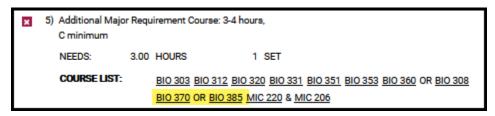
Definition: An RC exception deletes a series of courses from a course list within a sub-requirement. A series of courses is when a course is "OR'd" or "AND'd" with other courses visible on the graduation audit or the list could be hidden.

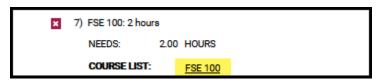
Why an RC exception:

- Courses are needed in another sub-requirement (Minor or 2nd Major that cannot share courses)
- Courses no longer offered

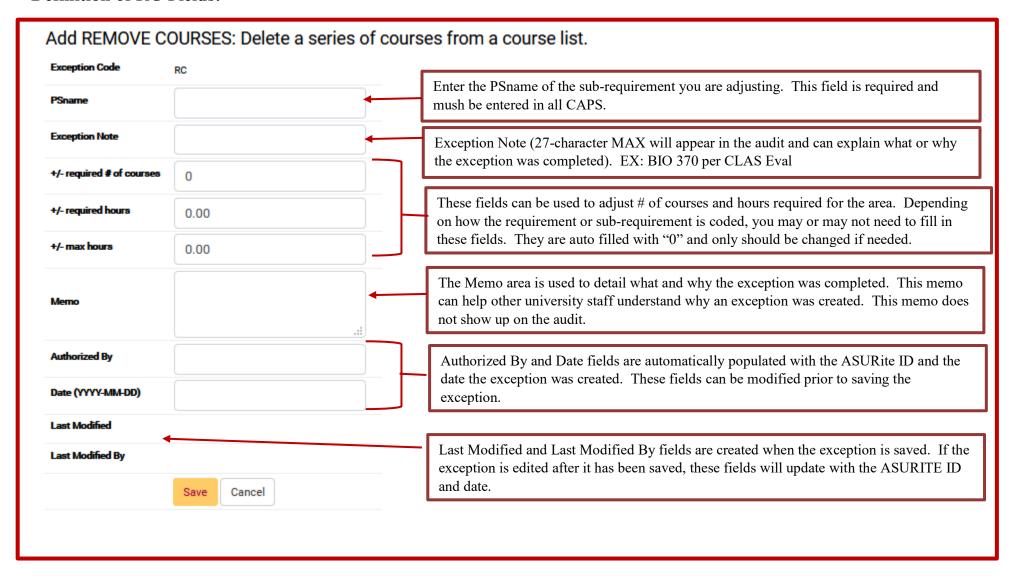
Example 1: Any courses that are connected with "OR" or "AND". EX: BIO 370 OR BIO 385



Example 2: Some courses may have hidden courses attached to it. Advisors would need to contact their college Encoder if the RC exception is pulling in another course that is on the hidden list. EX: FSE 100 (hidden 'OR' list – CEE 100 OR CSE 101 OR BME 100.....).



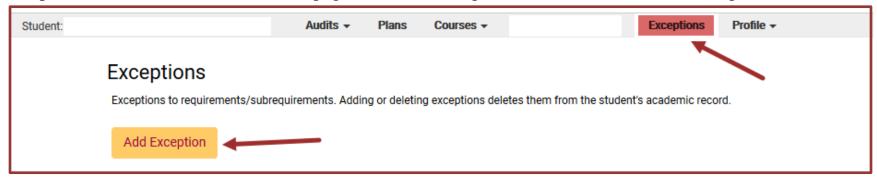
Definition of RC Fields:



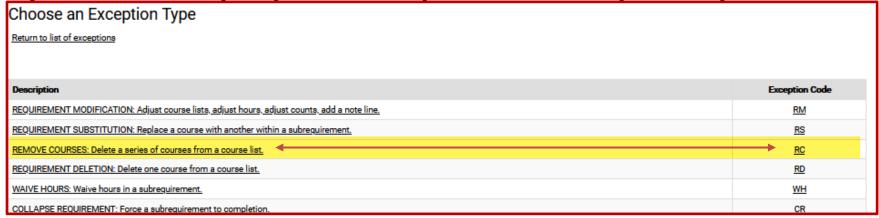
Example: Removing a course from the course list.



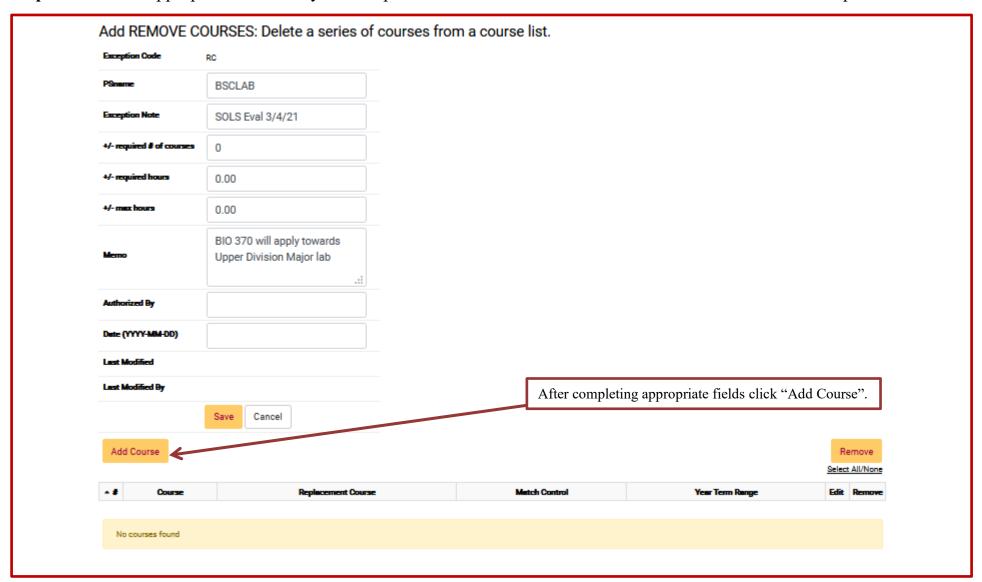
Step 1: From the Student DARS home page, click the "Exceptions" Tab, then click "Add Exception".



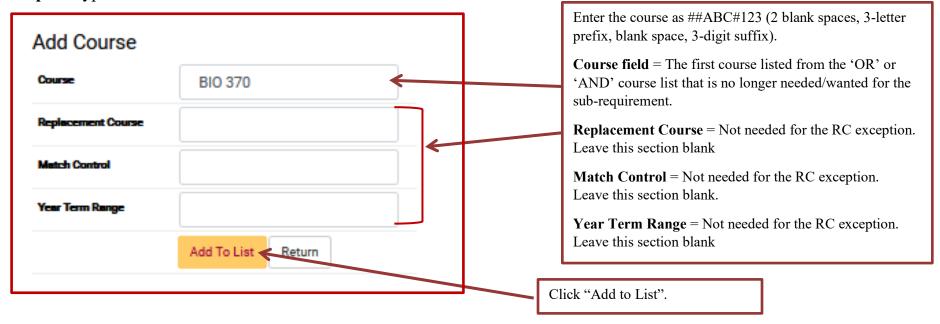
Step 2: Choose the RC exception option from the Exception list. Click the description or Exception Code.



Step 3: Fill in the appropriate fields for your exception. Then click "Add Course" to add the course to the exception.



Step 4: Type in the course that will be removed from the "Course List."



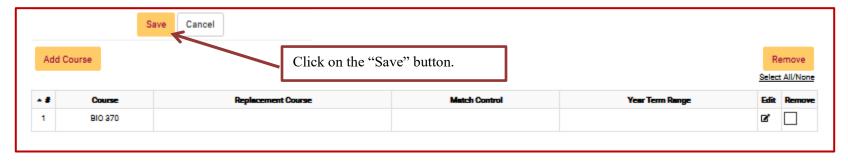
Once the course has been added it will show up on the course list for the exception.

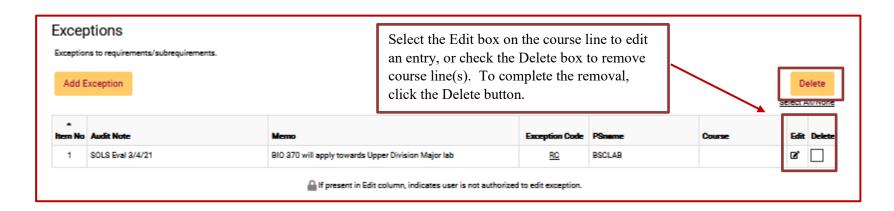


Step 5: When the course is added, click "Return".

Add Course						
Course	BIO 370					
Replacement Course						
Match Control						
Year Term Range			Click "Return".			
	Add To List Return					
					Rer	move
					Select /	All/None
▲ # Course	Replacement Co.	ırse	Match Control	Year Term Range		Remove
1 BIO 370					ß,	

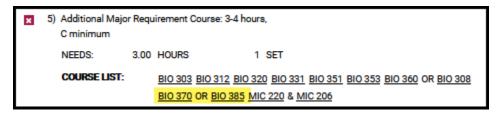
Step 6: After returning to the RC exception fields page, click "Save" to save your exception. The screen will return to the Exception Tab screen that shows all the exceptions done for that student.





Step 7: Re-run the audit to ensure the RC exception is working.

Before RC exception:



After RC exception:

