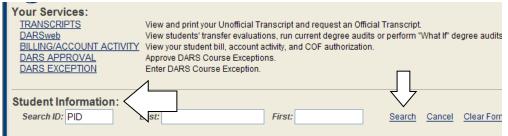
After accessing your PAWS account, retrieve the student's information by entering the student's PID number under Student Information. You are able to search for the student by using their name as well. After inputting the student's PID number, select Search. Select the student from the drop down menu.



2.) After searching and accessing the student, select **DARS EXCEPTION** which is under **Your Services** on the left hand side.

Your Services: TRANSCRIPTS DARSweb BILLING/ACCOUNT ACTIVITY DARS APPROVAL DARS EXCEPTION	View and print your Unofficial Transcript and request an Official T View students' transfer evaluations, run current degree audits or View your student bill, account activity, and COF authorization. Approve DARS Course Exceptions. Enter DARS Course Exception.			gree audits
Student Information: Search ID: PID	Last: First:	<u>Search</u>	Cancel	Clear Forn

3.) After accessing the DARS Exception page, select the type of exception needed. Exception types are: **Course Substitution**, **Waiver**, or **Requirement Substitution**.

Course Substitution BSW-SOCWK	PSYCH	ajor/minor from ano 100	PSY 102	a transfer course. Exa Pueblo Community		
Major/Minor Choose	Dept Course	037	0.0000000		All Students	Del
Aiver is wa	aived from a major/minor re SPN	guirement. NOTE: 101		ours are still required for panish placement exan		nts. Example:
Major/Minor	Dept	Course No	Suffix	Comment		Del
equirement Substi	itution or combin	nation of courses th	at satisfy a p	ogram requirement wit	thout a direct course	equivalency.
BA-ENG	ENG-BA1 #3		1	ENG354-Univ of Northe	m Colo	
Major/Minor	Catalog Require			Ibstitution		

- Course Substitution Used to substitute a CSU-Pueblo course with another course(s) from CSU-Pueblo or a transfer school.
- Waiver Used to waive a course, a minimum grade requirement, SPN placement, etc.
- Requirement Substitution Used to add a course that is not already notated in an elective list.
- **4.)** Next, select the major or minor program from the drop down menu.

	No Suffix	Substitution	n Institution	All Students	Del
from a major/minor req	uirement. NOTE: To	otal credit hou	rs are still required for	degree requiremen	ts. Example
SPN	101	Spa	anish placement exam		
Dept	Course No	Suffix Co	mment		Del
on .a single or combina Example:	ation of courses that	t satisfy a prog	gram requirement with	out a direct course e	equivalency.
C PROVIDENT OF THE PROVIDENT					
	I from a major/minor reg	I from a major/minor requirement. NDTE: To SPN 101	I from a major/minor requirement. NOTE: Total credit hou SPN 101 Spa Dept Course No Suffix Co on .a single or combination of courses that satisfy a prog	I from a major/minor requirement. NOTE: Total credit hours are still required for SPN 101 Spanish placement exam Dept Course No Suffix Comment on .a single or combination of courses that satisfy a program requirement with	I from a major/minor requirement. NOTE: Total credit hours are still required for degree requirement SPN 101 Spanish placement exam Dept Course No Suffix Comment on .a single or combination of courses that satisfy a program requirement without a direct course of

5.) After selecting the student's major or minor, enter the applicable information for the exception. If you begin to input the information for the exception and need to change the type of exception, be sure to select the **Del** button on the right hand side. Once all information has been inputted, select the **Submit** button on the top right hand side.

BSW-SOCWK	PSYCH		100	PSY 102	Pueblo Communit	
Major/Minor Choose	Dept	Course No	Suffix	Substitu	tion Institution	All Students
aiver -a course is wa 3A-FL-SPN	ived from a major/n	ninor requir SPN	rement. NOTE: To 101		hours are still required f Spanish placement exar	lor degree requirements. Example n
Major/Minor		Dept	Course No	Suffix	Comment	
	~					
		combinatio	on of courses that	satisfy a r	program requirement wi	thout a direct course equivalency
		combinatio	on of courses that	satisfy a p	program requirement wi	thout a direct course equivalency
equirement Substi	tution .a single or		on of courses that	satisfy a p	program requirement wi ENG354-Univ of Northe	
Choose Requirement Substi BA-ENG Major/Minor	tution _a single or Example: ENG-BA					

Important Information:

- After the exception has been submitted, it will be routed to the respective department chair or their delegate for review and approval.
- After exceptions are approved by the department chair or their delegate, the Registrar's Office will enter the exception into the student's DARS audit.
- Be sure to complete and submit all DARS exceptions in a timely fashion.
- All DARS exceptions should be submitted on DARSweb before the Graduation Contract is submitted.
- Submitted and approved exceptions for each active student remain in the system and may be viewed by advisors.
- Exceptions are linked to a specific major or minor, so approved exceptions will not apply if a student officially changes their major.
- Exceptions may not be submitted for Undeclared and Non-Degree students.
- Exceptions cannot be submitted electronically for Institutional, General Education or Credits over 10 Years requirements. These types of waivers must be submitted paper form. Forms can be found on the Registrar's Office website.