

# Self-Service (DARS)

- Self-Service is a web-based, interactive audit that reports a students' progress towards their degree, minor or another interested degree.
- In this training, we will show advisors how to navigate Self-Service for the Degree Audit.
- The terms Self-Service is interchangeable with DARS. DARS was the original moniker for the audit. Both mean the same thing.

# Self-Service: Signing On

Through the My ASU website

ASU ARIZONA STATE UNIVERSITY

ASU Home My

My ASU

Resources Service Teaching Profile

Announcements | News | Sports | Arts | State Press

Arizona PBS celebrates Black History Month on-air, online  
Cronkite School lecture series brings leading journalists and communicators to ASU  
Low-cost family counseling at ASU Clinical Psychology Center  
ASU Alumni Association honors 130 years of excellence at Founders' Day event

ASU Events | Academic Calendar | Holidays | Payroll Calendar

May 30, 2016 -	Memorial Day	Nov 24, 2016 -	Thanksgiving
Jul 04, 2016 -	Independence Day	Nov 25, 2016 -	Thanksgiving
Sep 05, 2016 -	Labor Day	Dec 26, 2016 -	Winter Holiday
Nov 11, 2016 -	Veterans Day	Dec 27, 2016 -	Winter Holiday

Teaching & Student Support Tools

Refer a Student	Blackboard Course Request
Clickers @ ASU	Book Adoption & Syllabi Management
Grading Policies and Info	Curriculum ChangeMaker
Roster Contacts	CurricUNET
Eval & Educational Effectiveness	Graduate Admissions File Review
Course Evaluations	Academic Catalog
Academic Personnel	Class Search
Digication ePortfolio	CRM (Salesforce)

Saving the Self-Service link through the web browser will require ASU Single Sign-In

ASU ARIZONA STATE UNIVERSITY

Walk-Only Zones  
make your campus trips safer.  
walk.asu.edu

## Sign In

ASURITE User ID:  [Activate or Request an ID](#)

Password:  [Forgot ID / Password?](#)


Remember My User ID

Need Help? Visit the [Help Center](#) or call 1-855-ASU-5080 (1-855-278-5080)

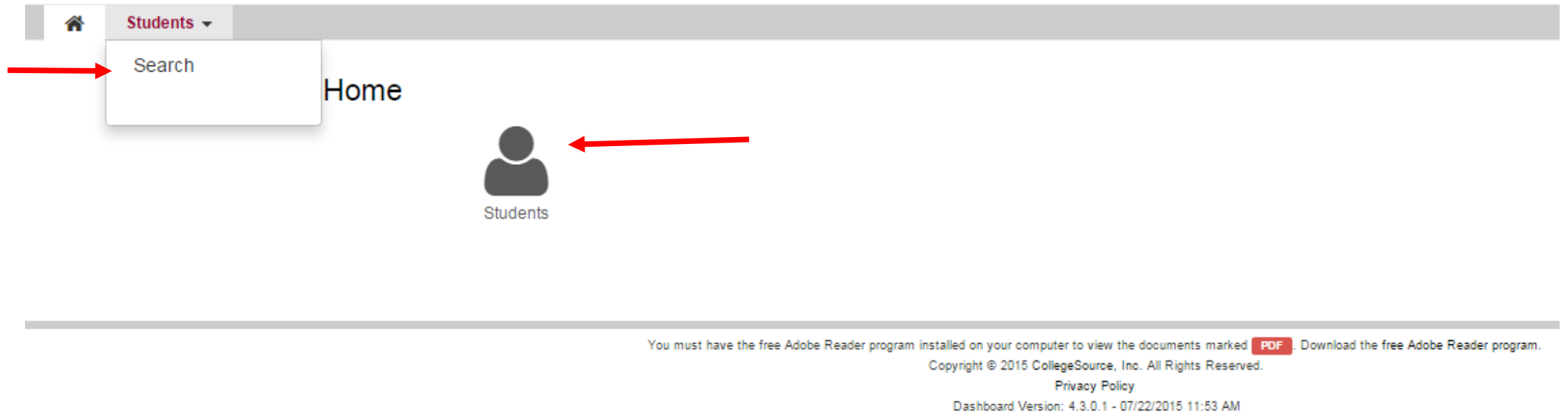
[System Status](#) | [ASU Home](#) | [Copyright](#) | [Acceptable Use](#) | [Privacy](#)

# Self-Service Home Page



- When you first access Self-Service (DARS) your home page will have a drop down box for Students and an icon for students.
- At any point within the app, you may use the Home button (  ) in the top left of the menu bar to return to the home page.

# Self-Service Searching for a student



**A search for a student can start by either clicking on the dropdown box next to “Students” then selecting “Search” or you can click on the Students icon.**

# Self-Service: Searching for Students Continued

The Students button allows the user to perform a student search by Student ID, First Name, or Last Name.

Students ▾

Student Search

Enter Student ID

Student ID

Submit

Search by Student Name

First Name

Last Name

Search ?

- The Students button allows the user to perform a student search by Student ID, First Name, or Last Name.
- The ? Icon opens an information box with instructions on how to search for a student.

### Searching for Students

To get to the student search, click on the "Search" link under the "Student" menu in the top left corner of the page (or just click here).

#### Search by Student ID

- If you know the exact ID of the student you wish to locate, enter it in the **Student ID** field and click the **Search** button.

#### Search by Student Name

- If you know a student's first or last name, enter one or both in the **First Name** and **Last Name** fields.
- You can search by a partial name as well as a full name.
- For example, searching for Jo will return students named both **Jon** and **Jonathan**.

Close

# Self-Service: Searching for Students by Student ID

Students ▾

### Student Search

**Enter Student ID**

Student ID

**Submit**

**Search by Student Name**

First Name

Last Name

**Search** 🔍

- Enter an ID into the Student ID field, then press the Submit button or hit “Enter” from your keyboard. To search by a student ID, you will need the entire 10 digits in order to obtain the student’s information . A partial ID will show “No Matches” have been found.

# Self-Service: Searching for Students by First or Last Name

## Student Search

Enter Student ID

Student ID

Submit

Search by Student Name

First Name

Jackson

Last Name

Search



	Horne, Jackson Allen	1202776375
	Hunt, Jackson Collin	1202318472
	Hurd, Jackson	1202968528
	Iavaroni, Jackson	1205781833
	JACKSON, ABRAHAM A, JR	1000747255
	JACKSON, ALVIN ALLEN, II	1000599447
	JACKSON, AMANDA N	1000884189

# Self-Service: Completed Audit Request Screen

Students ▾

Student: 1234567890 Audits ▾ Exceptions Profile ▾

## Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "Run Audit" button will run a new audit report. Deleting audits removes them from this list.

Run Audit Delete  
select all/select none

View	Audit Type	Degree Title	Catalog Year	▾ Created	Run By	Delete
No completed audits found						

- Once a student is found, you will be directed to the Completed Audit Requests Screen.
- The menu bar contains the following functions in the upper left corner: Student's Name and ID, Audits, Exceptions and Profile.



# Self-Service: Run a New Audit

The screenshot shows a web interface for a student's record. At the top, there is a navigation bar with a home icon, a 'Students' dropdown menu, and the student ID '1234567890'. Below this, there are tabs for 'Audits', 'Exceptions', and 'Profile'. The 'Audits' tab is active, and its dropdown menu is open, showing 'Request New' and 'View' options. A red arrow points to the 'Request New' option. Below the tabs, the page title is 'Completed Audit Requests'. A paragraph of text explains that these are audits run in the past and that clicking the 'Run Audit' button will run a new report. A red arrow points to the 'Run Audit' button. To the right of the 'Run Audit' button is a 'Delete' button and a 'select all/select none' link. Below this is a table with columns: 'View', 'Audit Type', 'Degree Title', 'Catalog Year', 'Created', 'Run By', and 'Delete'. A yellow message box at the bottom states 'No completed audits found'.

Student: 1234567890

Audits ▾ Exceptions Profile ▾

Request New  
View

## Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "Run Audit" button will run a new audit report. Deleting audits removes them from this list.

Run Audit Delete

select all/select none

View	Audit Type	Degree Title	Catalog Year	Created	Run By	Delete
No completed audits found						

- From the Audits dropdown menu you can select Request New to run a new audit or View to view audits previously run.
- A new audit can also be requested by clicking on the Run Audit button.

# Self-Service: Request an Audit Screen

Students ▾

Student Audits ▾ Exceptions Profile ▾

## Request an Audit

▾ Run Declared Programs:

School	Degree Program	Title	Catalog Year
ASU	AS LSC BS	Life Sciences BS, West, 2005-	20137

▸ Select a Different Program:

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Advanced Settings Click to view available options.

Run Declared Programs Cancel

- This screen will list the student's default audit and any other declared programs associated with the student's ID.
- The Request an Audit screen has two options for running audits: either Run Declared Programs or Select a Different Program via dropdown selection.
- Click on the Advanced Settings to allow the user to request an Unmet Audit for the student.

# Self-Service: Run Declared Programs

Students ▾

Student ▾ Audits ▾ Exceptions Profile ▾

## Request an Audit


▾ Run Declared Programs:

School	Degree Program	Title	Catalog Year
ASU	AS LSC BS	Life Sciences BS, West, 2005-	20137

▸ Select a Different Program:

---

Advanced Settings Click to view available options.

 **Run Declared Programs** Cancel

No completed audits found

- Click on the Run Declared Programs button to run a new audit against the current default program on the student's record.

# Self-Service: Run Declared Programs continued

Students ▾

Student ▾ Audits ▾ Exceptions Profile ▾

Last updated at 7:56:45 AM  
⌛ updating every 10 seconds (stop)

Update

Running Audits Cancel Running Audits

Program	Catalog Year
⌛	

### Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "Run Audit" button will run a new audit report. Deleting audits removes them from this list.

Run Audit Delete  
select all/select none

View	Audit Type	Degree Title	Catalog Year	Created	Run By	Delete
View Audit		Life Sciences BS, West, 2005-	Fall 2013	02/16/2016 12:59 PM	nwilli1	<input type="checkbox"/>
View Audit		Life Sciences BS, West, 2005-	Fall 2013	02/16/2016 12:57 PM	nwilli1	<input type="checkbox"/>

- Once a declared program audit is requested, a “Running Audits” dialogue will appear above the “Completed Audit Requests” section.
- You can cancel the audit by clicking the “Cancel Running Audits” link under the Update button on the top right.
- The Update button is the refresh button.

# Self-Service: Run Declared Programs continued

## Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "Run Audit" button will run a new audit report. Deleting audits removes them from this list.

[Run Audit](#) [Delete](#)  
select all/select none

<a href="#">View</a>	<a href="#">Audit Type</a>	<a href="#">Degree Title</a>	<a href="#">Catalog Year</a>	<a href="#">Created</a>	<a href="#">Run By</a>	<a href="#">Delete</a>
<a href="#">View Audit</a>		Life Sciences BS, West, 2005-	Fall 2013	02/17/2016 8:03 AM	lmayer	<input type="checkbox"/>
<a href="#">View Audit</a>		Life Sciences BS, West, 2005-	Fall 2013	02/16/2016 12:59 PM	nwilli1	<input type="checkbox"/>
<a href="#">View Audit</a>		Life Sciences BS, West, 2005-	Fall 2013	02/16/2016 12:57 PM	nwilli1	<input type="checkbox"/>

- The most recently run audit will appear at the top of the Completed Audit Requests list.
- This screen will contain the following:
  - Audit Type: Default , What-If
  - Degree Title
  - Catalog Year
  - Created (Date and Time)
  - Run By (Requesters' ASUrite ID)
  - Delete option

# Self-Service: Audit View

## Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "Run Audit" button will run a new audit report. Deleting audits removes them from this list.

Run Audit

Delete

select all/select none

To open the audit in the same tab, left click the View Audit link.

View	Audit Type	Degree Title	Catalog Year	Created	Run By	Delete
<a href="#">View Audit</a>		Criminal Justice and Criminology, DownT, 2008-	Fall 2015	02/23/2016 11:07 AM	Imayer	<input type="checkbox"/>

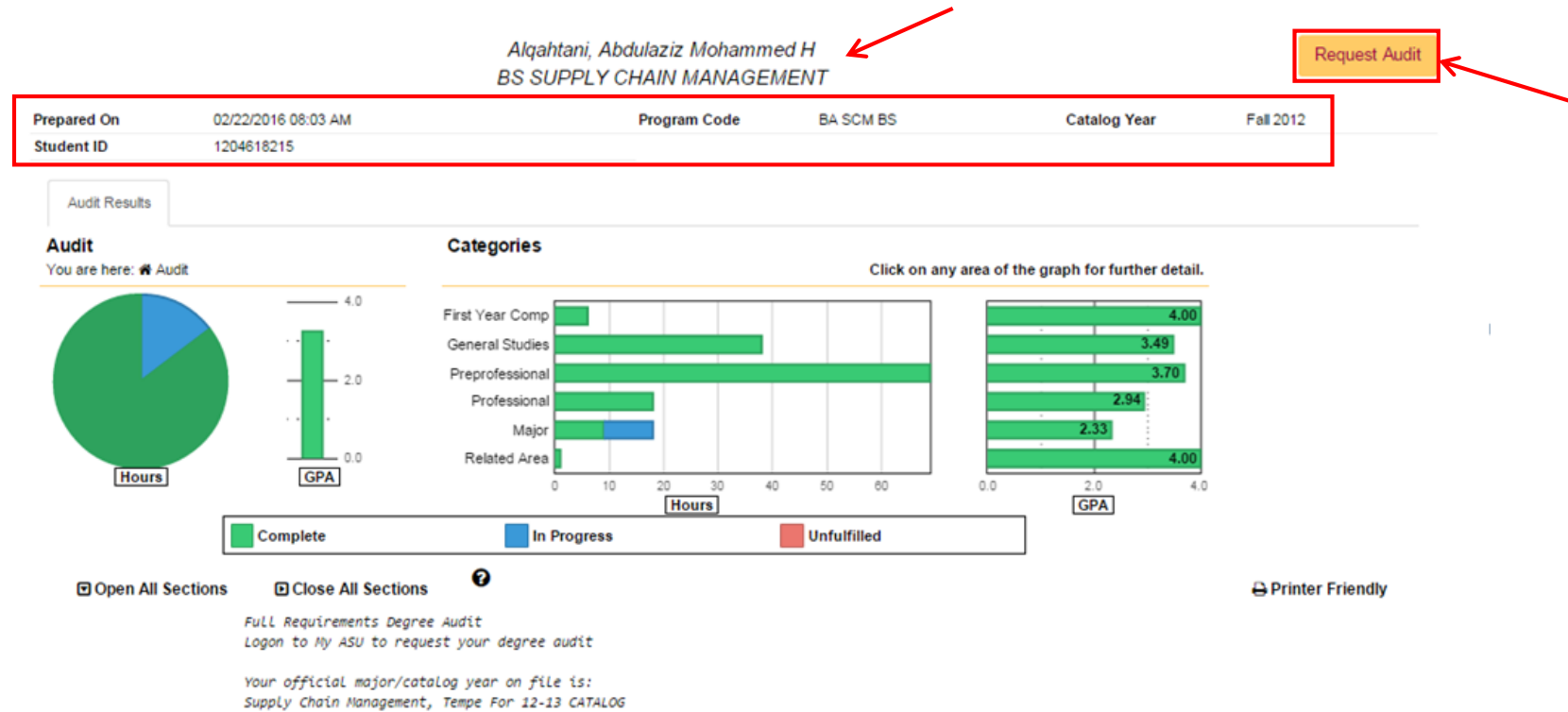
To open the audit in a new tab, right click the View Audit link. This will open a dropdown box with options to open the audit in a separate tab.

Run Audit

View	Audit Type	Degree Title	Catalog Year	Created
<a href="#">View Audit</a>		Business BA Tempe, 2009 -	Fall 2015	02/18/2016 8:41 AM
<a href="#">View</a>		udies, Tempe	Fall 2015	02/18/2016 8:39 AM
<a href="#">View</a>		Tempe, 2009 -	Fall 2015	02/17/2016 9:39 AM

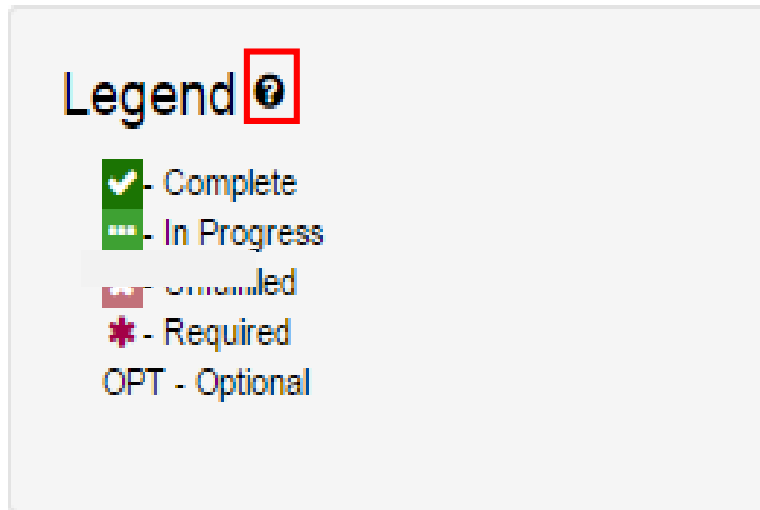
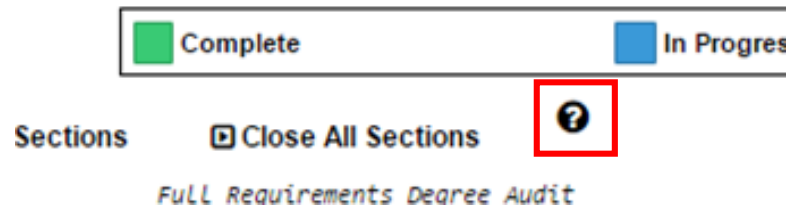
- Open link in new tab
- Open link in new window
- Open link in incognito window
- Save link as...
- Copy link address
- Inspect Ctrl+Shift+I


# Self-Service: Audit View Continued



- The student's name and degree will be listed in the center at the top of the screen. Other Student Information such as Student ID and Catalog year are listed underneath.
- The Request Audit button on the upper right side of the audit allows the user to return to the "Request an Audit Screen" directly from the audit.
- There are options within the audit such as; Open and Close All Sections and the Printer Friendly option.


# Self-Service: Audit View Continued




- An enhancement to the audit is the interactive information icon.
- Clicking on the  icon will open up an information box that helps to explain icons that are used throughout the audit.
- This icon is placed at the top of the audit and at the bottom by the legend.




# Self-Service: Audit View Continued

▼  **BS BIOLOGY CORE REQUIREMENTS**  
New College of Interdisciplinary Arts & Sciences  
Life Sciences BS Core Courses: 20 hours, C minimum  
EARNED: 3 SUB-GROUPS  
NEEDS: 1 SUB-GROUP

 1) **Biology BS: Core 1 Courses: 8 hours, C minimum**  
BIO 181 (SQ): 4 hours, C minimum AND  
BIO 182 (SG): 4 hours, C minimum

2 Courses


FA09	BIO 188	4.0	TC	GrndCC: BIO 181 GENERAL BIOLOGY (MAJORS) I Converted to: BIO 181
FA12	BIO 182	4.0	TB >R	GrndCC: BIO 182 GENERAL BIOLOGY (MAJORS) II

IP  2) **Biology BS: Core 2 Courses: 4 hours**  
BIO 320: 3 hours, C minimum  
LSC 322: 1 hour, C minimum


0 Courses

IN-PROG-> 2 Courses

SP16	W BIO 320	3.0	NR >>	FUNDAMENTALS OF ECOLOGY
SP16	W LSC 322	1.0	NR >>	FUNDAMENTALS OF ECOLOGY LAB




 3) **Biology BS: Core 3 Courses: 4 hours**  
LSC 347: 3 hours, C minimum  
LSC 348: 1 hour, C minimum

NEEDS: 2 COURSES  
COURSE LIST: BIO 340 OR LSC 347 LSC 348(R)

IP  4) **Biology BS: Core 4 Courses: 4 hours**  
BIO 353: 3 hours, C minimum  
BIO 354: 1 hour, C minimum

0.00 Hours Taken 1 SET TAKEN  
IN-PROG-> 4.00 HOURS

SP16	W BIO 353	3.0	NR >>	CELL BIOLOGY
SP16	W BIO 354	1.0	NR >>	CELL BIOLOGY LABORATORY

-  A red box with an X icon designates a requirement or sub-requirement that has not been completed.
-  A green box with a checkmark icon designates a requirement or sub-requirement that has been completed.
-  A green box with three (3) dots icon designates a requirement or sub-requirement that is completed but in progress (IP).
- The title of a requirement will remain in a bold black font.

# Self-Service: Audit View Continued

## Self-Service Audit

▼  **BS LIFE SCIENCES COGNATE COURSES**  
New College of Interdisciplinary Arts & Sciences

EARNED: 1 SUB-GROUP  
NEEDS: 1 SUB-GROUP

IP  1) Life Sciences Cognate Courses - 24 hours

FA13	W CHM 113	4.0	C+	GENERAL CHEMISTRY I
FA14	W CHM 116	4.0	C	GENERAL CHEMISTRY II
SP15	M CHM 233	3.0	D >R	GENERAL ORGANIC CHEMISTRY I TEST
Matched as: LSCCOGNATE				
SP15	W CHM 237	1.0	A	GEN ORGANIC CHEMISTRY LAB I
FA15	W CHM 233	3.0	NR >R	GENERAL ORGANIC CHEMISTRY I
FA15	W PHY 111	3.0	NR >>	GENERAL PHYSICS
FA15	W PHY 113	1.0	NR >>	GENERAL PHYSICS LABORATORY
SP16	W PHY 112	3.0	NR >>	GENERAL PHYSICS
SP16	W PHY 114	1.0	NR >>	GENERAL PHYSICS LABORATORY

COURSE LIST: [CHM 234 & CHM 238](#)

2) Chose one of the following math options (7 - 8 hours):  
MAT 270 & MAT 271 OR  
MAT 210 & STP 226

1 SET TAKEN

FA13	W STP 226	3.0	A-	ELEMENTS OF STATISTICS
FA10	MAT 210	3.0	TC	GrndleCC: MAT 212 BRIEF CALCULUS

---

▼  **University General Studies Requirement**  
**MATHEMATICAL STUDIES**

1) Mathematics (MA): 3 hours  
3.00 Hours Taken 1 Course

FA10	MAT 210	3.0	TC	GrndleCC: MAT 212 BRIEF CALCULUS
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2) Computer/Statistics/Quantitative (CS): 3 hours  
3.00 Hours Taken 1 Course

FA13	W STP 226	3.0	A-	ELEMENTS OF STATISTICS
------	-----------	-----	----	------------------------

- The requirement level has its own indicator of completion or not.
- Courses that fall into a sub-requirement will be highlighted in light grey to emphasize that a course has met a requirement.
- The courses listed in the course list link to the ASU Course Catalog.

# Self-Service: Audit View Continued

>>>> AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

>>>> ALL REQUIREMENTS HAVE BEEN MET

ALL REQUIREMENTS MET BUT IN-PROGRESS COURSES MAY HAVE BEEN USED!

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▼ OPT DEGREES AND TRANSFER AGREEMENTS

DEGREE EARNED: ASSOCIATES

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- The statement at the top of the audit that states if “All Requirements Have Been Met” show up in different ways depending on where the student is at with regards to completing the audit.
- If at least one required requirement has not been completed the statement is in bold red font.
- If the student has completed all requirements and no in progress courses are being used the statement is in bold green font.
- If the student still has some courses in progress but they are meeting all requirements the statement will be in black bold font.
- Requirements with “OPT” in front of the text are optional requirements and not needed to complete the degree, but are used more for information pertaining to the students records.

# Self-Service: Select a Different Program option (to run a What-if Audit)

Students ▾

Student:  Audits ▾ Exceptions Profile ▾

### Request an Audit

▾ Run Declared Programs:

School	Degree Program	Title	Catalog Year
ASU	AS LSC BS	Life Sciences BS, West, 2005-	20137

▶ Select a Different Program:

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Advanced Settings Click to view available options.

- Using the **Select a Different Program** option, the user can opt to run an audit against a degree program that is different from the one on the student's record, thereby creating a what-if scenario.

# Self-Service: Select a Different Program (to run a What-if Audit continued)

Students ▾  
Student: Duran, Denisse / 1208990900 Audits ▾ Exceptions Profile ▾

Request an Audit

▸ Run Declared Programs:

▾ Select a Different Program:

Choosing a degree program here will not change your declared degree program.

Select the first letter of your area of interest:  
P ▾

Area of Interest:  
Degree: Physics ▾

Field/Specialization:  
Physics ▾

Degree Program: LA PHY BA - Physics BA Tempe, 2009 - ▾

Catalog Year: Fall 2015 ▾

Advanced Settings [click to view available options.](#)

Run Different Program Cancel

- **To run a “What-If” audit:** start by requesting a new audit from the Audits dropdown menu. Then click on the “Select a Different Program” link.
- **Dropdown box:** will open up to allow you to request a different audit.
- **Degree Section:** select the letter of interest, Area of Interest and Field of Specialization.
- **Degree Program:** Audits will show up in this drop down list that meet the criteria from the Degree Section.
- **Catalog Year:** Once a Degree Program is selected only those catalog years that are valid will appear.
- **Once all areas are selected:** click on the “Run Different Program” button to run the “What-if” audit.

# Self-Service: Select a Different Program (to run a What-if Audit continued)

Audits ▾ Exceptions Profile ▾

## Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "Run Audit" button will run a new audit report. Deleting audits removes them from this list.

[Run Audit](#) [Delete](#)  
select all/select none

View	Audit Type	Degree Title	Catalog Year	Created	Run By	Delete
<a href="#">View Audit</a>	WHAT-IF	Mathematics BA, Tempe, 1996-	Fall 2010	02/18/2016 8:30 AM	Imayer	<input type="checkbox"/>
<a href="#">View Audit</a>	WHAT-IF	Physics BA Tempe, 2009 -	Fall 2015	02/17/2016 8:49 AM	mboivin1	<input type="checkbox"/>

- A What-If audit will be designated under audit type.

## **Self-Service: Select a Different Program (to run a Specialized Audit)**

- To run a Specialized audit (such as a TRANSCRIPTA or TRANSCRIPTC), follow the same steps as running a What-If audit.
- Degree fields: use the dropdown box to change the dash option to the blank option.
- Degree Program: the dropdown box will list a selection of Specialized audits to choose from.
- Choose the most recent catalog year and then Click the Run Different Program button.
  
- Example on next slide.

# Self-Service: Select a Different Program (to run a Specialized Audit continued)

Change the fields in the Degree section from a dash (-) to blank.

Degree program drop box contains a list of the “Specialized” audits available

## Request an Audit

► Run Declared Programs:

▼ Select a Different Program:

Choosing a degree program here will not change your declared degree program.

Select the first letter of your area of interest:

Area of Interest:

Degree:

Field/Specialization:

Degree Program: -

Catalog Year: -

Advanced Settings [Click to view available options.](#)

Run Different Program

Cancel

## Request an Audit

► Run Declared Programs:

▼ Select a Different Program:

Choosing a degree program here will not change your declared degree program.

Select the first letter of your area of interest:

Area of Interest:

Degree:

Field/Specialization:

Degree Program: -

Catalog Year:

Advanced Settings [Click to](#)

Run Different Program

- SELECT: - a Letter, Area of Interest, Field/Spec, Catalog Yr
- 120 HOURS - 120 hours check
- ALL COURSES - List of All courses, Acceptable, Unacceptable, etc
- BAS CHECK - BAS
- COMP-CODES - NCAA competency codes
- ENG CHECK - English Check
- ENG CHECKBAS - English Check: Bachelor of Applied Sciences
- EVERYTHING - List of All courses, pseudocourses, etc.
- FSE2REVIEW - FSE Secondary Admission Review Audit
- GEN STU ED - General Studies: Education
- GEN STUDIES - General Studies: Tempe+PolyT
- GEN STUDIES OLD - OLD General Studies: Tempe+PolyT
- GEN STUDIES-W - General Studies: West campus
- GRADRPT - Graduation Office Report
- HO HON LD - Honors - 36 Honors Credits
- HO HON UD - Honors - 21 Honors Credits
- PROGSTUDY - Program of Study Audit
- REPEAT - Repeated Courses Check
- REPEATCHECK - Repeated Courses Check



# Self-Service: Exceptions

Audits ▾ **Exceptions** Profile ▾

## Exceptions

Exceptions to requirements/subrequirements. Adding or deleting exceptions deletes them from the student's academic record.

[Add Exception](#) [Delete](#)  
select all/select none

Item No	Audit Note	Memo	Exception Code	PSname	Course	Edit	Delete
No exceptions found							

- To add an exception to a student's audit click on the Exceptions tab on the students menu bar.
- Then click on Add Exception button.

# Self-Service: Exceptions Continued

Audits ▾ Exceptions Profile ▾

## Choose an Exception Type

[Return to list of exceptions](#)

Description	Exception Code
REQUIREMENT MODIFICATION: Adjust course lists, adjust hours, adjust counts, add a note line.	RM
REQUIREMENT SUBSTITUTION: Replace a course with another within a subrequirement.	RS
REMOVE COURSES: Delete a series of courses from a course list.	RC
REQUIREMENT DELETION: Delete one course from a course list.	RD
WAIVE HOURS: Waive hours in a subrequirement.	WH
COLLAPSE REQUIREMENT: Force a subrequirement to completion.	CR
GENERAL STUDIES: Assign General Studies codes.	GS
COURSE FORCE: Force a course into a subrequirement.	CF
CHECK TITLE MODIFICATION: Add a course to the course list by checking title.	CT
CHECK TITLE SUBSTITUTION: Replace a course with another by checking title.	RT
DELETE TITLE: Delete first title-checked course in list.	DT
X-LINE EXCEPTIONS: Set new X-Line limit.	XL
WAIVE COURSE: Add Course Count of 1.	WC
EQUIVALENCY to be sent to PeopleSoft (TRANSFER ONLY, NO ASU COURSES).	EQ
Attach Marker (\$EMPH, \$MINOR, \$NCAA).	MD
Attach Marker (\$CONCUR).	MR
Alternate Catalog Year (for Education ONLY).	AY

- You can choose an exception by clicking on either the title of the Exception description or the Exception code.
- Only the exceptions the advisor has access to will be displayed.

# Self-Service: Exceptions Continued

Audits - Exceptions Profile -

Add REQUIREMENT MODIFICATION: Adjust course lists, adjust hours, adjust counts, add a note line.

Exception Code	RM
PName	<input type="text"/>
Exception Note	<input type="text"/>
+/- required # of courses	<input type="text" value="0"/>
+/- required hours	<input type="text" value="0.00"/>
+/- required GPA	<input type="text" value="0.000"/>
+/- max hours	<input type="text" value="0.00"/>
+/- max # of courses	<input type="text" value="0"/>
Assign condition code	<input type="text"/>
Memo	<input type="text"/>
Authorized By	lmayer
Date	2016-2-23
Last Modified	
Last Modified By	

select all/select none

#	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
No courses found						

- The (+/-) fields are automatically filled with a numerical value of 0. These fields must always have a number value.

# Self-Service: Exceptions Continued

Add REQUIREMENT SUBSTITUTION: Replace a course with another within a subrequirement.

Exception Code	RS
P\$name	CRJ305
Exception Note	CRIM Evaluation
+/- required # of courses	0
+/- required hours	0.00
+/- required GPA	0.000
+/- max hours	0.00
+/- max # of courses	0
Assign Condition Code	
Memo	CRJ 305 substituted by GEN 005
Authorized By	lmayer
Date	2016-2-23
Last Modified	
Last Modified By	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- Fill in the fields with the appropriate information.
- If your exception is completed, click the Save button.
- If your exception needs courses added, click the Add Course button.

<input type="button" value="Add Course"/>						<input type="button" value="Remove"/>	
						select all/select none	
← #	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove	
No courses found							

# Self-Service: Exceptions Continued

## (Definitions of fields)

- **PSname:** The Pname is the “course” that is specific to a requirement or sub-requirement where you want the exception to go. Must be entered in all caps.
- **Exception Note:** 27-character note that appears in the audit. (ex: WPC EVAL (date))
- **Required # of Courses:** Used to modify the course count (if coded) for a requirement or sub-requirement.
- **Required hours:** Used to modify the hour count (if coded) for a requirement or sub-requirement.
- **Required GPA:** Used to modify the GPA (if coded) for a requirement or sub-requirement.
- **Memo:** The memo is used to expand on why the exception is being completed. The memo will not show up on the audit and is used specifically for other advisors to review the information.
- **Authorized By:** The individual's ASUwrite ID will automatically appear here, but can be changed if the advisor is doing the exception on behalf of a faculty member.
- **Date:** Automatically populated with current date.
- **Last Modified and Last Modified By:** Update with the ASUwrite ID of the individual who completes or edits the exception.

# Self-Service: Exceptions Continued (Adding courses)

## Add Course

Course	<input type="text" value="CRJ 305"/>
Replacement Course	<input type="text" value="GEN 005"/>
Match Control	<input type="text"/>
Year Term Range	<input type="text"/>
<input type="button" value="Add To List"/> <input type="button" value="Return"/>	

- When adding courses, add 2 spaces before the course prefix in the appropriate fields. Then click “Add To List” button. If more courses need to be added to the exception, follow the previous steps.
- Once you have finished adding courses, click on the “Return” button.

select all/select none

#	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
---	--------	--------------------	---------------	-----------------	------	--------

No courses found

## Self-Service: Exceptions Continued (Definitions of adding courses fields)

- **Course:** The course to be placed into the sub-requirement.
- **Replacement Course:** The course that will be used to replace the course in the first course field. Used with the RS and RT exception.
- **Match Control:** Used to combine courses.
- **Year Term Range:** Specific year and term of the course that is being placed in the sub-requirement. For exceptions in Self-Service (DARS) use a 5 digit numerical number:
  - FA: use #7 at end of term (ex: FA17 would be 20177)
  - SP: use #1 at end of term (ex: SP17 would be 20171)
  - SU: use #5 or #4 (ex: SU17 would be 20174 or 20175. If one doesn't work try the other number.

# Self-Service: Exceptions Continued (Adding Courses)

Add REQUIREMENT SUBSTITUTION: Replace a course with another within a subrequirement.

Exception Code	RS
PName	CRJ305
Exception Note	CRIM Evaluation
+/- required # of courses	0
+/- required hours	0.00
+/- required GPA	0.000
+/- max hours	0.00
+/- max # of courses	0
Assign Condition Code	
Memo	CRJ 305 substituted by GEN 005
Authorized By	Imayer
Date	2016-2-23
Last Modified	2016-02-23 1:14 PM
Last Modified By	Imayer
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Add Course

Remove  
select all/select none

#	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
1	CRJ 305	GEN 005			<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Once the courses are added and you have returned to the Exception page, click the Save button.
- If a required field is left blank in the exception and the save button is pressed, the exception will not save. The fields that are in error will show in red to be completed correctly.



# Self-Service: Exceptions Continued (Exception Views: View Only)

18	PUP EVAL 5/14/14	PER TSTRICKLAND	RS	PUPPUP190		
19			RM	LIT		
20		Admissions/Readmissions use ONLY	AR	BUSEMPH1		
21		Admissions/Readmissions use ONLY	AR	BUSEMPH1		

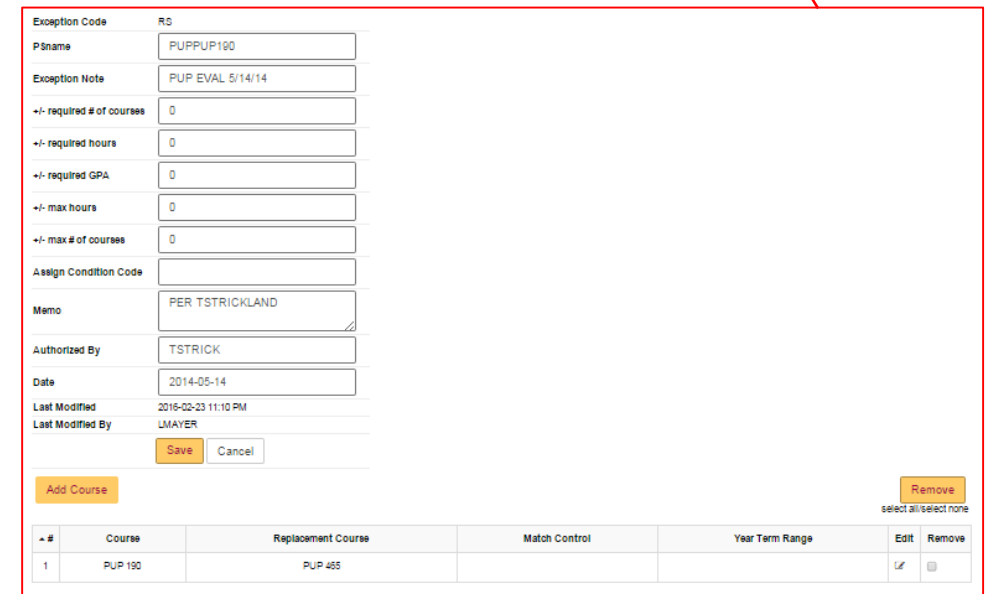
- Click on the exception code to enter view only. In this view no editing can be done to the exception.
- To return to the exceptions page click on the Done button.

Exception Code	RS
PSname	PUPPUP190
Exception Note	PUP EVAL 5/14/14
+/- required # of courses	0
+/- required hours	0.00
+/- required GPA	0.00
+/- max hours	0.00
+/- max # of courses	0
Assign Condition Code	
Memo	PER TSTRICKLAND
Authorized By	TSTRICK
Date	2014-05-14
Last Modified	2016-02-23 11:10 PM
Last Modified By	LMAYER
	<input type="button" value="Done"/>

# Self-Service: Exceptions Continued (Exception Views: Edit View)

18	PUP EVAL 5/14/14	PER TSTRICKLAND	RS	PUPPUP190	 
19			RM	LIT	 
20		Admissions/Readmissions use ONLY	AR	BUSEMPH1	 
21		Admissions/Readmissions use ONLY	AR	BUSEMPH1	 



- To edit the exception, click on the Edit check box of the exception that needs correcting.
- You can only edit exceptions if you have access to create that particular exception (RM, RS, EQ etc....).
- A lock will appear if you do not have the ability to edit the exception.
- After editing the exception, click on the “Save” button.



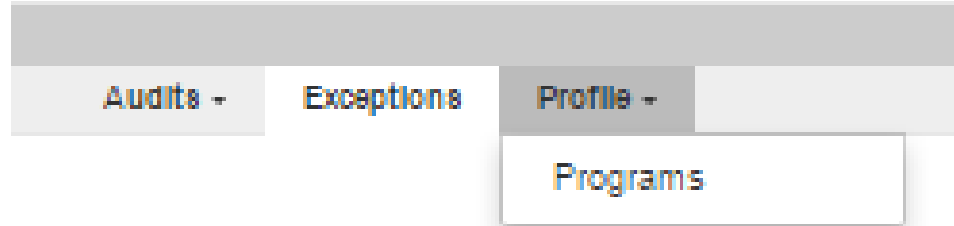
The screenshot shows the 'Edit View' for an exception. The form contains the following fields:

- Exception Code: RS
- PName: PUPPUP190
- Exception Note: PUP EVAL 5/14/14
- +/- required # of courses: 0
- +/- required hours: 0
- +/- required GPA: 0
- +/- max hours: 0
- +/- max # of courses: 0
- Assign Condition Code: (empty)
- Memo: PER TSTRICKLAND
- Authorized By: TSTRICK
- Date: 2014-05-14
- Last Modified: 2016-02-23 11:10 PM
- Last Modified By: LMAYER

Buttons: Save, Cancel, Add Course, Remove (select all/select none).

#	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
1	PUP 190	PUP 455				

# Self-Service: Profile Tab



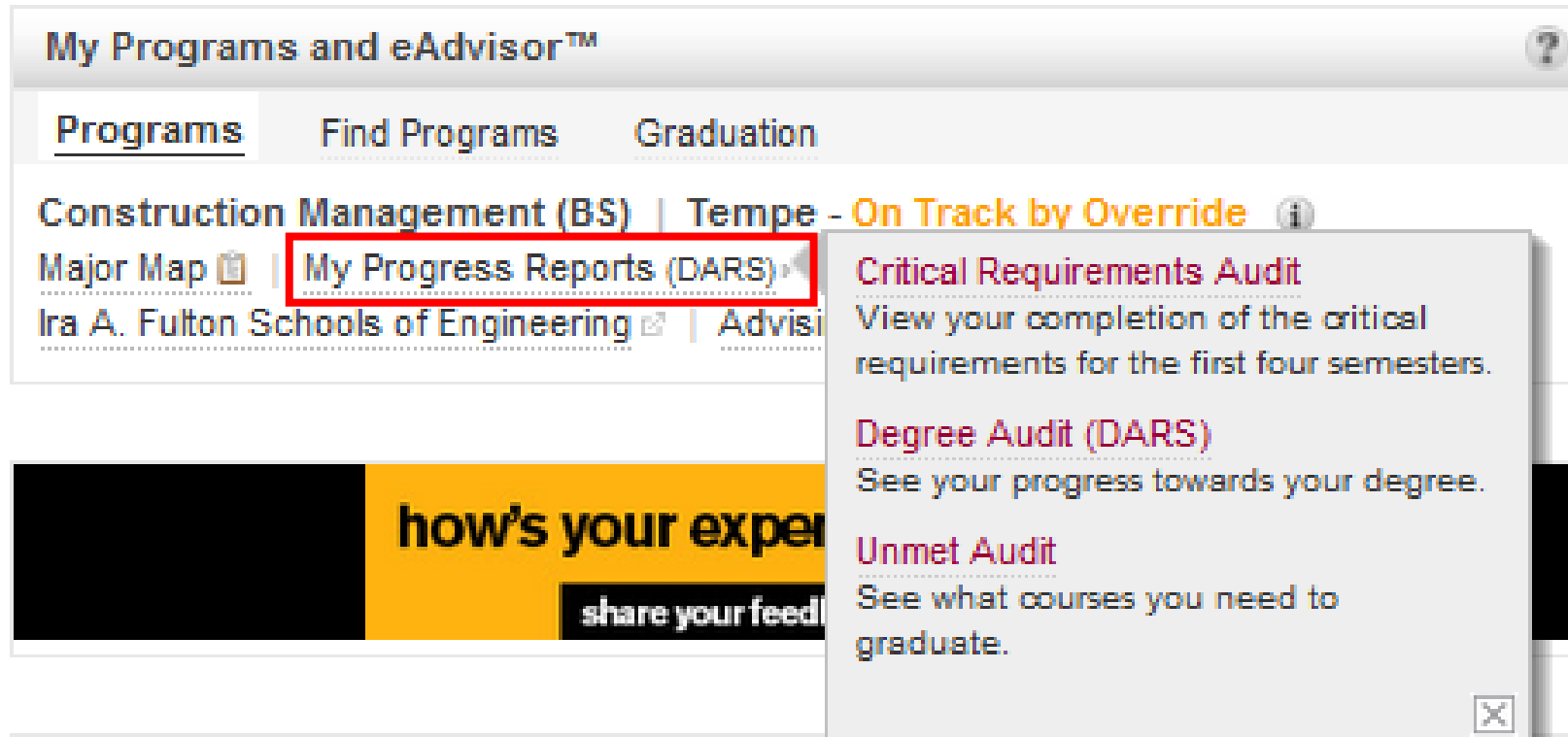
- The Profile tab contains the student's default program, minor and concentration information.
- Click on the Profile down arrow and then Programs.

## Student's Academic Programs

List of student's academic programs.

Degree Program	Term	Marker	Value
PP CRJ BS	20157		

# Self-Service for Students



The screenshot displays the 'My Programs and eAdvisor™' interface. The main navigation bar includes 'Programs', 'Find Programs', and 'Graduation'. Below this, the user's program is identified as 'Construction Management (BS) | Tempe - On Track by Override'. A dropdown menu is open for 'My Progress Reports (DARS)', which is highlighted with a red box. The dropdown menu contains three options: 'Critical Requirements Audit' (with a description: 'View your completion of the critical requirements for the first four semesters.'), 'Degree Audit (DARS)' (with a description: 'See your progress towards your degree.'), and 'Unmet Audit' (with a description: 'See what courses you need to graduate.'). A banner at the bottom of the interface reads 'how's your experience' and 'share your feedback'.

- Students will access their Self-Service audit through My ASU under My Programs and eAdvisor.

**New Degree Audit Resource Center Link:**

**<https://provost.asu.edu/curriculum-development/dars>**

**Any questions or issues please contact your  
College Encoder**

**Thank you!**