Entering Student Exceptions from the Audit

Intro

DARS exceptions enable an advisor to make changes to an individual student's academic program. They can waive courses and/or completion of particular Requirements or Subrequirements.

Key

The Requirement Complete button is a gray checkmark.

The Subrequirement Complete button is an orange checkmark.

The Force Course button is an orange downwards arrow.

Accessing Exceptions from the Audit

Run the DARS for the student you wish to give the exception. On the DARS, click the 'Enter Exception Mode' button, found on the upper right of the audit.

To cancel out of exception mode, click the 'Exit Exception Mode' button, found on the upper right of the audit.

Requirement/Subrequirement Complete Exceptions

Clicking Requirement or Subrequirement Complete will enter a CP Exception (equivalent to the RC Exception) and mark the Requirement or Subrequirement it is next to complete.

When you have clicked either button, you will be shown a box that allows you to edit details of the exception. **<u>Fully complete the Audit Note and Memo fields</u>**. These will provide a reference on why the exception is being given.

Leave the 'Restrict to this Degree Program' box unchecked. It should be avoided on GenEd and College requirements, and it has no effect on major-specific ones.

Students can view the 'Audit Note' on their DARS, although some Requirements are set up in ways that may hide it.

The 'Memo' is designed for leaving detailed information for other advisors and is visible in the system but does not directly appear on the audit.

Memo

(Maximum characters: 255)

The 'Authorized by' and 'Date' fields are automatically filled in.

Authorized by

tug11408

(Maximum characters: 30)

Date

02/25/2020

When complete, click 'Save & Run Audit'. This will add the exception to the student and run a new audit. **You should always finish by running a new audit and making sure that the exceptions apply in the manner you expect**.

Save & Run Audit

Force Course Exception

Clicking Force Course enters a CS Exception (an enhanced version of the SC exception, which can force a course into more than one location) for the Subrequirement it is next to.

When you have clicked the Force Course button, you will be shown a box that allows you to edit details of the exception.

Force Course Exception

Subrequirement

INVENTORY AND WAREHOUSE MGT COURSE -
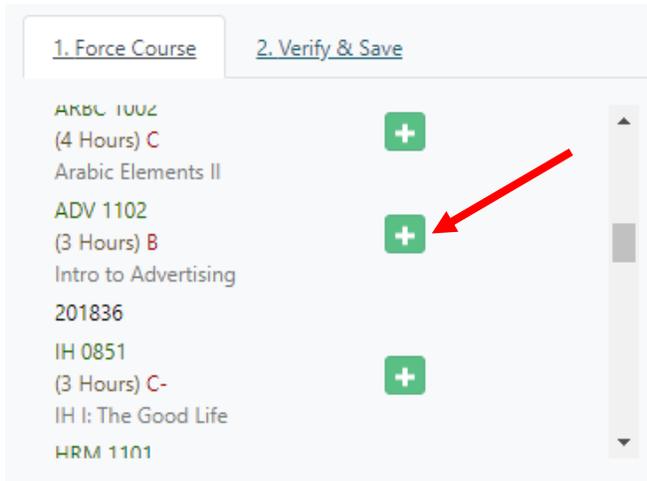
1. Force Course   2. Verify & Save

201636
SGM 0827
(3 Hours) B+
Creativity and Innovation

MIS 0855
(3 Hours) B+
Data Science

MATH 0702
(4 Hours) C
Intermediate Algebra

HRM 1101

Course Forcing :

Select at least one course   Cancel

Select the course you want from the list of courses the student has taken or transferred. You can use CTRL+F to search for a specific course. **Make sure the course has a final grade before you select it – course substitutions should only be performed on completed courses**. Click the plus sign next to the course you have chosen.

Once the course has been selected, choose 'Next'.
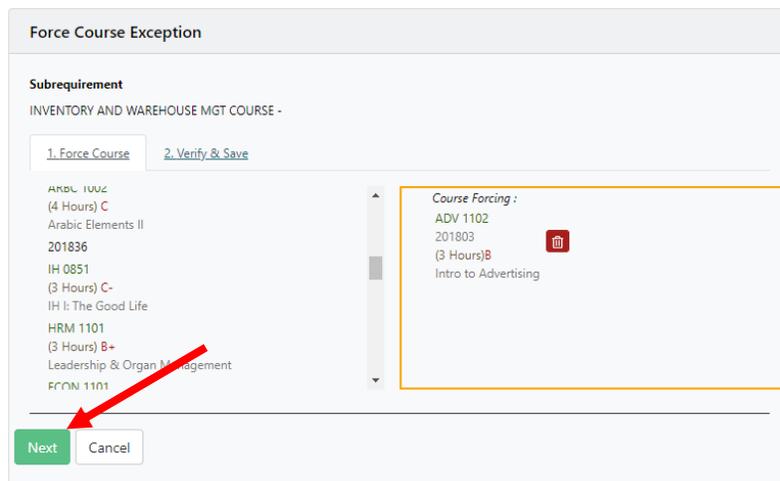
You will then be taken to a second page of exception details. **Fully complete the Audit Note and Memo fields**. These will provide a reference on why the exception is being given.

Force Course Exception

Subrequirement

INVENTORY AND WAREHOUSE MGT COURSE -

| 1. Force Course | 2. Verify & Save |

Course Forcing :
ADV 1102
201803
(3 Hours)B
Intro to Advertising
Into:
INVENTORY AND WAREHOUSE MGT COURSE -
Using pseudo of SCM-3

☐ **Restrict to this Degree Program.**

Audit Note

(Maximum characters: 27)

Memo

(Maximum characters: 255)

Authorized by   **Date**

tug11408   02/25/2020

(Maximum characters: 30)

[Save & Run Audit] [Save & Add Exception]

[Back] [Cancel]

Leave the 'Restrict to this Degree Program' box unchecked. It should be avoided on GenEd and College requirements, and it has no effect on major-specific ones.

☐ **Restrict to this Degree Program.**

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Audit Note

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Authorized by

tug11408

(Maximum characters: 30)

Date

02/25/2020

When complete, click 'Save & Run Audit'. This will add the exception to the student and run a new audit. **You should always finish by running a new audit and making sure that the exceptions apply in the manner you expect**.

Save & Run Audit

Troubleshooting

- One potential issue that may occur is that some or all of the exception icons are unclickable while in Exception Mode. If this occurs, check and reduce your browser's zoom level and then log out and return to the page. This occurs because zoom levels of greater than 100% may sometimes result in the icons becoming displaced from their click-boxes and therefore unusable.

Summary

Now you know how to enter exceptions from the audit! Contact the DARS team at dars@temple.edu if you have any additional questions.