

Intended Audience: Advisors

For More Information Contact: dars@humboldt.edu

About Exceptions from the Audit

Advisors may request exceptions from the audit to approve major and minor substitutions (see page 2 for more information on GEAR substitutions). The requestor will be notified of the final decision via email. Advisors, chairs and department staff can check the [exception status](#) page.

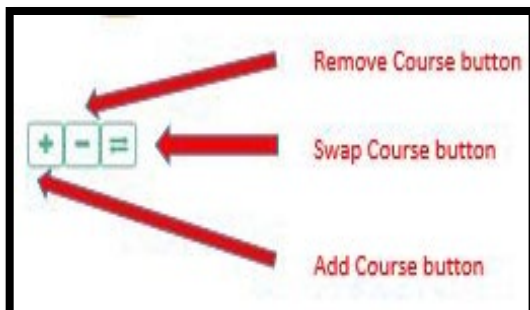
This guide is intended to be a quick reference – for more details, refer to the **full guide**.

Reminder: Memos are critical.

Memos communicate the details of your request. Memos are required for transfer courses. **For transfer exceptions, state the course details** (school, course info). Registrar staff have a different interface and we need this corroboration to ensure the proper course is used.

Step by Step

1. Log into [DARS](#) (Advisee Roster or myHumboldt portal)
2. Click **Run Declared Program**, then **View Audit**
3. Click the bar graph next to **Major or Minor Courses** to drill down to just the major requirements.
4. Review outstanding, met, and in progress requirements.
5. Click **Enter Exception Mode** (upper right corner)
6. Select exception type, click appropriate button: Add Course, Remove Course, Swap Course.



7. Follow prompts depending on exception type
8. On the **Verify & Save** tab, verify details.
 - a. Update **Audit Note** (displays on DARS where the changes were made)
 - b. **Memo** is internal to communicate the rationale and exception details. For **transfer courses**, it is critical to restate the transfer course details (see reminder below)
 - c. Click **Save & Add Exception** and then click **Exit Exception mode**.

Swap Course Exception

Subrequirement
Core Requirement:
Complete the courses below:

1. Swap Out 2. Swap In 3. Verify & Save

[Need to modify the subrequirement? Click here.](#)

Swapping In : PSCI240 (3 Units)B+ INTERNATIONAL RELATIONS

Swapping Out : SOC 104 ✓

Into:
Core Requirement:
Complete the courses below:
Using pseudo of SOCA1

Restrict to this Degree Program. Restrict to this Requirement.

Audit Note

Note displays on DARS

(Maximum characters: 27)

Memo

Transfer or HSU course (school/term/etc.): [enter details here](#), required for transfer courses

(Maximum characters: 255)

Authorized by JCR36 **Date** 09/23/2018

(Maximum characters: 30)

Back **Save & Add Exception** Cancel

What happens next?

The requestor receives a confirmation email and will be notified of final decision via email. Request routes to chair/program leader and then Registrar staff.

About pre-requisite approvals for transfer courses:

Registrar staff will process a pre-requisite equivalency when you **swap** in a transfer course for a major course “owned” by your department (offered within your department). Examples:



*A Biological Sciences advisor swaps for a BIOL, BOT or ZOOL course and that is approved by the department. This is processed as a **pre-requisite equivalent**.*



*A Biological Sciences advisor swaps a CHEM, PHYX, or MATH course. This will only be processed as a **major substitution** – it meets major/graduation requirements, but does not meet pre-requisite checking.*

If a course outside of the major department is needed as a pre-requisite, the student must submit a [Petition for Transfer Course Equivalency](#) signed by the department chair who “owns” that course. Explain to the student that they will need to petition for pre-requisites (or else will need permission numbers at the time of registration in any courses needing that pre-requisite for every subsequent semester).

What if the student has not yet declared the major or minor?

Advise students to declare the planned major or minor *first* to secure catalog rights. However, if needed, you can run a “what if” audit for the planned major/minor, choose the current term as catalog year and proceed. Advise student to declare the major/minor ASAP to secure catalog rights.

What about non-major or GE exceptions?

These should **not** be requested via DARS. Exceptions to HSU, CSU and Title 5 policies

(including GEAR) are rarely approved and require a [Petition for GEAR Course Substitution](#)

Can't find the Add, Drop or Swap buttons?

Most likely to occur when that particular requirement is already met (or will be met with in progress courses). Is an exception really needed? If yes, then see “Unusual exceptions...” below.

Unusual exceptions...

If you aren't sure how to enter the desired change, or if the add/drop/swap buttons are not present, then you should use the “Edit” exception type (pencil icon). Increase the count by “+1” (even if you don't truly want to increase the course count!) and leave very detailed instructions in the memo about what it is you'd like to change. The Registrar staff will implement the change based on your memo.

Why does DARS say “no default programs found”?

This is likely a former student or a future student who has not yet enrolled. Note that running a “what-if” audit is NOT recommended in this case, as the student may have limited catalog rights based on their dates of attendance. Contact Registrar staff.

Too many emails?

Follow these steps to set up a Gmail filter to reduce inbox clutter:

- Open and view one of the emails. Click the **More** icon (right corner, three vertical dots). Select “**Filter messages like this**”.
- Enter the following:
From: udirect@humboldt.edu
Has the words: **DARS Exception Process**
Doesn't have: **denied**
- Click **Create Filter**. Then decide what to do (apply label, mark as read, skip the inbox, etc. – whatever you would like).
- Click **Create Filter** again to save settings.

If you have issues or need a more advanced filter, contact help@humboldt.edu for general assistance.

Questions about a student or exception? [Contact the Transfer & Graduation Counselor for your department.](#)

General feedback or technical issues? Contact dars@humboldt.edu