Go to your myUW page (with all the program boxes) and open Course Guide from there:

If it is not there, you may need to add it to your homepage by either clicking “Add more to home” or searching for course guide in the search bar:

Add it to home by clicking “Add to home” and go back to the main myUW page:
You can then select “Go to my course guide”:
Search in Course Guide for the class you want to take using the search bar (you can use the other options to narrow your search as well):

Select the box in the upper left corner to add the course to your plan:
Select the term you would like to take the class and click “Add”:

Repeat the process for all classes you want to add to your plan / or to your plan for next semester

Once you have added all the courses, at the top of the page, select the “Degree Plans” tab:

You will need to scroll down to find the spring 2017-2018 semester
On the left side of the page, you’ll be able to see your Primary Plan and any other plans you make as well as the courses you have selected for each term. You can do this for certificates and additional majors!

You can rename, delete, and change which plan is the primary plan by selecting from the drop down that appears when you select the setting icon in the top right corner.

Please note you can create multiple plans including a 4-year plan.
On the right half of the page, you’ll see two tabs: myfavorites and myDARS. Select the myDARS tab to run a DARS on your major, certificate or any major on campus.

You can either select “Submit Request” to run a DARS for your major or you can choose “explore other degrees” to run a What-If Report for any other major or certificate you may be considering:

![Image of myDARS tab interface]

To run a What-If report select the major or certificate and click “Submit What-If Report”:

![Image of What-If Report interface]
Once the report has been processed, return to myUW home and launch Student Center:
In Student Center on the left-hand side, click on the dropdown menu and select “DARS – View My Report” and click the arrow:
In DARS, in order to include the planned courses into your report, DO NOT click “Submit Request” again. Instead select “View Requested Reports”:

DARS: Degree Audit Reporting System

Report Request: Student

Name: Doe, Jane  Advisor Name(s):
• Smith, Steve

Run a WHAT-IF Report: To run a report on a plan you have not declared, but want to explore.

Basic Report

<table>
<thead>
<tr>
<th>Select</th>
<th>Majors/Degree Plans</th>
<th>Effective Date</th>
<th>Description</th>
<th>Option Code</th>
<th>Option Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BME 115</td>
<td>08 24 15</td>
<td>Biomedical Engineering</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What you selected:

School, College or Population: EGR
Academic Plan/Program: BME 115

Optional Choices:

Honors Degree Options: Keep current status.*
Include Courses From: Previous, current and future terms. ▼

Submit Request
The DARS report you submitted should be shown. Make sure that you select the check box for the report you wish to print. You can then select “PDF Format”, which will download the report so it can be printed:
Below is an example of what the Planned DARS should look like before being submitted.

**You may need to look through various requested DARS (the list that shows) to find the Planned DARS. It is best to start from the bottom and go up the list.**
For your own planning, you may choose to view the interactive DARS instead of the PDF version, as it can be a nice visual tool. To do this, instead of returning to the Student Center after the report has been processed, select “View Results” in Course Guide:

When viewing the DARS in this format,

- Sections in red are not completed, will not be completed by the end of the semester, and are not planned out in the primary plan.
- Sections in green with the check mark are completed or will be completed at the end of the current semester.
- Sections in green with the check mark in front of the calendar icon are included in the degree plan.
- College Graduation Requirements will probably not clear.
- Extra Course Work may not clear.