

How to register & check your DAR Engineering Technology @ Miami University



Registering for classes

1. Sign in at mymiami.miamioh.edu with your unique id and password.
2. Check the Course List (in Web Page Index) and plan which courses you'd like to add.
 - a. To use the course list, fill in the following:
 - i. Term: Choose the term that you wish to take classes during
 - ii. Campus: if choosing ENT or Math/Statistics courses, you'll select All Regional Campuses. If choosing an online course for intercultural perspectives or other Miami Plan requirement, choose All campuses.
 - iii. Subject: The subject of your course – i.e. ENT for engineering technology, MTH for Math, STA for statistics, ATH for anthropology, etc...
 - iv. If you search at this point, you will return ALL courses in that subject for the term on each campus. If you are looking for a specific course, you can put in the course number (i.e. 311 with a subject of ENT would return results for ENT 311 in the chosen term on each campus)
 - v. Note: To search a course in a term that fulfills a requirement – like intercultural perspectives – choose your term, all campuses, and then select the attribute “Intercultural Perspectives”. You will see all possible classes offered that fulfill that requirement. ALWAYS be sure to select an online course or you will need to be taking classes locally on Miami's Campuses.
 - b. **Make sure to check that all the courses you add are DISTANCE courses (designated in notes). If the notes do not say distance or available by IVDL or WebEx, the course is in-person and not suitable for distance learning.**
 - c. Note the CRN number of your desired courses
3. Continue to BannerWeb (using Link in QuickTools or the Web Page Index)
4. Make sure you're on the Student Services & Financial Aid Tab
5. Click Registration
6. Click Registration/Change of Schedule
 - a. You can add courses by the CRN numbers you noted earlier when planning which classes to take using the course list
 - b. You can look up classes to add and search for your desired courses like using course list, but you can check the box and submit to register.
 - i. MAKE SURE you are adding the CORRECT class with a “distance learning” designation in the course list BEFORE you add the course in BannerWeb.
7. If you get a registration error (prerequisite or other error), please let the distance learning coordinator or advisor know and you may be able to force-add the course.

8. To check your schedule
 - a. Student Services & Financial Aid → Registration → Student Detail Schedule OR Student Schedule by Day & Time (make sure to enter the dates at top right)

Checking your Degree Audit Report (DAR)

1. The audit shows all of your degree requirements and transfer credits
 - a. Transfer credits take time to be applied to the correct requirement and you may need to ask the distance coordinator or advisor to create a DAR change.
2. Sign in at mymiami.miamioh.edu using your uniqueid and password
3. Continue to BannerWeb (using Link in QuickTools or the Web Page Index)
4. Make sure you're on the Student Services & Financial Aid Tab
 1. Click Registration
 2. Click Student Records
 3. Click Degree Audit
 4. Submit an Audit
 5. Run Audit
 6. View Submitted Audits
 7. Refresh the list if you don't see your audit
 8. Click on your degree program to see your Degree Audit (it will list every single requirement and what fulfills that requirement if you have not fulfilled it)

***Remember, unless all requirements in the DAR are fulfilled, graduation requirements are not met. Always see an advisor every semester to plan ahead and avoid surprises.**

Miami University Policies to note:

- **12 of the last 30 credits must be from Miami.**
- **30 credits must be earned at Miami to obtain a Bachelor's degree.**
- **The DAR is "King". The requirements listed in the DAR are all required; regardless of changes in major curriculum. Always talk with your advisor about changes or things you are unsure about.**