name and Colleague ID number. Please allow at least 48 hours for a response.

- [Click here to enter DARS Advisor](#)

At the bottom of the screen seen above, you will find the place to enter the DARS system.



Texas Woman's University (Data updated daily at 3:00 a.m.)

**TWU DARS Web Advisor**

TWU's Pioneer Portal

Username:

Password:

**DARSweb is designed for use with Internet Explorer 6 or Netscape 7**  
**Some components of the application may not function correctly with your current browser.**

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Once inside the DARS system, you choose the appropriate items from the drop-down menus, and then you can print out an audit for your specific degree plan. Any “x” will indicate a place that requires your attention. Check marks indicate that you have completed that requirement.

Review these before contacting your advisor. If you think that your questions do not require a visit to campus, you can contact one of the Undergraduate Advisors in ESFL:

Dr. Vivian Casper ([vcasper@twu.edu](mailto:vcasper@twu.edu)); Dr. Casper advises English majors only.

Dr. Bruce Krajewski ([bkrajewski@twu.edu](mailto:bkrajewski@twu.edu)); Dr. Krajewski advises English majors *and* those seeking teaching certification.

If you believe that you need a face-to-face meeting, please call 940.898.2324, and set up an appointment with one of the advisors above.