Remove Courses Exception (RC)

**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 2\textsuperscript{nd} 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:

Enter the PSname of the sub-requirement you are adjusting. This field is required and must be entered in all CAPS.

Exception Note (27-character MAX will appear in the audit and can explain what or why the exception was completed). EX: BIO 370 per CLAS Eval

These fields can be used to adjust # of courses and hours required for the area. Depending on how the requirement or sub-requirement is coded, you may or may not need to fill in these fields. They are auto filled with “0” and only should be changed if needed.

The Memo area is used to detail what and why the exception was completed. This memo can help other university staff understand why an exception was created. This memo does not show up on the audit.

Authorized By and Date fields are automatically populated with the ASURite ID and the date the exception was created. These fields can be modified prior to saving the exception.

Last Modified and Last Modified By fields are created when the exception is saved. If the exception is edited after it has been saved, these fields will update with the ASURITE ID and date.
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Example: Removing a course from the course list.

This sub-requirement requires 3 hours and 1 set of courses. BIO 370 OR BIO 385 is an option.

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.
Remove Courses Exception (RC)

Step 3: Fill in the appropriate fields for your exception. Then click “Add Course” to add the course to the exception.
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Step 4: Type in the course that will be removed from the “Course List.”

Enter the course as ##ABC#123 (2 blank spaces, 3-letter prefix, blank space, 3-digit suffix).

**Course field** = The first course listed from the ‘OR’ or ‘AND’ course list that is no longer needed/wanted for the sub-requirement.

**Replacement Course** = Not needed for the RC exception. Leave this section blank.

**Match Control** = Not needed for the RC exception. Leave this section blank.

**Year Term Range** = Not needed for the RC exception. Leave this section blank.

Click “Add to List”.

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

<table>
<thead>
<tr>
<th>#</th>
<th>Course</th>
<th>Replacement Course</th>
<th>Match Control</th>
<th>Year Term Range</th>
<th>Edit</th>
<th>Remove</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BIO 370</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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**Step 5:** When the course is added, click “Return”.

**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:

<table>
<thead>
<tr>
<th>Item No</th>
<th>Audit Note</th>
<th>Memo</th>
<th>Exception Code</th>
<th>Priname</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>SOLS Eval 3/4/21</td>
<td>BIO 370 will apply towards Upper Division Major lab</td>
<td>RC</td>
<td>BSCLAB</td>
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After RC exception:

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BIO 370 OR BIO 385 is no longer on the course list. The Note field is also appearing on the audit (NOTE: SOLS Eval 3/4/21).