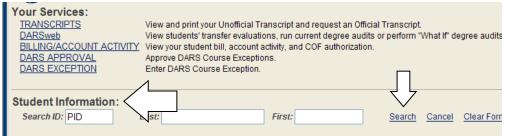
After accessing your PAWS account, retrieve the student's information by entering the student's PID number under Student Information. You are able to search for the student by using their name as well. After inputting the student's PID number, select Search. Select the student from the drop down menu.



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

| Your Services:<br>TRANSCRIPTS<br>DARSweb<br>BILLING/ACCOUNT ACTIVITY<br>DARS APPROVAL<br>DARS EXCEPTION | View and print your Unofficial Transcript and request an Official T<br>View students' transfer evaluations, run current degree audits or<br>View your student bill, account activity, and COF authorization.<br>Approve DARS Course Exceptions.<br>Enter DARS Course Exception. |               |        | gree audits |
|---|---|---------------|--------|-------------|
| Student Information:<br>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<br>BSW-SOCWK | PSYCH                              | ajor/minor from ano<br>100 | PSY 102        | a transfer course. Exa<br>Pueblo Community        |                       |               |
|----------------------------------|------------------------------------|----------------------------|----------------|---|-----------------------|---------------|
| Major/Minor<br>Choose            | Dept Course                        | 037                        | 0.0000000      |   | All<br>Students       | Del           |
| Aiver is wa                      | aived from a major/minor re<br>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<br>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<br>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<br>SPN 101 | I from a major/minor requirement. NOTE: Total credit hou<br>SPN 101 Spa<br>Dept Course No Suffix Co<br>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<br>SPN 101 Spanish placement exam<br>Dept Course No Suffix Comment<br>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<br>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<br>Choose                                 | Dept                                      | Course No           | Suffix                  | Substitu    | tion Institution                                     | All<br>Students                       |
| <b>aiver</b> -a course is wa<br>3A-FL-SPN             | ived from a major/n                       | ninor requir<br>SPN | rement. NOTE: To<br>101 |             | hours are still required f<br>Spanish placement exar | lor degree requirements. Example<br>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<br>ENG354-Univ of Northe      |                                       |
| Choose<br>Requirement Substi<br>BA-ENG<br>Major/Minor | tution _a single or<br>Example:<br>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.