FINANCIAL AID APPEAL DARS REPORT

Check your progress...Stay on course!

DARS Computer Advisor

Check your progress to complete:
- IGETC (UC/CSU Transfer)
- CSU General Education
- SBCC General Education (for undecided majors)
- SBCC Major (AA/AS Degree)
- Certificate Program

Steps to run your report:

1. Go to the Transfer Center SS-144 or SS Lobby Computers. (You can access DARS from anywhere on or off campus through SBCC Pipeline.)

2. Double-click on SBCC Pipeline at http://www.cp.sbcconline.net/cp/home/loginf

3. Login to SBCC Pipeline. Click on School Services tab. Click on DARS.
   (If you don’t have a pipeline account but have a current SBCC ID card you may go to SS 144 room and login through the DARS Degree Audit Reporting System Icon.)

Steps to run report continued:

4. Select L (a) a catalog year from the pull-down menu, and (b) the degree program that is closest to your academic goal. **Note:** Your DARS Report and IEP should reflect the same academic goal.

5. Click on “SUBMIT A NEW AUDIT” button.

6. **WAIT 15 seconds** then Click the “REFRESH” button on the DARS screen. (Report will appear on list below.)

7. Click on “DETAILS” button when your report is listed. It will be the first one on the list with today’s date.

8. Print your report. Click the “PRINTER FRIENDLY VERSION” link, and print by clicking on the “PRINT” icon at the top of the screen or File, Print, OK.

9. Close DARS Window and Logout of Pipeline.


**Bonus**

If you are unsure about your degree program, D.A.R.S. can check your academic progress toward more than one degree or transfer program. Please turn in only **ONE DARS report** to Financial Aid Office.

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**SBCC Counseling Department** – 805.965.0581 ext 2285
**DARS Web site:** http://www.sbcc.edu/current/dars

May 2003