

DARS Exceptions (through TUportal)

(The Reference Guide)




What is a DARS Exception?

- This capability enables an advisor (or other authorized person) to make changes to an individual student's academic program and to have them automatically applied by DARS. DARS exceptions can provide special information to the audit for an individual student such as: waiving credits or courses and/or completion of particular requirements/sub-requirements for which the exact course criteria have not been met.

Exception Types

- Requirement Complete (RC) – forces a requirement or sub-requirement complete
- Substitute Course (SC) - Places a course into a sub-requirement with a pseudo course

How to select a Student?

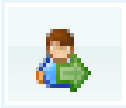
DARS EXCEPTION   

Enter TUID or
search by
Name

STUDENT NAME OR TUID:

FOR NAME SEARCH ENTER: LAST, FIRST

SEARCH RESULTS: TEST, TEST

| ACTION NAME | |
|-------------|---|
| 1 |  TEST, TEST TUID: 914645021 |

How to add a DARS Exception?

The image displays two screenshots of a web application interface for adding a DARS Exception. The interface is titled "DARS EXCEPTION" and includes a search bar for "STUDENT NAME OR TUID" with the text "test, test" entered. Below the search bar are "SEARCH" and "CLEAR" buttons. A red speech bubble points to a small icon in the search results, with the text "1st - Click on image below". The second screenshot shows the "SEARCH" button clicked, resulting in a search result for "TEST, TEST" with TUID "914645021". A red speech bubble points to a green plus icon in the search result, with the text "2nd - Click on 'Add Exception' image". Below the search results is a section titled "EXCEPTION(S)" which currently displays "NO EXCEPTION".

1st - Click on image below

2nd - Click on 'Add Exception' image

How to add a “RC” Exception?

ACTION ADD EXCEPTION

1



SC

SUBSTITUTE COURSE - places a courses into a sub-requirement with a pseudo course



RC

REQUIREMENT COMPLETE - forces a requirement or sub-requirement complete

Select the appropriate 'Add Exception' action button

"RC" Exception

(Complete required fields highlighted below on Exception form)

The screenshot shows a web form titled "DARS EXCEPTION". At the top, there are window control icons. Below the title, there is a search section with a text input field containing "test, test", a "SEARCH" button, and a "CLEAR" button. Below the search section, it says "FOR NAME SEARCH ENTER: LAST, FIRST". The search results show "TEST, TEST" and "TUID: 914645021". The "EXCP: RC" field is circled in red and labeled 'a'. The "TERM:" field is empty and labeled 'a'. The "PSEUDO (COURSE):" field is highlighted with a red box and labeled 'b'. The "AUDIT NOTE:" field is empty and labeled 'c'. The "MEMO:" field is empty and labeled 'c'. The "AUTHORIZED BY:" and "DATE:" fields are highlighted with a red box and labeled 'd'. The "SUBMIT" and "CANCEL" buttons are highlighted with a red box and labeled 'e'.

- Enter the effective semester of that exception (**i.e., YYYY36 for fall, YYYY03 for spring, YYYY20 for summer I or YYYY26 for summer II**). YYYY refers to year entry.
- Use the drop down menu for the "Pseudo (Course)" field to identify the appropriate pseudo course abbreviation and enter the location of where exception should reside on student's DARS. **Pseudo (Course) identifies the place on the DARS where the Exception will be posted.**
- Enter text in audit note and memo fields as a reference on why exception is being posted and who approved the exception. **Fields are free formatted.**
- Enter who posted the exception and date it was completed. "Authorized by" is typically your initials (**i.e., SDB for Sheila D. Brogden**).
- Click the "Submit" button to save exception.

View Summary of Exceptions

DARS EXCEPTION □ ↕ ✕

STUDENT NAME OR TUID:

FOR NAME SEARCH ENTER: LAST, FIRST

TEST, TEST
TUID: 914645021

EXCEPTION(S)

1 EXCP: **RC** TERM: 200803
PSEUDO: ENGLISH-4
AUDIT NOTE: Ok`d by Helen Sanders
MEMO: test, test, test
AUTHORIZED BY: SDB DATE: 5/23/11
LAST MODIFIED BY: SLAWSON2 DATE: 2011-05-24 16:35:05.0

Edit or Delete options

Run a new audit to view Exception on the student's DARS



14 ~ ENGLISH ENGLISH MAJOR REQUIREMENTS - BA DEGREE

- 1) REQUIRED ENGLISH COURSES -

4 COURSES TAKEN

FL06 ENGLISH 0115 3.0 A SURVEY ENG LIT 1660-1900

FL06 ENGLISH 0117 3.0 A- SURVEY OF AMER LIT II

SP07 ENGLISH W100 3.0 A- INTRO TO ENGLISH STUDIES

FL07 ENGLISH 2201 3.0 A SURVEY ENG LIT BEG-1660

SP08 ENGLISH 2301 0.0 CP SURVEY OF AM LIT I

NEEDS: 1 COURSE

SELECT FROM: ENGLISH 2301

- 2) REQUIRED UPPER-LEVEL ENGLISH COURSES (2000 LEVEL) -

1 COURSE TAKEN

FL06 ENGLISH W103 3.0 TR ENGLISH COMP

COM111: BUCKS COUNTY COMMUNIT

SP08 ENGLISH 2296 0.0 CP CREATIVE WRITING:FICTION

NEEDS: 2 COURSES

SELECT FROM: ENGLISH 2000 TO 2999

- 3) REQUIRED UPPER-LEVEL ENGLISH COURSES (3000 LEVEL) -

NEEDS: 3 COURSES

SELECT FROM: ENGLISH 3000 TO 3999

+ 4) REQUIRED 4000 LEVEL SENIOR SEMINAR ENGLISH COURSE -

1 COURSE TAKEN

SP08 ENGLISH-4 0.0 RC

Exception posted correctly!

How to add a “SC” Exception?

Select the appropriate 'Add Exception' action button

ACTION ADD EXCEPTION



SC

SUBSTITUTE COURSE - places a courses into a sub-requirement with a pseudo course

2



RC

REQUIREMENT COMPLETE - forces a requirement or sub-requirement complete

"SC" Exception

(Complete required fields highlighted below on Exception form)

The screenshot shows a web form titled "DARS EXCEPTION". At the top, there are window control icons. Below the title, there is a search section with a text input field containing "test, test", a "SEARCH" button, and a "CLEAR" button. Below this is the instruction "FOR NAME SEARCH ENTER: LAST, FIRST". The form then displays the search results: "TEST, TEST" and "TUID: 914645021". The "EXCP: SC" field is circled in red and labeled 'a'. The "TERM:" field is empty. The "COURSE TAKEN (COURSE):" field has a dropdown menu set to "Select" and is labeled 'b'. The "PSEUDO (RCOURSE):" field has a dropdown menu set to "Input Mask" and is labeled 'c'. The "AUDIT NOTE:" field is empty and labeled 'd'. The "MEMO:" field is empty. The "AUTHORIZED BY:" and "DATE:" fields are empty and labeled 'e'. At the bottom, there are "SUBMIT" and "CANCEL" buttons, with the "SUBMIT" button labeled 'f'.

- Enter the semester that course was **completed or transferred into Temple** (i.e., YYYY36 for fall, YYYY03 for spring, YYYY20 for summer I or YYYY26 for summer II). YYYY refers to year entry.
- Use the "Course Taken (Course)" field to select the appropriate subject code and enter the four digit/character course number **completed** by student either at Temple or in transfer. **Student's course list must display the course.**
- Use the drop down menu for the "Pseudo (RCourse)" field to identify the appropriate pseudo course abbreviation and enter the location of where exception should reside on student's DARS. **Pseudo (RCourse) identifies the place on the DARS where the Exception will be posted.**
- Enter text in audit note and memo fields as a reference on why exception is being posted and who approved the exception. **Fields are free formatted.**
- Enter who posted the exception and date it was completed. "Authorized by" is typically your initials (i.e., SDB for Sheila D. Brogden).
- Click the "Submit" button to save exception.

View Summary of Exceptions

DARS EXCEPTION □ ↕ ✕

STUDENT NAME OR TUID:

FOR NAME SEARCH ENTER: LAST, FIRST

TEST, TEST
TUID: 914645021

EXCEPTION(S)

| | | |
|---|--|--|
| 1 | EXCP: RC TERM: 200803 PSEUDO: ENGLISH-4 AUDIT NOTE: Ok`d by Helen Sanders MEMO: test, test, test AUTHORIZED BY: SDB DATE: 5/23/11 LAST MODIFIED BY: SLAWSON2 DATE: 2011-05- | <input type="button" value="Edit"/> <input type="button" value="Delete"/> |
| 2 | EXCP: SC TERM: 200636 COURSE TAKEN: EES L001 PSEUDO: CORESB1-1 AUDIT NOTE: Ok`d by Michele O`Connor MEMO: test, test, test AUTHORIZED BY: SDB DATE: 5/24/11 LAST MODIFIED BY: SLAWSON2 DATE: 2011-05-25 10:24:06.0 | <input type="button" value="Edit"/> <input type="button" value="Delete"/> |

Edit or Delete options

Run a new audit to view Exception on the student's DARS



6 ~ **CORESB1** SECOND LEVEL SCIENCE & TECHNOLOGY COURSES (SB)
PROVIDED THE PREREQUISITE HAS BEEN SUCCESSFULLY COMPLETED

FL06 EES L001 3.0 TR EARTH SCIENCE
SCI103: BUCKS COUNTY COMMUNITY



Exception posted correctly!

DARS Exception Approvals

CORE/GENED Exception approvals contact:

Michele O'Connor, Associate Vice Provost, SVPUS
1-0550 or moconn05@temple.edu

Contact Information

- Debbie Bennett-Kenney
DARS and Transfer Systems Coordinator
dbk@temple.edu
1-2976

- Sheila Brogden
DARS Specialist
slawson2@temple.edu
1-4902