Cal Poly Humboldt.

## Software: DARS/uAchieve
Exceptions from Audit (EFA) Quick Guide for Advisors

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, department chairs and staff can check the exception status page.

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

Step-by-step Quick Guide	Screenshots
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:
   a. Update Audit Note (displays on DARS where the changes were made)
   b. **Enter a Memo** 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.
 	
 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 and course information). The registrar staff have a different interface; we need this corroboration to ensure the proper course is used.	
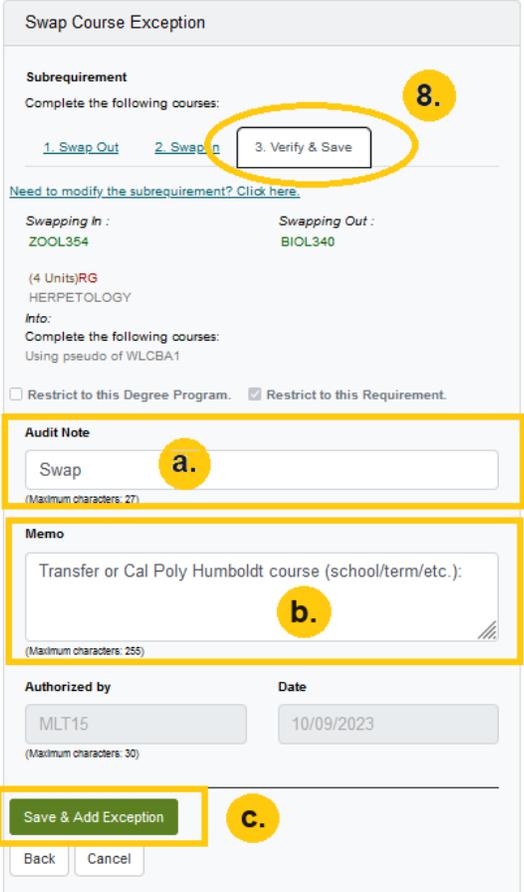
Questions? Answers to some common questions are on page 2.

For specific questions about a student or exception, contact the Transfer & Graduation Counselor for your department.

For general feedback or technical issues contact dars@humboldt.edu

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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. Refer students to the Office of the Registrar. Exceptions to Cal Poly Humboldt, CSU and Title 5 policies (including GEAR) are rarely approved and require a Petition to Waive/Sub.

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

Most likely to occur when that 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 second bachelor's degree student, a former student or a future student who has not yet enrolled. Note that second bachelor's degree students do not have a DARS and running a "what-if" is NOT recommended for former/future students, as the student may have limited catalog rights – Contact Registrar staff.

Too many emails?

Follow these steps to set up a Gmail filter to keep these out of your inbox, except we will still make sure any denied requests still route to inbox since those may need review:

- Open and view one of the emails. Click the **More** icon (right corner, three vertical dots). From the More dropdown menu, select "**Filter messages like this**".
- Enter in: **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.

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