CT/RT Exceptions
**Add New Exception:** This section of the training manual focuses on the CT/RT exceptions found on the Add New Exception screen.

<table>
<thead>
<tr>
<th>Description</th>
<th>Exception Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>REQUIREMENT MODIFICATION: Adjust course lists, adjust hours, adjust counts, add a note line.</td>
<td>RM</td>
</tr>
<tr>
<td>REQUIREMENT SUBSTITUTION: Replace a course with another within a subrequirement.</td>
<td>RS</td>
</tr>
<tr>
<td>REMOVE COURSES: Delete a series of courses from a course list.</td>
<td>RC</td>
</tr>
<tr>
<td>REQUIREMENT DELETION: Delete one course from a course list.</td>
<td>RD</td>
</tr>
<tr>
<td>WAIVE HOURS: Waive hours in a subrequirement.</td>
<td>WH</td>
</tr>
<tr>
<td>COLLAPSE REQUIREMENT: Force a subrequirement to completion.</td>
<td>CR</td>
</tr>
<tr>
<td>GENERAL STUDIES: Assign General Studies codes.</td>
<td>GS</td>
</tr>
<tr>
<td>COURSE SUBSTITUTION: Assign condition codes or globally &quot;replace&quot; a course with another</td>
<td>CS</td>
</tr>
<tr>
<td>COURSE FORCE: Force a course into a subrequirement.</td>
<td>CF</td>
</tr>
<tr>
<td>CHECK TITLE MODIFICATION: Add a course to the course list by checking title.</td>
<td>CT</td>
</tr>
<tr>
<td>CHECK TITLE SUBSTITUTION: Replace a course with another by checking title.</td>
<td>RT</td>
</tr>
<tr>
<td>DELETE TITLE: Delete first title-checked course in list.</td>
<td>DT</td>
</tr>
<tr>
<td>X-LINE EXCEPTIONS: Set new X-Line limit.</td>
<td>XL</td>
</tr>
<tr>
<td>WAIVE COURSE: Add Course Count of 1.</td>
<td>WC</td>
</tr>
<tr>
<td>EQUIVALENCY: to be sent to PeopleSoft (TRANSFER ONLY NO ASU COURSES).</td>
<td>EQ</td>
</tr>
<tr>
<td>Attach Minor (SEPH, MINOR, $NCAA)</td>
<td>MD</td>
</tr>
<tr>
<td>Attach Minor (SCONCOUR)</td>
<td>MR</td>
</tr>
<tr>
<td>For use by Admissions/Readmissions staff ONLY</td>
<td>AR</td>
</tr>
<tr>
<td>Alternate Catalog Year for Education ONLY</td>
<td>AY</td>
</tr>
<tr>
<td>SYSTEM CONDITION CODE: Assign System Condition Code.</td>
<td>SC</td>
</tr>
<tr>
<td>COURSE EQUIVALENCY: Assign course ID to globally &quot;replace&quot; a course with another in both DARS and PeopleSoft and add General Studies codes (TRANSFER ONLY NO ASU COURSES)</td>
<td>CO</td>
</tr>
</tbody>
</table>

To make a selection, click on any part of the underlined text, in either the Description or Exception Code areas for the exception type you want to use.
CT/RT Exceptions – Using the Course Title

**Check Title Modification – CT**: Add a course into a subrequirement based on the title of the course. The CT is functionally similar to a RM exception, but allows you to place a specific title into a subrequirement.

**Check Title Substitution – RT**: Replace a course with another in a subrequirement based on the title of the course. The RT is functionally similar to a RS exception, but allows you to place a specific title into a subrequirement.

The CT/RT exception types are used in certain omnibus/topics course situations (e.g. ASB 394, SES 494, MUS 354, etc.) to differentiate (by the title) between ASU omnibus/topics courses when there are multiple courses with the same prefix/number, and taken in the same semester.

The CT/RT exception types are also used in transfer course situations (e.g. PSY DEC, POS DEC, REL DEC, etc.) to differentiate (by institution and course) between these DEC courses when there are multiple courses with the same prefix/number, and taken in the same semester.

The CT exception is more commonly used than the RT, but is limited to only one exception per subrequirement.

Below is an example of two POS 484’s with the same prefix/number and taken in the same semester (SP15).

```
SP15 M POS 484 6.0 A+ ># ASU-MCCAIN DC INTERNSHIP PROG
SP15 M POS 484 6.0 A+ ># MCCAIN INSTITUTE INTERNSHIP
```
Explanation of Fields and Entry Process

~ **Course:** The omnibus or special topics course is entered here. Enter prefix & number to be added. Enter as xxABCx123 (two blank spaces, letter prefix, blank space, alpha or numeric suffix).

~ **Year/Term:** Enter as a single year and term, using a 5 character year/term (e.g. 20107, 20151, 20145, etc.)

~ **Course to be replaced:** This field is dual purposed, depending upon the exception type:
   - For the CT exception, the “Course to be replaced” is the psname of the subrequirement where you want to place the course.
   - For the RT exception, the “Course to be replaced” is actually the course you want to replace. Enter prefix & number of the course to be replaced in the same format as above (e.g. xxABCx123).

~ **Course Title:** Enter the title of the course you want to add. The title entered in this field must match EXACTLY the title in the audit (i.e. ALL CAPS and including any misspellings and/or spacing irregularities). This field is limited to 27 characters, including spaces. Where titles are beyond 27 characters in length (including spaces), an asterisk is entered at the front, no space, and then you type as much of the title as the field allows.

~ **Memo:** Enter pertinent information to document the exception (up to 3 lines), including such things as course information, authorizing group (e.g. TCG) or person, and/or department.

~ **SaveAdd:** After you have entered all of the pertinent information for your exception, press the SaveAdd button to save your information.

Only use CT/RT exception types when there are multiple ASU omnibus/topics courses or transfer DEC courses with the same prefix/number, taken in the same semester, otherwise use the RM/RS exception along with a year/term range to place the course.
The screenshot below is an example of the Entry Screen for the CT exception type. Key fields, including Course, Course to be replaced, and Course Title fields are boxed in red, as is the SaveAdd button.

1) Enter Course value (the ASU omnibus/special topics course or DEC transfer course)

2) Enter Course to be replaced value (in the CT exception the ‘Course to be replaced’ is the psname of the subrequirement where you want to place the course)

3) Enter Course Title (the course title must match exactly the title in the audit, and is limited to 27 characters, including spaces. For titles that exceed 27 characters, insert an asterisk at the front, no space, and then type as much of the title as the field allows)

4) Press SaveAdd button to save and create the exception
The screenshot below is an example of the Entry Screen for the RT exception type. Key fields, including Course, Course to be replaced, and Course Title fields are boxed in red, as is the SaveAdd button.

1) Enter Course value (the ASU omnibus/special topics course or DEC transfer course)

2) Enter Course to be replaced value (in the RT exception the ‘Course to be replaced’ is the course you want to replace in the subrequirement)

3) Enter Course Title (the course title must match exactly the title in the audit, and is limited to 27 characters, including spaces. For titles that exceed 27 characters, insert an asterisk at the front, no space, and then type as much of the title as the field allows)

4) Press SaveAdd button to save and create the exception
Exception Examples: CT/RT

Check Title Modification – CT: Add a course into a subrequirement based on the title of the course. The CT is functionally similar to a RM exception, but allows you to place a specific title into a subrequirement.

Check Title Substitution – RT: Replace a course with another in a subrequirement based on the title of the course. The RT is functionally similar to a RS exception, but allows you to place a specific title into a subrequirement.

CT Scenario #1: A student has two POS 484 courses taken in the SP15 semester, and one is needed in the internship requirement in the major, and the other in the upper division electives in the major. CT entry screen key values:

- **Course**: POS 484
- **Course to be replaced**: SGSSGS484
- **Course Title**: *ASU-MCCAIN DC INTERNSHIP P* (title is longer than 27 characters and is therefore preceded by an asterisk and entered up to 27 characters, including spaces)

- **Course**: POS 484
- **Course to be replaced**: SGSELECTUD
- **Course Title**: *MCCAIN INSTITUTE INTERNSHIP* (title is longer than 27 characters and is therefore preceded by an asterisk and entered up to 27 characters, including spaces)
The screenshot above shows the Entry Screen for the CT exception, where POS 484 with the course title of ASU-MCCAIN DC INTERNSHIP PROG is being differentiated by its title for placement into the internship subrequirement in the major (SGSSGS484).
The screenshot above shows the Entry Screen for the CT exception, where POS 484 with the course title of MCCAIN INSTITUTION INTERNSHIP is being differentiated by its title for placement into the upper division electives subrequirement in the major (SGSELECTUD).
The screenshots below show the result of two CT exceptions, where two POS 484 courses taken in the same semester were differentiated by their titles for placement in the Internship and Upper Division Electives areas of the major.

Courses placed in the audit via the CT (or RT) exceptions carry the “Matched as:” note. In the CT exception, the ‘Matched as:’ value is the psname of the subrequirement. (In the RT exception, the ‘Matched as:’ value will be the actual course being replaced.)
Below is an example of two FMS DEC courses with the same prefix/number, taken in the same semester. With transfer work, there are two title lines. It is the top title line that is used in the CT/RT exception.

RT Scenario #1: A student has two ENG DEC courses taken in the FA14 semester, and one is needed as a substitution for ENG 200, and the other in another area of the major. RT entry screen key values:

Course: ENG DEC  
Course to be replaced: ENG 200  
Course Title: Temple U: ENG 2097 (title is under 27 characters in length (including spaces), and therefore, does not need to be preceded by an asterisk.)
The RT exception Entry Screen is similar to the CT Entry Screen, but instead of a psname in the “Course to be replaced:” field, insert the course you want to replace in the “Course to be replaced:” field.

**Note:** The title is only 18 characters in length (including spaces), so it does not require the use of the asterisk before the title in the Course Title field. (It does not hurt to use the asterisk either.)

1) Enter Course value (the ASU omnibus/special topics course or DEC transfer course)

2) In the RT exception the ‘Course to be replaced’ is the course you want to replace in the subrequirement.
The screenshot below shows the result of the RT exception, where two ENG DEC courses taken in the same semester were differentiated by their titles (top title line) for one to be used as a course substitute for ENG 200, and the other to be used in another subrequirement in the major.

Courses placed in the audit via the RT (or CT) exceptions carry the “Matched as:” note. In the RT exception, the ‘Matched as:’ value will be the actual course being replaced. (In the CT exception, the ‘Matched as:’ value is the psname of the subrequirement.)

Two FA14 ENG DEC courses: