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?

Enter TUId or search by Name

STUDENT NAME OR TUId: test, test

FOR NAME SEARCH ENTER: LAST, FIRST

SEARCH RESULTS: TEST, TEST

ACTION NAME

1   TEST, TEST
    TUId: 914645021
How to add a DARS Exception?

1st - Click on image below

2nd - Click on ‘Add Exception’ image
How to add a “RC” Exception?

Select the appropriate ‘Add Exception’ action button.

<table>
<thead>
<tr>
<th>ACTION</th>
<th>ADD EXCEPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SC</td>
</tr>
<tr>
<td></td>
<td>SUBSTITUTE COURSE - places a courses into a sub-requirement with a pseudo course</td>
</tr>
<tr>
<td>2</td>
<td>RC</td>
</tr>
<tr>
<td></td>
<td>REQUIREMENT COMPLETE - forces a requirement or sub-requirement complete</td>
</tr>
</tbody>
</table>
“RC” Exception
(Complete required fields highlighted below on Exception form)

a) 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.

b) 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.

c) 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.

d) Enter who posted the exception and date it was completed. “Authorized by” is typically your initials (i.e., SDB for Sheila D. Brogden).

e) Click the “Submit” button to save exception.
View Summary of Exceptions

STUDENT NAME OR TUID: test, test
SEARCH
CLEAR
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?

<table>
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<tr>
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<tr>
<td>SC</td>
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<tr>
<td>RC</td>
<td>REQUIREMENT COMPLETE - forces a requirement or sub-requirement complete</td>
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Select the appropriate ‘Add Exception’ action button
“SC” Exception
(Complete required fields highlighted below on Exception form)

- a) 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.

- b) 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.**

- c) 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.**

- d) 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.**

- e) Enter who posted the exception and date it was completed. “Authorized by” is typically your initials (i.e., SDB for Sheila D. Brogden).

- f) Click the “Submit” button to save exception.
View Summary of Exceptions

<table>
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<tr>
<th>#</th>
<th>EXCP</th>
<th>TERM</th>
<th>PSEUDO</th>
<th>AUDIT NOTE</th>
<th>MEMO</th>
<th>AUTHORIZED BY</th>
<th>DATE</th>
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<tr>
<td>1</td>
<td>RC</td>
<td>200803</td>
<td>ENGLISH-4</td>
<td>Ok’d by Helen Sanders</td>
<td>test, test</td>
<td>SDB</td>
<td>5/23/11</td>
<td>SLAWSON2</td>
<td>2011-05-25</td>
</tr>
<tr>
<td>2</td>
<td>SC</td>
<td>200636</td>
<td>CORESB1-1</td>
<td>Ok’d by Michele O’Connor</td>
<td>test, test</td>
<td>SDB</td>
<td>5/24/11</td>
<td>SLAWSON2</td>
<td>2011-05-25</td>
</tr>
</tbody>
</table>

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:

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