Exception Application Guide for Advisors

- 1. Advisors start by going to MyGateway and Clicking the tile "Exception"
- 2. After clicking on the Tile, the Exception Application will automatically open
 - a. If the Application asks an Advisor for access before using the form please contact Tyrome Petty, <u>pettyty@umsle.edu</u>

DARS Exceptions	
The survey will take approximately 8 minutes to complete.	
Hi, Brett. When you submit this form, the owner will see your name and email address.	
* Required	
1. Student's Name *	
Enter your answer	
2. Student Number * The value must be a number	
The value must be a number	
3. Request Type *	
Exception	
○ Graduation Hours	
O Move a Course	
O Waive a Course	
O Waive Hours	

- Advisors will need to enter the Student's Name, Student's Number, & Request Type before clicking Next.
- 4. Below a brief description of each Request Type
 - a. Exception
 - i. One Course being used for another Course, example: Hist 1001 for Hist 1002
 - b. Graduation Hours
 - i. Transfer course not counting for credit or is currently a Free Elective "Code 6"
 - c. Move a Course
 - i. A course needing to be moved from one section of the Audit to a different section.
 - d. Waive a Course
 - i. A course needing to be waived on the Audit for a student
 - e. Waive Hours
 - i. Waiving hour from a Requirement
- 5. Once you have entered the student's information and selected the Request Type you are using, click the **Next** button to continue.

a. If the same student requires multiple request types (example: an exception & a waiver of hours) the advisor will have to create multiple requests for the same student.

1. Student's Name *		 	
2. Student Number *			
18675309			
3. Request Type *			
Exception			
O Graduation Hours			
O Move a Course			
O Waive a Course			
O Waive Hours			
Next			

Note: Currently, Exception is the only Request Type where you can put in Multiple requests for the same student, up to 4.

6. The next page will refer directly to the request type. Below are examples of what each request type page will look like.

Spring 20	20
5. Exceptior	s: Requested Course
HIST 100	1
5. Exceptior	s: Applied Course
5. Exceptior	s: Applied Course
5. Exception	s: Applied Course
5. Exception	s: Applied Course
5. Exception HIST 100 7. Exception	s: Applied Course
5. Exception HIST 100 7. Exception History B	s: Applied Course 2 s: Degree Program

Graduation Hours

4. Graduation Hours: Semester Taken

Spring 2019

5. Graduation Hours: Requested Course

ENGL 101

6. Graduation Hours: Institution

STLCC	

7. Graduation Hours: Justification

Back Next	Removing "Free Elective"	Code 6 from course	\sim
Back Next			
	Back	Next	

Move a Course

4. Move a Course: Semester Taken

	Fall 2022
L	
5.	Move a Course: Requested Course
[HIST PF101
6.	Move a Course: Target Requirement
	Cultural Diversity
7.	Move a Course: Justification
	Department approved Course moving from on 🗸

Back

Next

Waive a Course

4. Waive a Course: Course to be Waived

CMP 1000

5. Waive a Course: Justification

Program/Requirement C	hange 🗸 🗸
Back	Next

Waive Hours

4. Waive Hours: Requirement to be Waived

Upper Level English

5. Waive Hours: Hours to be Waived

	2							
6.	Waive Hours: Justificat	ion						
	Dean approved waiver of	hours	\sim					
	Back	Next						

- 7. At the end of each Request's Section you will see a Justification drop down menu. This is the reason for the Request. (i.e. The exception/waiver was requested by the Department Chair, there was a change in the program, or the Dean has approved the change.) The Advisor should select the option that best fits the request.
 - a. **Example:** An Advisor is emailed by the Department Chair wanting a transferred course to count as an UMSL course. Justification Re-Evaluation of Course by Department
 - b. **Example:** An Advisor works with the Dean of their Department and believes a course could count for credit. Justification Re-Evaluation for Transfer Course by Dean
 - Example: A Program has changed and a course that used to be needed for transfer students is no longer required but is required for students that did not transfer.
 Justification – Program Change

Note: If Advisors notice there needs to be different or additional justifications or a new request type, please contact Brett Quinn at bpghb3@umsl.edu.

8. After the Advisor has filled out all the information for the request click **Next**.

* Required

Submit

11. Dean *

_		
	Select your answer ^	
	Arts and Sciences	
d.	СоВА	
	Education	
	Engineering	
	Honors College	
This priv	Nursing	will be sent to the m owner. Never
Pow	Social Work	

- 9. The Submit page is where the Advisor will select their Department. A drop-down menu allows the Advisor to Select the correct Department and then they can press submit.
- 10. After the Advisor clicks Submit, the Request will then be sent to the Approver. Advisors can now either start a new request or exit the application if they are finished.

The Request will then move onto the Approver's Process

- The Approver will get an alert on Teams and in Outlook. If Multiple approvers are chosen, then all the Approvers will get an alert. Once the request has been viewed and approved it will move on to DARS, or if it is denied it will alert the advisor of the denial.
 - Note: If there are Multiple Approvers if one approver completes the request the approval option will no longer be available for the others listed as approvers. The Request automatically updates.
 - **Note:** Deans/Approvers can include notes before approving or denying the request.
- Once DARS receives the request then they will complete the request or deny it if something is wrong, such as DARS can't locate the student, or the request can not be completed. The advisor will get a notification of approval or denial from DARS once they have completed the request.

If any problems or questions with the Application, please contact Brett Quinn for help at bpghb3@umsystem.edu.

For Waiving a full Requirement such as FGN LANG Advisors should still email DARS to fulfill the request as usually there is extra documentation required that the Application cannot accommodate at this time.