



Student Access to DARSweb:

Available 24 hours a day / 7 days a week.

You may experience some infrequent down times due to programming fixes if needed.

Directions for accessing DARS:

From the MHCC home page www.mhcc.edu

1. Click: MyMHCC (top right of screen).
2. Enter User Name and Password (top left of screen). Your User Name is your MHCC id#. Your password is your six digit birth date in MMDDYY format (unless and until you change it). For example, December 3, 1961 would be 120361. Once logged in:
3. Click: Register Now and check degree progress! in the middle of the Welcome box.
4. Click: DARS – Degree Audit – Evaluate your progress toward a certificate or degree.
5. Read the directions, scroll to bottom of screen and
6. Click: Continue to DARS.
7. Click: Audits (blue bar, top left of screen) and select Request New Audit.
8. Select the Degree Program and Catalog Year from the drop down menus.
9. Click: Submit a New Audit. Wait 10 - 15 seconds. The screen will blink and the new audit will be available to view. Any previous audits will also be available to view.

*When requesting an audit, a drop down menu will appear with an alphabetical listing of the certificate and degree programs. You need to choose the appropriate year for the career/technical programs. The program called "Evaluation of Courses From Other Institutions" will show how each course transfers from other schools if the transfer transcript has been entered in DARS. Transfer courses entered into DARS will also show up in any certificate or degree program as well.

All career/technical programs are available from catalog years of 2002 to current with the exception of a few programs that are not available for the 2002-03-catalog year. The transfer degrees and transfer programs are available for the current catalog year only. If you request an audit for a year a program does not exist, you will see the word ERROR in the Title field of the audit display line as well as an error message on the actual audit.