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WHAT IS A COURSE MASK AND WHY IS IT SO IMPORTANT?

In DARSWeb 3.5, the formatting for any courses entered in an exception must be precise or the exception won't work properly. The Course Mask is the template of format for each course entered.

Ohio State's Course Mask is: A*****?999.xx

A***** The first 8 characters are OSU's official eight-character Department Abbreviation. For example, the department abbreviation for courses offered by the Department of Political Science is "POLIT SC". If there are fewer than eight characters in a department abbreviation, then there must be enough spaces entered to total eight characters.

? The 9th character is a course prefix. For OSU courses or OSU equivalent transfer courses, this will be a space. The valid values for this position are: G (for General credit), S (for Special credit) and T (for Technical credit). Note: Any other prefix, such as "H" for honors, "E" for embedded honors, etc. are not valid.

999 The first three digits of the course number.

. Optional decimal for course number extensions (e.g., English 367.04).

xx Optional decimal course extension (see above example).

Step 2. Enter the pseudo course for the sub-requirement....

Insert Course

Exception Code: IC

Requirement Name:

Pseudo-Course Name:

Exception Note:

Required Sub-reqs (req level) or Courses (sub-req):

... and then Save/Add:

Step 3. Select the exception just saved ...

Audit Note	Memo	Exception Code	Pseudo Course	Course	Delete Exceptions
1		IC	075 MOLECULAR		<input type="checkbox"/> Select for Deletion

... and Click "Add Course":

Step 4. Enter the course (department and number) into the Course field, then click "ADD".

Seq No	Course	RCourse	MatchCtl	Effdte	ADD
1	MICRBIOLG000.09				

Step 5. Click "Save Course List"...

Courses to Add:			
1	MICRBIOLG000.09		Delete
SAVE COURSE LIST		CANCEL	

... and Click Save/Edit:

Course	Replacement Course	MatchCTL	Year Term
MICRBIOLG000.09			

[Add Course](#)

SaveEdit Cancel

After the Exception:

```
EARNED: 14 HOURS          3.650 GPA
--> NEEDS: 31 HOURS

MOLECULAR - COMPLETED
W102 MICRBIOLG000.09 4 K
```

Delete Course

Definition: This exception will delete a course (typically one the student has taken) from the list of acceptable courses for a specific sub-requirement. It is typically used to affect the “flow” of courses in a degree audit.

Example: A Jewish Studies major has credit for Hebrew 241, which normally fulfills the Cultures and Ideas sub-requirement of the Arts and Humanities General Education Curriculum category. For this student, Hebrew 241 has been approved for use in the electives sub-requirement of the major.

Before the Exception:

2. VISUAL/PERFORMING ARTS			
WI04 MUSIC	250	5.0	A
3. CULTURE AND IDEAS			
SP04 HEBREW	241	5.0	A

JEWISH HISTORY - COMPLETED							
AU03 HISTORY	330.01	5.0	A	WI04 HISTORY	330.02	5.0	B
WI04 HISTORY	530.02	5.0	C				
- ELECTIVES - IN CONSULTATION WITH YOUR ADVISER, SELECT A MINIMUM OF 10 HOURS OF ELECTIVES. ALL ELECTIVE COURSE WORK MUST BE EARNED AT THE 200-LEVEL OR ABOVE, AND AT LEAST 5 HOURS MUST BE EARNED AT THE 400-LEVEL OR ABOVE.							
FROM:	HEBREW 241 §:249 ELECTIVES						

Entering the Exception:

Step 1. Select “Add Exception” from the Exceptions menu, then select “Delete Course” from the list.

Description	Exception Code
INSERT COURSE	IC
DELETE COURSE	DC
EXCHANGE COURSE	XC
COURSE SUBSTITUTION	CS

Step 2. Enter the pseudo course for the sub-requirement.

Delete Course

Exception Code: DC

Requirement Name:

Pseudo-Course Name: **ASC OTHER HUM**

Exception Note:

... and then Save/Add:

SaveAdd Cancel

Step 3. Click on the exception just saved:

Audit Note	Memo	Exception Code	Pseudo Course	Course	Delete Exceptions
2		DC	ASC OTHER HUM		<input type="checkbox"/> Select for Deletion

Delete Exceptions

... and Click "Add Course":

[Add Course](#)

SaveEdit Cancel

Step 4. Enter the course (dept and number) into the Course field, then click "ADD".

A screenshot of a web form with five input fields: 'Seq No' (containing '1'), 'Course' (containing 'HEBREW 241'), 'RCourse', 'MatchCtl', and 'Effdte'. The 'Course' field and the 'ADD' button on the right are circled in red.

Step 5. Click "Save Course List" button ...

A screenshot showing a table with columns: 'Seq No', 'Course', 'RCourse', 'MatchCtl', 'Effdte', and 'ADD'. Below the table is a section titled 'Courses to Add:' containing a table with one row: '1', 'HEBREW 241', and a 'Delete' link. Below this table are two buttons: 'SAVE COURSE LIST' and 'CANCEL'. The 'SAVE COURSE LIST' button is circled in red.

... and then Save/Edit:

A screenshot of a table with columns: 'Course', 'Replacement Course', 'MatchCTL', and 'Year Term Range'. The 'Course' column contains 'HEBREW 241'. Below the table is a link 'Add Course'. At the bottom are two buttons: 'SaveEdit' and 'Cancel'. The 'SaveEdit' button is circled in red.

After the Exception:

2. VISUAL/PERFORMING ARTS
W104 MUSIC 250 5.0 A

3. CULTURE AND IDEAS
AU03 HISTORY 330.01 5.0 A

- ELECTIVES - IN CONSULTATION WITH YOUR ADVISER, SELECT A MINIMUM OF 10 HOURS OF ELECTIVES. ALL ELECTIVE COURSE WORK MUST BE EARNED AT THE 200-LEVEL OR ABOVE AND AT LEAST 5 HOURS MUST BE EARNED AT THE 400-LEVEL OR ABOVE.

SP04 HEBREW 241 5.0 A
FROM: [\\$:249 ELECTIVES](#)

Note: Hebrew 241 has been replaced with History 330.01, which allowed the course to fall into major electives.

Exchange Course

Definition: This exception allows you to exchange or “swap” a student’s course for an acceptable course. This exception is similar to “Course Substitution,” but the student’s course retains its own identity.

Example: A student has successfully petitioned to use Physics 111, 112 and 113 in place of the Physics 131, 132 and 133. “Exchange Course” will allow for the “swapping” of Physics 111 for 131, Physics 112 for 132 and Physics 113 for 133.

Before the Exception:

- DIFFERENTIAL EQUATIONS - TAKE THIS COURSE
FROM: [MATH 255](#)

- PHYSICS - TAKE ALL 3 COURSES
FROM: [PHYSICS 131,132,133](#)

Entering the Exception:

Step 1. Select “Add Exception” from the Exceptions menu, then select “Exchange Course” from the list.

Description	Exception Code
INSERT COURSE	IC
DELETE COURSE	DC
EXCHANGE COURSE	XC
COURSE SUBSTITUTION	CS
MODIFY CODES	MC

Step 2. Enter the pseudo course for the sub-requirement being modified ...

Exchange Course

Exception Code: XC

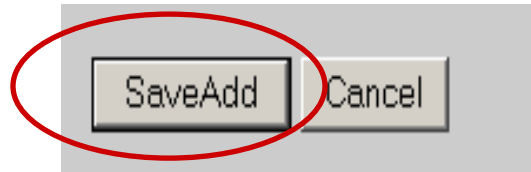
Requirement Name:

Pseudo-Course Name:

Exception Note:

Required Sub-reqs (req

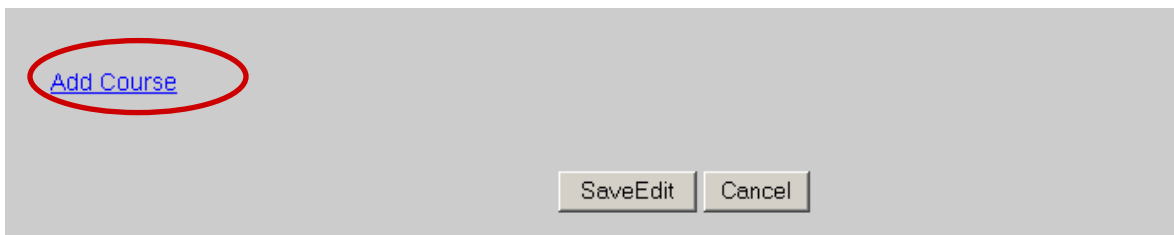
And then click on Save/Add:



Step 3. Select the exception just saved ...

Audit Note	Memo	Exception Code	Pseudo Course	Course	Delete Exceptions
1		XC	100BS PHYSICS		<input type="checkbox"/> Select for Deletion

... and Click "Add Course":



Step 4. Enter the course and its replacement (department and number) into the Course and RCourse fields, then click "ADD".

Seq No	Course	RCourse	MatchCtl	Effdte	ADD
1	PHYSICS 131	PHYSICS 111			

Step 5. Click "Save Course List" and then "SaveEdit."

Seq No	Course	RCourse	MatchCtl	Effdte	
1					ADD
Courses to Add:					
1	PHYSICS 131	PHYSICS 111			Delete
1	PHYSICS 132	PHYSICS 112			Delete
1	PHYSICS 133	PHYSICS 113			Delete
<input type="button" value="SAVE COURSE LIST"/> <input type="button" value="CANCEL"/>					

Course	Replacement Course	MatchCTL	Year Term Range
PHYSICS 131	PHYSICS 111		
PHYSICS 132	PHYSICS 112		
PHYSICS 133	PHYSICS 113		

[Add Course](#)

After the Exception:

```
- DIFFERENTIAL EQUATIONS - TAKE THIS COURSE
FROM: MATH 255

PHYSICS - COMPLETED
SPOO PHYSICS 111 5.0 KM SPOO PHYSICS 112 5.0 KM
SPOO PHYSICS 113 5.0 KM
```

Course Substitution

Definition: A student's course can be substituted for a specific course in a list of acceptable courses. With this exception, the student's course "assumes the identity" of the substituted course.

NOTE: It is advisable to try an "Insert Course" exception before attempting a "Course Substitution" exception.

Example: A student receives "special" credit for the following transfer course:

WI03 ENGLISH S000.01 5.0 KB WOMEN IN LITERATURE
CSCC: ENGL276

This course was approved to meet the GEC Second Writing Requirement and was substituted for English 367.04.

Before the Exception:

- SECOND COURSE - CHOOSE ONE
FROM: [AGR COMM 367](#) [AFAM&AST 367.02](#),
[AFAM&AST 367.03,367.04](#) [ARABIC 367](#)
[ART EDUC 367.01,367.02](#) [COMP STD 367.01](#),
[COMP STD 367.02,367.03,367.04](#) [ECON 367.01](#),
[ECON 367.02](#) [ENGINEER 367](#) [ENGLISH 367.01](#),
[ENGLISH 367.02,367.03,367.04,367.05,367.06](#),

Entering the Exception:

Step 1. Select "Add Exception" from the Exceptions menu, then select "Course Substitution" from the list.

Description	Exception Code
INSERT COURSE	IC
DELETE COURSE	DC
EXCHANGE COURSE	XC
COURSE SUBSTITUTION	CS
MODIFY CODES	MC

Step 2. Enter the Course and Replacement Course for the sub-requirement being modified ...

Course Substitution

Exception Code: 00

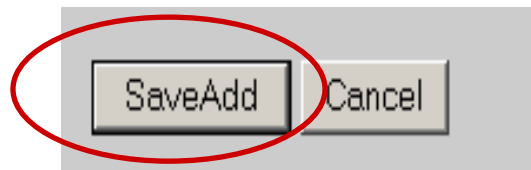
Course Taken by Student: ENGLISH S000.01

Term:

Substituted for: ENGLISH 367.04

Message displayed on audit:

... And then click on Save/Add:



S

After the Exception:

✔ WRITING AND RELATED SKILLS

EARNED: 10 HOURS

SP98 ENGLISH G000	5 K	PROCESSED AS: ENGLISH 110
		IN PLACE OF: ENGLISH 110.01
SP02 ENGLISH S000.01	5.0 KB	IN PLACE OF: ENGLISH 367.04

Modify Codes

Definition: This exception allows you to append or remove condition codes associated with a course. A condition code is a one-character code that identifies certain attributes of a course. For example, a condition code of “C” is assigned to all courses with grades of “C-“ or better. This allows DARS to ensure that only courses with grades of C- or better can be counted on certain majors.

Example:

A student received a grade of “PA” in Math 130. Grades of “PA” are not normally allowed to count toward GEC requirements. The student successfully petitioned to allow the Math 130 to count toward the Mathematical and Logical Analysis sub-requirement

Before the Exception:

▼ **X 2. QUANTITATIVE AND LOGICAL SKILLS**

A. BASIC COMPUTATIONAL SKILLS
AU90 MATH 075 4 A

- B. MATHEMATICAL AND LOGICAL ANALYSIS (4 - 5 HOURS)

C. DATA ANALYSIS (5 HOURS)

▼ **COURSE WORK COUNTED TOWARD GRADUATION BUT NOT USED TOWARD A SPECIFIC GEC OR MAJOR REQUIREMENT**

AU92 BIOLOGY G000	5	K	AU92 BIOLOGY S000	5	K
AU92 PLNT BIOS000	5	K	PROCESSED AS: PCMB	S000	
AU04 MATH	130	4.0	PA		

Entering the Exception:

Step 1. Select "Add Exception" from the Exceptions menu, then select "Modify Codes" from the list.

Description	Exception Code
INSERT COURSE	IC
DELETE COURSE	DC
EXCHANGE COURSE	XC
COURSE SUBSTITUTION	CS
MODIFY CODES	MC

Step 2. Enter the Student's Course, Term and Condition Code ...

Modify Codes

Exception Code:

Course Taken by Student:

Term:

Substituted for:

Message displayed on audit:

Accept Code 1:

Accept Code 2:

Reject Code 1:

Reject Code 2:

... And then click on Save/Add:

After the Exception:

▼ ✗ **2. QUANTITATIVE AND LOGICAL SKILLS**

A. BASIC COMPUTATIONAL SKILLS
AU90 MATH 075 4 A

B. MATHEMATICAL AND LOGICAL ANALYSIS (4 - 5 HOURS)
AU04 MATH 130 4.0 PA

Table 1. List of Commonly Used Condition Codes

CONDITION CODE	DEFINITION
W	Assigned to courses with grades of "A-" or better
B	Assigned to courses with grades of "B" or better
C	Assigned to courses with grades of "C-" or better
J	Assigned to courses with grades of "C" or better
K	Assigned to courses with a grade of "K"
N	Assigned to courses with a failing grade (E, NP, U)
P	Assigned to courses with a final grade of PA or NP
Q	Assigned to "EM" credit
S	Assigned to any course with a final grade of S or U
T	Assigned to any course with a "T" prefix (technical courses)
L	Assigned to in-progress courses
I	Courses with this condition code are ignored by the audit
D	Assigned to duplicate courses which are not repeatable (as noted in the Course Catalog); appending a "D" to a course will prevent it from being considered a "duplicate"
#	Any course with this condition code will be ignored from consideration as a cross-listed course

Waive Pseudo

Definition: This exception is typically used when a student has achieved some level of competency that is not course-specific (e.g., through life experience, proficiency testing, etc.).

This exception is similar to “Waive Course,” “Waive Requirement” and “Requirement Complete” exceptions.

Example: The Sports & Leisure Study major in the College of Education requires students to complete EDU PAES 102 or provide Red Cross First Aid Certification.

If the student brings in appropriate documentation, a “Waive Pseudo” exception will complete this sub-requirement.

Before the Exception:



- FIRST AID - TAKE THIS COURSE (2)
PASS EDU PAES 102 OR PROVIDE YOUR ADVISER WITH PROOF
OF CPR & FIRST AID CERTIFICATION TO WAIVE THIS
REQUIREMENT.
FROM: EDU PAES 102 \$:FIRST AID

- CPR & FIRST AID CERTIFICATION MANDATORY - SUBMIT COPIES

Entering the Exception:

Step 1. Select “Add Exception” from the Exceptions menu, then select “Waive Pseudo” from the list.

Description	Exception Code
INSERT COURSE	IC
DELETE COURSE	DC
EXCHANGE COURSE	XC
COURSE SUBSTITUTION	CS
MODIFY CODES	MC
WAIVE PSEUDO	PW
REQUIREMENT COMPLETE	RC

Step 2. Enter the pseudo course for the sub-requirement being waived:

Waive Pseudo

Exception Code: PW

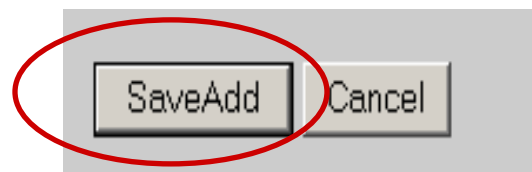
Course or Pseudo-Course: FIRST AID

Hours Waived:

Displayed As:

Year/Term:

... And then click on Save/Add:



After the Exception:

**✗ PHYSICAL EDUCATION TEACHER EDUCATION (PETE) STRAND
FIRST YEAR, AUTUMN QUARTER (16 CREDITS)**

- UNIVERSITY SURVEY - TAKE THIS COURSE (1)
FROM: [EDU PAES 100](#)
- BASIC COMPUTATIONAL SKILLS - TAKE 1 COURSE (5)
TAKE MATH 104 (OR HIGHER). REQUIRED FIRST YEAR, AU QTR.
MATH PLACEMENT TEST "R" OR HIGHER MAY BE SUBSTITUTED.
FROM: [MATH 104](#)
- ORIENTATION TO SPORT & LEISURE - TAKE THIS COURSE (3)
FROM: [EDU PAES 208](#)
- **FIRST AID - COMPLETED (2)**
[FIRST AID](#) 0.0

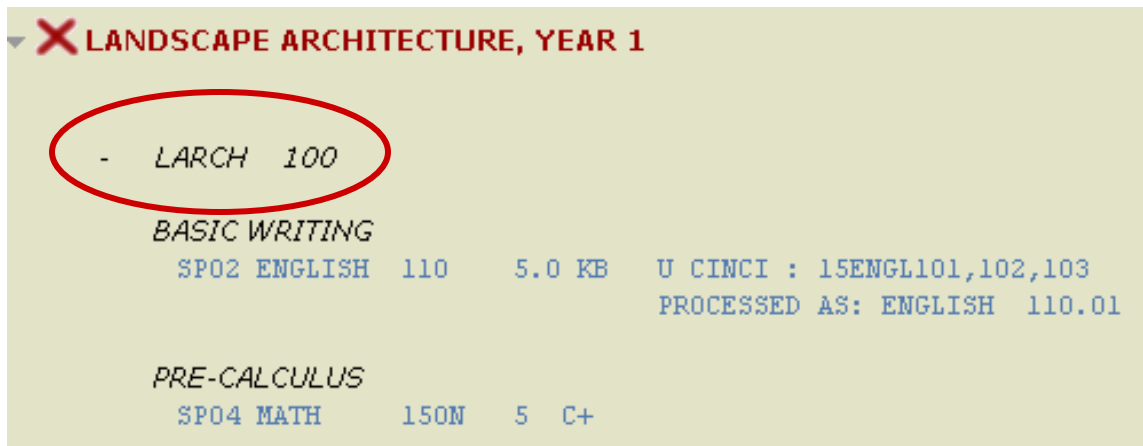
Requirement Complete

Definition: This exception is used when an entire sub-requirement is to be fulfilled.

The “Requirement Complete” exception is virtually the same as “Waive Requirement”.

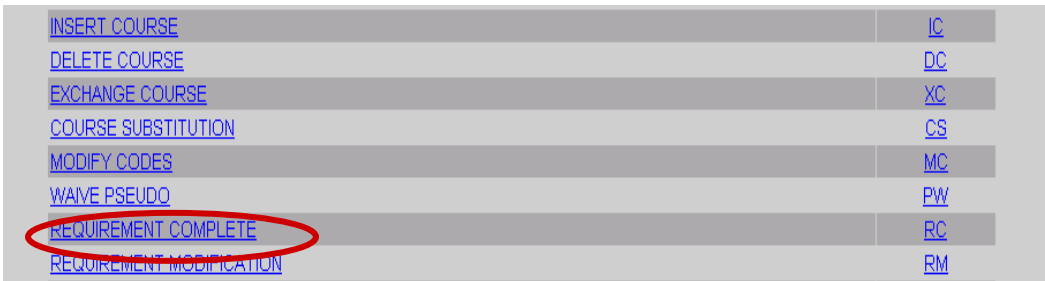
Example: A student in the School of Architecture has successfully petitioned to waive his University Survey requirement because he has two years of transfer credit.

Before the Exception:



Entering the Exception:

Step 1. Select “Add Exception” from the Exceptions menu, then select “Requirement Complete” from the list.



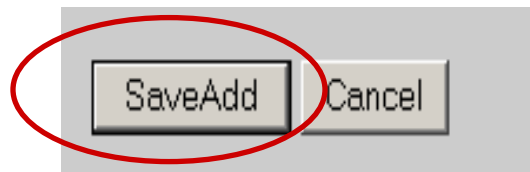
Step 2. Enter the pseudo course for the sub-requirement being forced to completion:

Waive Requirement

Exception Code: WR
Course or Pseudo-Course: AHR SURVEY
Hours Waived: 0.00
Displayed As: trnsfr stdnt-ok
Year/Term:
Add Condition Code 1:

Note: In this exception, a comment was added; this will be displayed in the audit.

... And then click on Save/Add:



After the Exception:

▼ X LANDSCAPE ARCHITECTURE, YEAR 1

<u>UNIVERSITY SURVEY</u>				
trnsfr stdnt-ok			0	
BASIC WRITING				
SP02 ENGLISH	110	5.0 KB		U CINCI : 15ENGL101,102,103
				PROCESSED AS: ENGLISH 110.01
PRE-CALCULUS				
SP04 MATH	150N	5	C+	

Requirement Modification

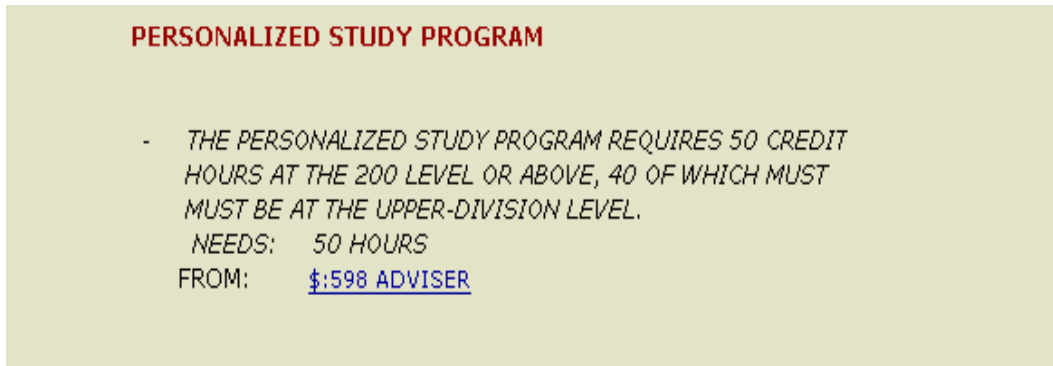
Definition: This exception can modify many values at the requirement and sub-requirement levels.

It is a useful exception when entering a large amount of information, such as a contract for a major or honors program.

Example: The Personalized Study Program in Arts and Sciences has a major component that is entirely contractual.

The courses that comprise the major must be entered as an exception.

Before the Exception:



PERSONALIZED STUDY PROGRAM

- THE PERSONALIZED STUDY PROGRAM REQUIRES 50 CREDIT HOURS AT THE 200 LEVEL OR ABOVE, 40 OF WHICH MUST BE AT THE UPPER-DIVISION LEVEL.
NEEDS: 50 HOURS
FROM: [§:598 ADVISER](#)

Entering the Exception:

Step 1. Select "Add Exception" from the Exceptions menu, then select "Requirement Modification" from the list.

Description	Exception Code
INSERT COURSE	IC
DELETE COURSE	DC
EXCHANGE COURSE	XC
COURSE SUBSTITUTION	CS
MODIFY CODES	MC
WAVE PSEUDO	PW
REQUIREMENT COMPLETE	RC
REQUIREMENT MODIFICATION	RM
WAVE COURSE	WC

Step 2. Enter the pseudo course for the sub-requirement....

Requirement Modification

Exception Code: RM

Requirement Name:

Pseudo-Course Name:

Exception Note:

Required Sub-reqs (req level) or Courses

... and then Save/Add:

Step 3. Select the exception just saved ...

Audit Note	Memo	Exception Code	Pseudo Course	Course	Delete Exceptions
1		RM	598 ADVISER		<input type="checkbox"/> Select for Deletion

... and Click "Add Course":

[Add Course](#)

Step 4. Enter the course (department and number) into the Course field, then click "ADD".

Seq No	Course	RCourse	MatchCtl	Effdte	
1	HEBREW G000.02				ADD

Step 5. Add Additional Courses and Click "Save Course List"...

Seq No	Course	RCourse	MatchCtl	Effdte	
1					ADD
Courses to Add:					
1	HEBREW G000.02				Delete
1	HEBREW 401				Delete
1	HEBREW 489				Delete
1	HEBREW 620				Delete
1	HEBREW 693				Delete
1	HIST ARTG000.01				Delete
1	HISTORY 530.02				Delete
1	HISTORY 330.02				Delete
1	PHILOS 322				Delete
1	PHILOS 521				Delete
					SAVE COURSE LIST
					CANCEL

... and Click Save/Edit:

HEBREW G000.02			
HIST ARTG000.01			
HISTORY 330.0			
HISTORY 530.02			
PHILOS 322			
PHILOS 521			

[Add Course](#)

SaveEdit Cancel

Waive Course

Definition: This exception is used to waive a specific course for a student.

This exception is similar to “Waive Pseudo,” “Waive Requirement” and “Requirement Complete” exceptions.

Example: A student transferred Math 132 from another institution and is enrolled in the Fisher College of Business. The business curriculum requires Math 130 and 131 in addition to Math 132. A petition to waive the lower level math courses has been approved, since the student has achieved a higher level of proficiency.

Before the Exception:

```
MATH - PLACE IN HIGHER LEVEL MATH OR
TAKE THIS PREREQUISITE COURSE ( 130 )
FROM:   MATH 130

- MATH - TAKE BOTH COURSES (131 & 132)
FROM:   MATH 131,132

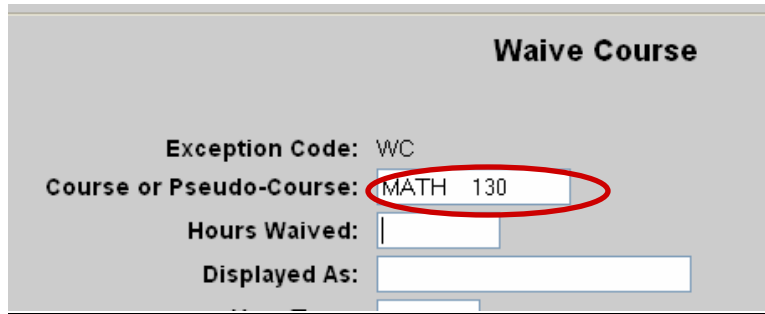
- OR MATH - TAKE BOTH COURSES (151 & 132)
      1 COURSE TAKEN
      SP02 MATH   132   4.0 KA   KENT ST : MATH 11012
FROM:   MATH 151
```

Entering the Exception:

Step 1. Select “Add Exception” from the Exceptions menu, then select “Waive Course” from the list.

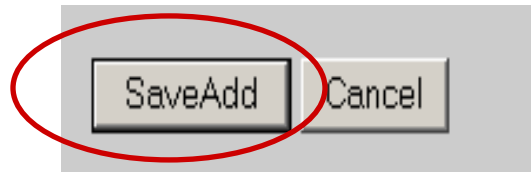
REQUIREMENT MODIFICATION	RM
WAIVE COURSE	WC
WAIVE HOURS	WH
WAIVE REQUIREMENT	WR
USE COURSE	UC
CATALOG YEAR	CY
ALTERNATE CATALOG YEAR 2	A2

Step 2. Enter the Course being waived:



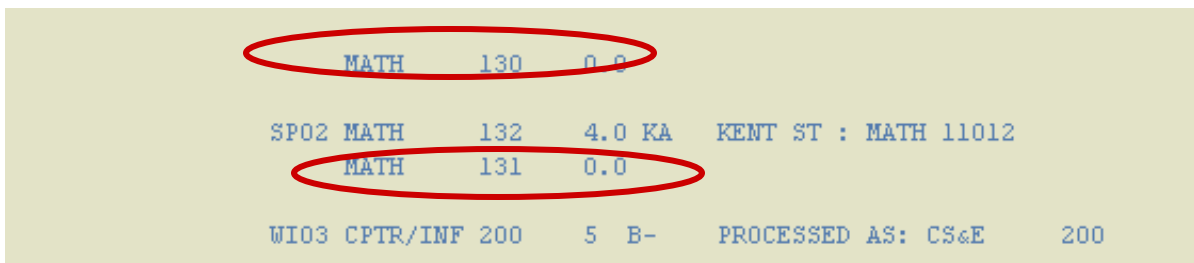
The screenshot shows a form titled "Waive Course" with the following fields: "Exception Code: WC", "Course or Pseudo-Course: MATH 130" (circled in red), "Hours Waived:" (empty), and "Displayed As:" (empty).

... And then click on Save/Add:



After the Exception:

Note: Math 131 was also waived.



The table shows a list of course records with the following entries:

MATH	130	0.0			
SPO2	MATH	132	4.0	KA	KENT ST : MATH 11012
MATH	131	0.0			
WI03	CPTR/INF	200	5	B-	PROCESSED AS: CS&E 200

Waive Hours

Definition: This exception is used to waive a number of hours in a specific sub-requirement for a student.

Example: The College of Food Agricultural and Environmental Sciences requires 19 hours over four sub-requirements (four courses) in the Arts & Humanities requirement.

A transfer student has been approved to complete the requirement with 18 hours and four courses.

Before the Exception:

▼ **X** ARTS AND HUMANITIES

STUDENTS WITH TRANSFER CREDIT MUST COMPLETE
4 COURSES AND AT LEAST 19 HOURS

HISTORICAL SURVEY - COMPLETED
1 COURSE TAKEN
SP02 HISTORY 182 4.0 KA WILMNGTN: HIS151I

LITERATURE - COMPLETED
1 COURSE TAKEN
SP03 ENGLISH G000.17 4.0 KB WILMNGTN: ENG201I

VISUAL AND/OR PERFORMING ARTS - COMPLETED
1 GROUP TAKEN
AU02 HIST ARTG000.13 5.0 KA WILMNGTN: ART210I

OTHER ARTS AND HUMANITIES - COMPLETED
1 GROUP TAKEN
SP02 PHILOS 101 5.0 KA WILMNGTN: R&P105

Entering the Exception:

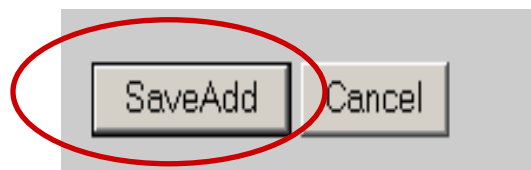
Step 1. Select "Add Exception" from the Exceptions menu, then select "Waive Hours" from the list.

WAVE COURSE	WC
WAVE HOURS	WH
WAVE REQUIREMENT	WR
USE COURSE	UC
CATALOG YEAR	CY
ALTERNATE CATALOG YEAR 2	A2

Step 2. Enter the pseudo course and the hours being waived for the sub-requirement:

Exception Code:	WH
Course or Pseudo-Course:	<input type="text" value="AGR.OTHER.HUM"/>
Hours Waived:	<input type="text" value="1.00"/>
Displayed As:	<input type="text"/>
Year/Term:	<input type="text"/>

... And then click on Save/Add:



After the Exception:

▼ ✓ ARTS AND HUMANITIES

SP02	HISTORY	182	4.0	KA	WILMNGTN: HIS151I
SP03	ENGLISH	G000.17	4.0	KB	WILMNGTN: ENG201I
AU02	HIST	ARTG000.13	5.0	KA	WILMNGTN: ART210I
SP02	PHILOS	101	5.0	KA	WILMNGTN: R&P105
	AGR	OTHER HUM	1.0		

Waive Requirement

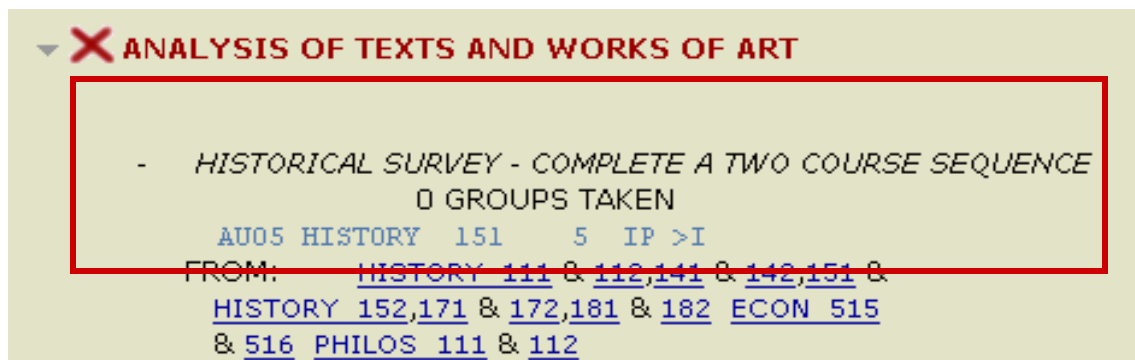
Definition: This exception is used when an entire sub-requirement is to be waived.

The “Waive Requirement” exception is similar to the “Requirement Complete” and “Waive Pseudo” exceptions.

Example: Students in the School of Allied Medicine have the option to drop a GEC requirement (in certain categories) because of the rigorous nature of their curricula.

One of most common GEC categories that is chosen is the history sequence of two courses. One course of that sequence can be waived or dropped.

Before the Exception:



▼ **X ANALYSIS OF TEXTS AND WORKS OF ART**

- HISTORICAL SURVEY - COMPLETE A TWO COURSE SEQUENCE
0 GROUPS TAKEN
AU05 HISTORY 151 5 IP >I
FROM: ~~HISTORY 111 & 112,141 & 142,151 &
HISTORY 152,171 & 172,181 & 182 ECON 515
& 516 PHILOS 111 & 112~~

Entering the Exception:

Step 1. Select "Waive Exception" from the Exceptions menu, then select "Waive Requirement" from the list.

REQUIREMENT COMPLETE	RC
REQUIREMENT MODIFICATION	RM
WAIVE COURSE	WC
WAIVE HOURS	WH
WAIVE REQUIREMENT	WR
USE COURSE	UC
CATALOG YEAR	CY
ALTERNATE CATALOG YEAR 2	A2

Step 2. Enter the Pseudo Course of the requirement hat is being waived:

Waive Requirement

Exception Code: WR

Course or Pseudo-Course:

Hours Waived:

... And then click on Save/Add:

After the Exception:

▼ **X ANALYSIS OF TEXTS AND WORKS OF ART**

HISTORICAL SURVEY - COMPLETED
1 COURSE TAKEN
AU05 HISTORY 151 5 IP >I

- *LITERATURE - CHOOSE 1 COURSE*
FROM: [AFAM&AST 154,251,254,271,345,](#)

Use Course

Definition: This exception will force a student's course into a certain requirement.

NOTE: It is advisable to try an "Insert Course" exception before attempting a "Use Course" exception.

Example: Geography 597.01 could be used in either the major or in the Contemporary World requirement. Geography 597.01 matches the major first since it is processed before the Contemporary World requirement.

It was necessary to move Geography 597.01 into the "Contemporary World" category.

Another course (Geography 511) was available to be used in the major.

Before the Exception:



Entering the Exception:

Step 1. Select "Add Exception" from the Exceptions menu, then select "Use Course" from the list.

WAVE COURSE	WC
WAVE HOURS	WH
WAVE REQUIREMENT	WR
USE COURSE	UC
CATALOG YEAR	CY
ALTERNATE CATALOG YEAR 2	A2

Step 2. Enter the Course and pseudo course for the sub-requirement being modified ...

Use Course

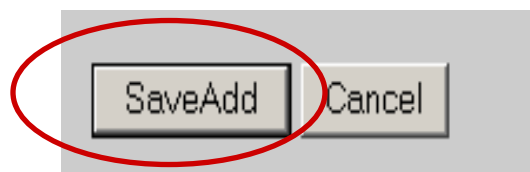
Exception Code: UC

Course Taken by Student:

Substituted for Pseudo-Course:

Message displayed on audit:

... And then click on Save/Add:



After the Exception:

▼ ✓ URBAN AND REGIONAL SYSTEMS MAJOR

EARNED: 2.610 GPA

METHODS COURSES - COMPLETED

SP02 GEOG	580	5.0 C+	AU02 GEOG	607	4.0 B-
AU02 GEOG	683	5.0 C-			

SYSTEMATIC COURSES - COMPLETED

WI03 GEOG	650	5.0 C+	SP03 GEOG	630	5.0 B
SP03 GEOG	670	5.0 B	SP04 GEOG	450	5.0 A-

PHYSICAL GEOGRAPHY - COMPLETED

WI02 GEOG	210	5.0 C			
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REGIONAL GEOGRAPHY - COMPLETED

WI02 GEOG	400	5.0 B+			
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ELECTIVE - COMPLETED

WI02 GEOG	511	4.0 C			
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▼ ✓ 8. ISSUES OF THE CONTEMPORARY WORLD (5 HOURS)

SP02 GEOG	597.01	5.0 B+	IN PLACE OF:	ASC CAPSTONE	
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Catalog Year

Definition: This exception is used to change a student's catalog year. Catalog Year is the quarter/year in which the student began following the curriculum under which they will be certified to graduate. Depending on the academic unit, it may be defined as the term/year the student began their studies at OSU, or when they entered their college, or when they entered their major.

Example: The student's current catalog year is Autumn 2002. The curriculum is changing effective Autumn 2003, and the academic advisor wishes to show the student how the courses will fit into the new curriculum.

Before the Exception:

You are here ▶ **Audit** [View Course History](#) [Close Window](#)

PREPARED: 10/06/05 - 09:32 804-04-0404
THIS IS A TEST RECORD KATHY
PROGRAM CODE: 215 23GEC GRD QTR: SP06 (STDT)
COL: HUM MAJ; CAP; COL ADV; COOK CATALOG YEAR: 20024
BACHELOR OF ARTS
HUMANITIES, HISTORY

✗ HISTORY MAJOR REQUIREMENTS (MINIMUM OF 45 HRS)
STUDENTS SHOULD CONTACT THE UNDERGRADUATE HISTORY
OFFICE TO DEVELOP A PROGRAM THAT MEETS THE HISTORY
DEPARTMENT'S MAJOR REQUIREMENTS.

EARNED: 5 HOURS 4.000 GPA

NOTE: Catalog Year is displayed in the format YYYYQ, where Q=quarter:
1=Winter,
2=Spring,
3=Summer,
4=Autumn

Entering the Exception:

Step 1. Select "Add Exception" from the Exceptions menu, THEN SELECT "Catalog Year" from the list.

WAVE COURSE	WC
WAVE HOURS	WH
WAVE REQUIREMENT	WR
USE COURSE	UC
CATALOG YEAR	CY
ALTERNATE CATALOG YEAR 2	A2

Step 2. Enter the College and Catalog Year and Click SaveAdd:

Set a Catalog Year

Exception Code: CY

Dprog:

Instcd: ASC

Term: 20034

Memo:

Authorized By:

After the Exception:

✖ HISTORY MAJOR REQUIREMENTS (MINIMUM OF 50 HRS)
***** NOTE: EFFECTIVE AUTUMN 2003, NEW REQUIREMENTS ARE IN EFFECT. SEE YOUR ACADEMIC ADVISOR FOR HELP IN CREATING A COHERENT MAJOR PROGRAM CONTRACT. *****

EARNED: 10 HOURS 4.000 GPA

Special Notes:

PLEASE NOTE: If the change in catalog year is a permanent one, then the change should be made on the RSAP screen:

```
RSAP 804040404/SP03 12:56 10/06/05 KNG
804 04 0404 THIS IS A TEST RECORD K DOB 09/26/68 SEX F HOLD N-- FEE R/R RLSE Y
SP03 ST 1 RK 4 CMP COL CL C/0 COLL HUM MAJ 215 HISTORY *
*** STUDENT ACADEMIC PROGRAM ***
ADVISER A COOK CHANGE THRU: M

A MAJOR1 EFQYY SPL CTYR PRG
215 HISTORY AU02 AU02 GEC

ACTION: DEGREE INFORMATION ACTION: SECOND MAJORS, MINORS, OR SPL
N COL QYYYYY C DEGREE OR HONOR N TYP PROGRAM EFQYY COL SPL CTYR

1 HUM SP2006 S 23 B. A. 1 MIN 380 PHYSICS AU02 PRI AU02
```


Entering the Exception:

Step 1. Select "Add Exception" from the Exceptions menu. THEN SELECT "Alternate Catalog Year 2" from the list.

WAVE COURSE	WC
WAVE HOURS	WH
WAVE REQUIREMENT	WR
USE COURSE	UC
CATALOG YEAR	CY
ALTERNATE CATALOG YEAR 2	A2

Step 2. Enter the College and Alternate Catalog Year:

Set an Alternate Catalog Year

Exception Code: A2

Dprog:

Instcd:

Term:

Memo:

Authorized By:

NOTE: Catalog Year is displayed in the format YYYYQ, where Q=quarter:
1=Winter,
2=Spring,
3=Summer,
4=Autumn
requirements have

After the Exception:

✖ **AGRICULTURAL EDUCATION MINOR**
COMPLETE 20 HOURS & EARN A 2.0 GRADE POINT AVERAGE OVERALL

EARNED: 14 HOURS 4.000 GPA

- *AGRICULTURAL EDUCATION - COMPLETE THE FOLLOWING COURSES*
4 COURSES TAKEN

SP04	AGR	EDUC	342	3	A	WI05	AGR	EDUC	230	3	A
WI05	AGR	EDUC	530	5	A	SP05	AGR	EDUC	532	3	A

FROM: [AGR EDUC 622,420](#)

▶ **AGRIBUSINESS AND APPLIED ECONOMICS MAJOR**

¹ Condition codes are one-character codes that identify certain attributes of a course. For example, all transfer courses with grades of “K”, “KD” and “KM” have a “K” condition code associated. See the Modify Codes Exception for more information.