



INTERACTIVE DEGREE AUDIT REPORT (DARS)

The interactive degree audit report is an online tool for students to track progress toward completion of program of study. The report lists specific requirements needed to complete a program. Refer to this when registering for your classes. This report also lists your advisor and Accuplacer Scores.

To review your Degree Audit Report (DARS):

- Go to www.pine.edu
- Click "CURRENT STUDENTS" from the top menu
- Click "ESERVICES"
- Click "ACADEMIC RECORD" from the left side menu
- Click "DEGREE AUDIT REPORT" from the drop down on the left side menu
- Click the certificate, diploma or degree you wish to track

REGISTRATION ONLINE

- Go to www.pine.edu
- Click "CURRENT STUDENTS" from the top menu
- Click "ESERVICES"
- Click "COURSES AND REGISTRATION" from the left side menu
- Click on "SEARCH FOR A COURSE"
- Check for correct semester
- Select a SUBJECT from drop-down menu
- Click Search
- Click on Add (+) icon to add a course to Wish List
- To view selected course(s) on your Wish List, select Review My Plan
- Check course(s) and click on SELECT COURSE(S) TO PROCEED TO REGISTER
- Enter your Star ID Password and click REGISTER

IF A COURSE YOU WANT IS FULL

Check e-Services for the "Add to Wait List" feature. You may add yourself to a wait list for some courses. If a seat opens up, you will be notified via email. You have 24 hours to register for the course after you receive the email notification.

ADDING COURSES

Adding courses or other revisions to a schedule can be done during the add/drop period via e-Services. This period expires after the fifth day of the semester for full-term courses. For exact date, refer to course description on the web.

DROPPING COURSES

You may drop a course through the fifth day of the semester via e-Services. For exact date, refer to course description on the web. A 100% refund of tuition and fees will be provided to you for course(s) dropped during this period. Dropping a course does not affect your GPA.

WITHDRAWAL

You may withdraw from a course after the add/drop period and prior to 80% of the semester. For exact date, refer to course description on the web. However, there will be no refund of tuition and fees when you withdraw from a course (refer to the Student Handbook for information on refund eligibility for complete withdrawal from the college). Withdraws are processed online via e-Services. You are strongly encouraged to meet with an advisor prior to completing the form.