DARS EXCEPTION PROCESSING
PART I

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To begin processing exceptions, go to the home page and sign in thru Zipline. (see above.)

Next, click on the Faculty/Staff tab. At this point the DARS icon will be shown—“DARS for Advisors.” Click on the DARS icon. (see below).
The “Student Selection” panel will open. (See below).

Input the student ID in the Student Number field. Click on the Continue button directly below. A Search using Student Last Name, First Name can also be done.

The Audit Request panel will open. To add exceptions, click on “Exceptions” on the MenuBar at the Top. (see next pg. for screenshot.)
Click on "Add Exception" to begin.

The "Add New Exception" panel will open. Displayed in the right column will be all the Exception Codes that are available. (These codes are the same codes used in the current DARS client version). Use the scroll bar to find the exception code needed. Click on the desired exception.
The CS Exception – Course Substitution

For the CS exception, the fields needed are: 1)Course taken by student; 2)Replaced Course; 3)Note displayed on Audit; 4)Advisor’s memo; 5)Authorized by; 6)Date.

These fields correspond to the fields used in the DARWIN client; the names have been changed to make them more user-friendly.

<table>
<thead>
<tr>
<th>DARWIN (Old field values)</th>
<th>=</th>
<th>DARSWEB (New field values)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>*Course Taken by Student</td>
<td></td>
</tr>
<tr>
<td>Replacement course</td>
<td>*Replaced Course</td>
<td></td>
</tr>
<tr>
<td>Note</td>
<td>Note Displayed on Audit</td>
<td></td>
</tr>
<tr>
<td>Memo</td>
<td>Advisor’s Memo</td>
<td></td>
</tr>
<tr>
<td>Authorized</td>
<td>*Date</td>
<td></td>
</tr>
<tr>
<td>By</td>
<td>*Authorized By</td>
<td></td>
</tr>
</tbody>
</table>

The fields listed above with the * are required. The Note Displayed on Audit (which prints) and the Advisor’s Memo (which doesn’t print on audit) are optional. After all fields are completed, click on SAVE/ADD button below. See a completed CS exception on the following page.
Completed CS Exception in DARSWEB:

The RU Exception – Requirement/Sub-requirement Update

The RU is used to update requirements/sub-requirements. Examples: subtracting/adding hours, subtracting/adding count (courses), increasing the MaxCT field (for sub-reqs.)

See the screen shot below for the RU panel. Use the scroll bar to see all the available fields for use.
RU Exception in DARSWEB:

DARWIN (old field values) = DARSWEB (new field values)

Pseudo Name = *Pseudo-Course
Note = Note Displayed on Audit
Sub-req’s/Count = *Reqment/Sub-req Count Change
Hours = *Required Hours Change
Req Count = *Required Count Change
Usect/Maxct = Max Count/USELECT
Memo = Advisor’s Memo
By = *Authorized By
Authorized = *Date

This exception is used most commonly to subtract hours from a sub-req/requirement. Input a minus sign and the hours/fraction of an hour that is needed and then tab out. The next page shows a completed RU exception that subtracts hours from a sub-requirement. The fields shown with an * are required fields.

NOTE: ALWAYS use the SAVE/ADD or SAVE/EDIT button at the bottom of the exception screen to save.
Completed RU Exception for Subtracting Hours in DARSWEB:
$T Exception – Transfer Course Replacement

For transfer work that has been posted “mirror-image,” a $T exception can be performed which will enable these older transfer courses to be used within a requirement. All fields with a single * below are required.

DARWIN (Old field values) = DARWEB (New field values)
Course
Replacement Course
Add CC
Remove CC
Note
Memo
By
Authorized

**This mirror-image course must be input on the $T exception with the same format as it appears on the degree audit. Example: *110:30. See completed exception on next page.**
Completed $T Exception in DARSWEB:

The completed $T shows those fields that are required for this exception.

Sample $T Exception in DARSWEB:

NOTE: all mirror-image transfer courses must have the upper-case letter “I” inserted in the Remove Course Condition Code 1 field.

Always use the SAVEADD or SAVEEDIT button to complete the exception.
The RS Exception – Sub-Requirement Course Swap

This exception is done to delete a course from the “Select From” line and substitute a different course in its place, as in a course “swap.” This can be done BEFORE or AFTER the course is taken. The RS is the only exception that will perform this swap BEFORE the student has taken the course.

RS Exception in DARWIN Client:

In DARSWEB, the RS exception’s course grid at the bottom has a different procedure to add additional courses. The sample screenshot of the RS Exception for DARSWEB is on the next page. Required fields below have an *

DARWIN (Old field values) = DARSWEB (New field values)
Pseudo name = *Sub-req Pseudo Course
Course (grid at bottom) = *Course (after SAVEADD)
Replacement Course (grid at bottom) = *RCourse (after SAVEADD)
Note = Message Displayed on Audit Advisor’s Memo
Memo = *Date
Authorized = *Authorized By
By =
RS Exception in DARSWEB  (one course for one course swap)

To begin the RS exception, first insert the Pseudo course for the sub-
requirement where the swap will take place; next, click the SaveAdd button.
(see panel below.)

After saving, DARS will return to the Exception list. Click on the RS code again
to add the courses.
In order to add the courses to the RS Exception (a one-for-one course swap), the ADD COURSE link must be used at the bottom of the screen.

The ADD COURSES panel will open. Add the original course in the Course field; add the Replacement course in the R COURSE field. (See below). Click on the ADD button to the right.
After clicking on the ADD button, the ADD COURSES panel will look like the sample below; at this point, click on the SAVE COURSE LIST button.

![Add Courses Panel]

After clicking on the SAVE COURSE LIST button, the completed RS Exception is then displayed, showing the two courses in the course grid:

![Sub-Requirement Course Swap]

"Add Course"
To add a 2nd course to the RS (as in a two-for-one swap), click on the Add Course link again. Input the 2nd course in the RCourse field; click ADD.

When the Add Courses panels returns, click on SAVE COURSE LIST.

DARS will return to the RS panel, which will now display all three courses.
The RM Exception – Sub-Requirement Modification

The RM Exception is used to add courses to a sub-req that has no course selection, only a pseudo course on the “Select From” lines. This exception allows a unique set of courses to be added to the sub-req for a particular student. The Honors Distributions requirements, the Interdisciplinary program requirements, or any Tag or Minor requirements would use this exception for assigning unique courses for each individual student.

RM Exception in DARWIN

<table>
<thead>
<tr>
<th>DARWIN (Old field values)</th>
<th>=</th>
<th>DARSWEB (New field values)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pseudo Name</td>
<td>*Pseudo Course</td>
<td></td>
</tr>
<tr>
<td>Sub-req’s/Count</td>
<td>*Req/Sub-Req Count Change</td>
<td></td>
</tr>
<tr>
<td>Hours</td>
<td>Required Hours Change</td>
<td></td>
</tr>
<tr>
<td>Note</td>
<td>Note Displayed on Audit</td>
<td></td>
</tr>
<tr>
<td>Authorized</td>
<td>*Date</td>
<td></td>
</tr>
<tr>
<td>By</td>
<td>*Authorized By</td>
<td></td>
</tr>
</tbody>
</table>
In the DARWIN client, all the courses are listed at the bottom of the exception panel in the course grid. In order to list the courses on DARSWEB, the ADD COURSES button must be used. All required fields above have an *. RM Exception in DARSWEB: Note: This is first part of the exception panel.

Fields that are required: Pseudo Course of Sub-requirement; Req/Sub-req Count Change (or Required Hours Change or Required Count Change); Authorized by; Date. Note Displayed on Audit is an optional field.

After completing the fields listed above, click on the SaveAdd button.

After saving, DARS will return to the Exceptions listing panel. Click on the RM Exception Code to add additional courses to this RM exception.
The RM now displays an “Add Course” link at the bottom; click on the link to add courses to the listing.
Add the additional courses in the Course field; click on the ADD button on the right:

Continue to add courses and click on the ADD button; after all courses have been added, click the SAVE COURSE LIST at the bottom of the panel.
The completed RM Exception showing the courses listed at the bottom:

<table>
<thead>
<tr>
<th>Course</th>
<th>Replacement Course</th>
<th>MatchCTL</th>
<th>Year Term Range</th>
<th>Delete Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>2259 601</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6209 601</td>
<td></td>
<td></td>
<td></td>
<td>Select for Deletion</td>
</tr>
<tr>
<td>6259 602</td>
<td></td>
<td></td>
<td></td>
<td>Select for Deletion</td>
</tr>
</tbody>
</table>

After completing the course list, click on the SaveEdit button at the bottom.

The WP Exception --- Waive Pseudo Exception – used to waive a sub-req using a pseudo course. The required fields are Pseudo Course of sub-req, Note Displayed on Audit, Date and Authorized By. Use SAVEADD button to SAVE.
WP Exception in DARWIN

WP Exception in DARSWEB
$C Exception – Course Substitution for Sub-Req using a Pseudo Course

The $C is used to substitute a home course for another home course, using the pseudo course from the sub-req. This exception is valuable as it allows a home course to match within a sub-req without assigning a specific course number.

$C Exception in DARWIN

DARWIN (Old field values) = DARSWEB (New field values)

Course       *Course Taken by Student
Replacement Course   *Pseudo-Course for Sub-req
Note         Message Displayed on Audit
Memo         Advisor’s Memo
Authorized   *Date
By           *Authorized By

All required fields are marked with an *. Click on the SaveAdd or SaveEdit button at bottom to SAVE.

See next page for a completed $C in DARSWEB.
ST Exception – Title Check Course Substitution for Sub-Requirement

The ST Exception with a title check is done when the substituted course is a “special topics” or “workshop” course. Example: 3700:392 is a Special Topics course that can be repeated several times with different topic titles. The ST exception allows a specific course to be substituted within the sub-req, using a title check. Below is a sample ST exception from DARWIN.
Fields for the ST Exception

DARWIN (Old field values) = DARSWEB (New field values)

Course
Replacement Course
Note
Authorized
By

For the ST Exception, the NOTE field (in DARWIN) becomes the title check field, in DARSWEB entitled Displayed Title of Course. ALWAYS input an * as the first character in the Displayed Title of Course field; input the title exactly as it appears on the degree audit, inputting spaces and upper or lower case letters.

ST Exception in DARSWEB:
Click on the SaveAdd button at the bottom when completed.

RD Exception – Course Deletion

An RD Exception could be chosen for several different purposes. It could be used to eliminate a course from the “Select From” line because a student is not permitted to take a specific course. Example: a student who is a native of Africa would not be permitted to take 3400:390, History of Africa, for Area Studies.

2nd Example: if a course substitution was done previously using a pseudo-course, there might be a need to do an RD exception to remove the course from the “Select From” line. Both examples will be explained in the following pages.

RD Exception in DARWIN----To remove 3400:390 from the “Select From” line of the Area Studies requirement:
DARWIN (Old field values) = DARSWEB (New field values)

Pseudo Name
Note
Memo
Authorized
By

*Sub-req Pseudo Course
Note Displayed on Audit
Advisor’s Memo
*Date
*Authorized By

NOTE: To delete a 2nd course from the same sub-requirement, a 2nd RD must be done using the same pseudo course.

Use the SaveAdd button below to save the exception.
After saving, DARS will return to the Exception panel; click on the RD exception link in order to add the course that must be deleted.

After clicking on the RD link, the RD exception panel will open; click on the ADD COURSE link at the bottom of the page to add 3400:390. (see next page.)
The Add Courses panel will open; add course to the Course field; click ADD button on the right.

After adding course, click on SAVE COURSE LIST.
Completed RD Exception:

RD Exception----2nd Example. This example would be the most common usage for the RD.

A student in Civil Engineering has taken a course at Ohio State that is acceptable as a substitute for 4300:202 but is not a direct equivalent for 4300:202. The pseudo course CIENG-CORE is used for the course to match in the sub-req, but 4300:202 remains on the “Select From” line for the sub-req. (see insert below). Also, the sub-req states that it needs 5 courses, and 6 courses are displayed on the “Select From” line. (Example below before RD is complete.)
Before RD is done:

NO CIVIL ENGINEERING MAJOR REQUIREMENTS
EARNED: 11.33 Credits

+ YOUR TOOLS FOR ENGINEERING REQUIREMENT HAS BEEN SATISFIED.
1 COURSE TAKEN
03F 4300:101 3.00 A Tools for Civil Engineering

- COMPLETE THE FOLLOWING ENGINEERING COURSES:
2 COURSES TAKEN
01S 4300:201 T 2.66 B- HONORS STATICS
   OH STATE: MECH ENGH210
02S CIENG-CORE T 2.66 C- STRENGTH OF HTLS
   OH STATE: MECH ENG 420
NEEDS: 5 COURSES
SELECT FROM: 4300:120 4300:202 4400:320 4600:203
4600:305 4600:310

RD Exception Completed in DARSWEB:

After the RD Exception has been completed, 4300:202 is no longer displayed on the “Select From” line, and only 5 courses are now displayed. (See next pg. for sample).
CT Exception – Title Check Course Number Substitution

The CT exception also can perform a title check for a course; it differs from the ST exception in that the CT only uses course numbers.

Examples of the CT exception from both DARWIN and DARSWEB will be displayed on the following page.
CT Exception in DARWIN:

CT Exception in DARSWEB:
For the RC exception, only examples will be shown for both DARWIN and DARSWEB.

**RC in DARWIN:** (used to add/remove course condition code)

**RC in DARSWEB:**
IMPORTANT TIPS FOR EXCEPTION PROCESSING

1. Any exception that contains a $ within its control code must use a pseudo course in the “Pseudo Course for Sub-Requirement” field. Examples: $T and $C.

2. Always use the most current course number to perform an exception, even if the student took the course with the old number. Example: student took Cultural Anthropology when the course number was 3870:150. The exception must be performed using the current course number, which is 3230:150. These courses are contained within PeopleSoft as direct equivalents, as they share the same course ID.

3. Some courses will not need an exception for them to match within a sub-requirement. The reason is that the new course and the old course have the same course ID in PeopleSoft. The courses 3300:111 and 1100:111 are an example of this situation, as they share the same course ID. Therefore, 1100:111 will match in the GE-English requirement (as a valid equivalent for 3300:111) for any students who have taken the old course number.

4. Always remember to use the SaveAdd or SaveEdit button before leaving the panel.