

Academic Services 201

Office of the Registrar

Agenda

- Degree Audit overview
- Exception Workflow
 - History
 - Goals
 - Permissions and Roles
 - Exception Types
- Petition examples and best practices
- Why does it do that?
- Exception Workflow
 - Petition Components
 - Notifications
 - Petition Statuses
 - My Work Queue

Degree Audit

- Sometimes called the “DARS” audit.
- Individualized report that lists how completed courses and exams apply towards satisfaction of all University, College (including general education), and major requirements.
- Includes all UCSB, UC, Extension, and EAP courses and all accepted transfer courses.
- Reports are run in real-time.
- Degree audits specific to student’s declared catalog year.
- The degree audit is NOT the student’s official record!
- Currently undergraduate students only.

DARS

**HOW TO
PERFORM
THE MAGIC**



DEGREE AUDIT REPORTING SYSTEM

Terms we use:

“DARS” or “DARS audit”
(degree audit)

DARwin (software interface
used for Registrar and
Admissions staff; used to
create degree audits and
process exceptions)

History

- Before releasing a major to students, files for all current students in the major were pulled and all paper petitions were data entered by Registrar's Office staff
- Went live with degree audits to undergraduate students in August 2007 with 11 major audits and five progress checks
- After release to students, all newly received petitions for degree requirements were manually entered by Registrar staff.

- As more major audits were released, this data entry workload increased for Registrar staff
- Quickly became apparent that the workload needed to be distributed
- Led to formation of an Exceptions workgroup and eventually development of a workflow to replace the existing process
- 54 major audits and seven progress checks live to students when Degree Audit Exception Workflow released in March 2009
- Currently 139 major audits and seven progress checks live to undergraduate students

Goals of the Exception Workflow



- Replace paper petition approval process with an online resource.
- Make the process by which petitions are created as user friendly as possible by mimicking the existing process.
- Increase the speed of petition processing from the point of initiation through data entry into DARwin.
- Maximize the number of petitions that could be automatically entered into DARwin in the fewest number of petition types to help reduce the amount of training required.
- Minimize of petitions that would require manual intervention by the Academic Services staff in the Office of the Registrar.

Need help?

- Don't know what petition type to use?
 - Email darshelp@sa.ucsb.edu!
- Think a petition didn't go through properly?
 - Email darshelp@sa.ucsb.edu!
- See an error in the audit?
 - Email darshelp@sa.ucsb.edu!

Permissions and Roles

Workflow Permissions

- We identified four “roles” in the existing process:
 - Department advisor
 - Department chair
 - College advisor
 - Registrar staff
- Each user is assigned a Role and Department (up to 4) or College affiliations
- Permissions are coded as part of the SIS permissions and are passed to AAA at login.

Roles

	Initiation	Dept. Recommendation	College Decision	Registrar Processing	Withdrawal	My Work Queue Access ³
Dept Advisor	X				X	
Dept Chair	X ¹	X			X	X
College	X ²		X		X	X
Registrar				X		X

1. Initiation by the Dept. Chair also functions as Dept. Recommendation.
2. Initiation by the College also functions as a College Decision.
3. Each role has different restrictions as to which petitions may be viewed in the Queue.

The Withdrawal option is available to the College role up until the petition enters a College Approved or College Denied status.

Department Advisor

The Department Advisor role is intended for departments where a staff person would need to be able to enter a petition, but someone else would be responsible for recommending approval of the request.

This role will only allow for the creation of petitions associated with major requirements or courses within the role's department.

Department Chair

This role is intended for the individual in the department that is responsible for recommending approval/denial of the petition for the department. This may be the actual Chair of the department or a faculty or staff designate.

The person with this role may initiate and render a decision on their own petitions, and they may access the department My Work Queue to render a recommendation for petitions that had been previously initiated by a Department Advisor role and are in an “Awaiting Dept Chair Review” Status.

This role is intended for advisors within the colleges. Accounts with this role may initiate and approve petitions for General Education or University requirements.

They may also access a work queue to view, evaluate and approve or deny petitions approved by a department.

Major petitions are assigned to an advisor with a College role based on rules provided by the college.

Users in a college role have additional capabilities to assign petitions to other advisors in a College role.

Upon approval by this role, most petitions will feed directly into DARwin. Those that can not be entered automatically are placed in an “Awaiting Registrar Processing” status.

This role is assigned to Academic Services staff in the Office of the Registrar. Petitions that cannot be fed directly into DARwin are placed in an “Awaiting Registrar Processing” status.

Only ‘Other’ petitions and ‘Course Equivalency’ petitions with the Credit Adjustment Needed box checked are reviewed by someone in a Registrar role. All other petitions are fed into DARwin after College Approval with no further review.

This role may only process the petition; they may not change the approval status or withdraw the petition.

Petition Types

**Select a Petition****What kind of exception would you like to enter?****Add Course(s) to an Area**

Only the student's major department or college may initiate this type of petition.

Apply a course(s) to a particular area within a major, or university or GE requirement.

Substitute Course(s) within an Area

Only the student's major department may initiate this type of petition.

Substitutes a course(s) for another within an area of a major. These courses are not considered equivalent but are acceptable for substitution.

Universal Equivalency

Only a course's home department may initiate this type of petition.

Sets one transfer course as directly equivalent to a UCSB course. This is similar to a course to course articulation, but applies only for this student. UC transfer courses will follow the UCSB repeat policy.

Advisor Approval

Generally used by departments which require approval of major electives.

Other

Petitions for graduation requirements which cannot be handled through a petition type above.

Overview of Petition Types

- Add Course(s) to an Area
- Substitute a Course within an Area
- Universal Equivalency
- Advisor Approval
- Other

Add Course(s) to an Area

The Add Courses petition type is intended to be used to add courses from a student's record to a requirement.

This petition type is good for situations in which a course is being used to fulfill a requirement, but is not intended to replace any particular UCSB course that is already approved to count towards the requirement.

This may be the only option for petitioning elective requirements where a student is allowed to choose one or more courses from a large set of options.

Add Course(s) to an Area

What this petition type does:

- The courses specified from the student record in the 'Select Courses' field are added to the list of courses which may apply to the requirement selected in the 'Requirement' field.

Add Course(s) to an Area

What this petition doesn't do:

- It cannot change the number of courses applied.
 - If you want to use 2 courses from the student record to satisfy 3 required courses, this petition cannot make that kind of adjustment. (See 'Substitute a Course')
- It cannot alter the unit value of the course being added (Use Other type).
 - If a transfer course was granted 6 units and you only want 4 units to apply to the requirement, this petition cannot handle the request
- It cannot apply a course to multiple areas/split a course between sub-requirements (Use Other type).
- It cannot override a unit or course limitation.
 - A limitation that only 4 units of 199 coursework apply to the major requirements or a limitation that only 8 units from a particular supercourse apply to the major requirements.
- It cannot override the rejection of a course by a requirement.
 - The Spanish major requirements specifically exclude SPAN 195 and 196 from applying to area E of the upper division. This course rejection is coded into DARS and can only be overridden by an Other petition.

Add Course(s) to an Area

Additional notes:

- This petition type is never viewed by anyone in Graduation Matters and is fed into DARwin exactly as entered.
- This petition does not ‘force’ the course selected to apply to the requirement specified. It simply informs DARwin that it *may* use the course(s) towards the requirement area. If the course may also be used to satisfy a different requirement area, DARwin will apply the course to the first requirement it encounters that needs it.
- Check the ‘Accept P/NP’ box if the course was taken with P/NP grading.



Degree Audit - Add Course(s) to an Area

FAQ

Learn to select multiple courses

Petition

History

Program or GE Area:

Enviromental Studies (BA)

Catalog Year:

2009

Requirement:

Select a Requirement

- (BA) ENVST 1, 2, and 3 required. (2004-)
- (BA) EEMB 20 or MCDB 20, or MCDB 1A-AL plus EEMB 2 required. (2004-)
- (BA) ECON 1 or 2 or 109 required. (2004-)
- (BA) One GEOL or GEOG course from the specified list. (2004-)
- (BA) One PHIL or POL S course from the specified list. (2004-)
- (BA) Two courses from the specified list. (2004-)
- (BA) Math 3A or 34A, and MATH 3B, 34B, or ENV S 25 required. (2004-)
- (BA) One statistics course from PSTAT 5, 133A, or EEMB 30 (2004-)
- (BA) CHEM 1A-AL-B-BL-C-CL (2004-)
- (BA) CHEM 1A-AL and ENV S 15 (2004-)
- (BA) A. ENV S 100, 115, 190, and 106 or 188 or GEOG 187 (2004-)
- (BA) B. 28 UD units of ENV S electives (2004-)

Select Courses:

Justification:

-- Select a Previous Justification --

 Notify Student

 Accept P/NP

Messages to Student:

Internal Comments:

Substitute a Course within an Area



The Substitute Courses petition type is intended for situations in which you would like to apply courses from the student record as substitutes for specific courses in the degree requirements.

This petition type is able to adjust for differences between the number of courses being applied from the student's record and the number of courses to be satisfied in the degree requirements. It also ensures that a particular course not be counted twice if a petition is filed and the student subsequently completes the substituted UCSB course.

Substitute a Course within an Area



What this petition type does:

- The courses specified from the student record and the courses from the degree requirement are noted in DARwin.
- If the number of courses applied from the student record is not equal to the number of courses being substituted in the requirement, the exception adjusts the number of courses required by the requirement to compensate for the difference.

Substitute a Course within an Area

What this petition type does not do:

- It cannot split courses between different sub-requirements.
- It cannot apply partial units from a course toward the requirement.
- It cannot be used for prerequisite checking.

Substitute a Course within an Area



Additional Notes:

- This petition type is never viewed by anyone in Academic Services and is fed into DARwin exactly as entered.
- This petition does not 'force' the course(s) selected to apply to the requirement specified. It simply informs DARwin that it *may* use the course(s) towards the requirement area. If the course may also be used for a different requirement area,
- DARwin will apply the course to the first requirement it encounters that needs it.
- If an adjustment to the number of required courses is included on the exception in DARwin, it is applied even if one or more courses on the exception were applied to a different requirement.
- Check the 'Accept P/NP' box if the course was taken with P/NP grading.



Degree Audit - Substitute Course(s) within an Area

[FAQ](#)
[Learn to select multiple courses](#)
[Petition](#)
[History](#)

Program or GE Area:

Catalog Year:

Requirement:

Filter:

Select Courses:

SBCC: Fall 2010 - EARTH 111/L:ERTH111 - Dynamic Earth-Physical Geolog [B, 4.50]
 SBCC: Spring 2011 - GEOG 102/GEOG 5 - Cultural Geography [C, 4.50]
 SBCC: Spring 2011 - BIOL 100/MCDB 20 - Concepts Of Biology [B, 6.00]
 SBCC: Spring 2009 - EARTH 101/ASTRO 1 - Introductory Astronomy [B, 4.50]
 SBCC: Spring 2009 - ART 151/L:ART151 - Intermediate Ceramics [B, 4.50]
 SBCC: Spring 2009 - COMM 151/L:COMM 151 - Intercultural Communication [B, 4.50]
 SBCC: Spring 2009 - ENG 110/L:ENGL 110 - Composition and Reading [B, 4.50]
 SBCC: Spring 2009 - ENG 120/L:ENGL 120 - College Research Skills [P, 1.50]
 SBCC: Fall 2009 - ART 104/ARTHI 6C - Hist Of Art: Renaissance-Moder [B, 4.50]
 AP EXAM: Spring 2008 - AP 16/AP ARTST - AP Art Studio [APS, 8.00]

Substitute For:

EARTH 1
 EARTH 2
 EARTH 4
 EARTH 4W
 EARTH 20
 GEOG 3A
 GEOG 3B

Justification:

General Principles Add and Substitute Petitions



- You can petition a work-in-progress course (student is registered but hasn't received a final grade yet).
- If a student earned units in a course but subsequently repeated the course for a better grade (got a D+ the first time, B- the second time), if you need to petition the course, you will be selecting the **first attempt** of the course (D+ grade).
 - The first attempt is used to fulfill requirements but the second attempt will be counted in the GPA.
- Cross-listed courses (MCA) do not need to be petitioned (they count automatically).

Universal Equivalency

This is the only petition type related to the courses offered by the department, not to major requirements. The Universal Equivalency petition allows a department to identify transfer courses as being direct equivalents to one of their department's courses. This can only be done for a 1 to 1 equivalence where one transfer course is equivalent to one UCSB course. This exception is student specific and does not affect any other students that may have taken the same course.

These petitions are also used during pre-requisite checking when students are registering for courses. This means that a 'Y Screen' entry does not need to be made in STAR for courses that have a Universal Equivalency petition.

Universal Equivalency

What this petition does:

- This exception forces the DARS system to treat the course on the student's record as if it were the specified UCSB course. This course is then automatically applied to any requirement that would accept the UCSB course, regardless of major or college.

Universal Equivalency

What this petition type does not do:

- It cannot accept any combinations of courses other than a 1 to 1 equivalent. The DARS articulation process run by Admissions can articulate courses in other combinations, but this petition cannot.
- It will not override any requirements that are specifically encoded to exclude transferred equivalents of UCSB courses (e.g. the Special Subject Area Writing requirement).

Universal Equivalency

Additional Notes:

- This petition type is only reviewed by Graduation Matters when the 'Credit Adjustment Needed' box is checked.
 - A credit adjustment may be needed if the course equivalent would create a situation where duplication or partial duplication of course credit would exist on the student's record.
 - An example would be if the Psychology department were verifying that a pre-matriculation transfer course was equivalent to PSY 5, but the student had subsequently taken PSTAT 5A at UCSB. If the petition were put through and nothing was done about the PSTAT 5A credit, it would result in a situation where SREG/STAR would retain units for both courses (it doesn't know about these petitions), but any Degree Audits would remove credit for the PSTAT 5A course.
- One drawback is that DARS ceases to recognize the course by its original name and any other petitions (e.g. GE exceptions entered by Admissions) entered for this course may need to be adjusted.

Degree Audit - Universal Course Equivalency

[FAQ](#)

[Learn to select multiple courses](#)

Petition **History**

UCSB Equiv.: PSY PSY 109

Student's Course: UCSB: Fall 2010 - CHEM 1A - GEN CHEM [C, 3.00]

- Justification:
-
- UCSB: Spring 2011 - CHEM 1B - GENERAL CHEMISTRY [D, 3.00]
 - UCSB: Spring 2011 - ENGL 114WR - WOMEN & LITERATURE [C-, 4.00]
 - UCSB: Spring 2011 - PSY 101 - HEALTH PSYCHOLOGY [C, 4.00]
 - UCSB: Fall 2011 - PSY 111 - CONCEPTS IN BIOPSY [D-, 4.00]
 - UCSB: Fall 2011 - PSY 138 - SOCIAL MEMORY [C, 4.00]
 - UCSB: Fall 2011 - PSY 148 - PSYCHOLOGY OF SELF [C, 4.00]
 - UCSB: Summer 2012 - PSY 105 - DEVELOPMENTAL PSYCH [I, 0.00]
 - UCSB: Summer 2012 - PSY 105 - DEVELOPMENTAL PSYCH [I, 0.00]
 - UCSB: Summer 2012 - PSY 108 - COGNITIVE PSYCHOLOG [I, 0.00]
 - UCSB: Summer 2012 - PSY 108 - COGNITIVE PSYCHOLOG [I, 0.00]
 - UCSB: Summer 2012 - PSY 124 - EDUCATIONAL PSYCH [I, 0.00]
 - UCSB: Summer 2012 - PSY 149 - SOCIAL PSY RELATION [I, 0.00]
 - DVC: Summer 2005 - SOCIO 120 - Introduction to Sociology [B, 4.50]
 - DVC: Summer 2006 - HIST 121 - History of the United States [B, 4.50]
 - DVC: Spring 2010 - SPAN 221 - Fourth Term Spanish [A, 7.50]
 - DVC: Summer 2010 - MATH 191 - Pre-Calculus [A, 6.00]
 - DVC: Summer 2008 - HSCI 140 - Human Sexuality [B, 4.50]
 - DVC: Summer 2009 - ECON 221 - Principles of Microeconomics [B, 4.50]
 - DVC: Summer 2009 - ENGL 122 - Freshman English: Composition [B, 4.50]
 - DVC: Summer 2009 - MATH 142 - Elementary Statistics with Pr [B, 6.00]
 - GAVILAN: Fall 2009 - ANTH 3 - Introduction to Cultural Anth [A, 4.50]
 - GAVILAN: Fall 2009 - ENGL 1C - Critical Reasoning and Writin [A, 4.50]
 - GAVILAN: Fall 2009 - PSYC 1A - Introduction to Psychology [A, 4.50]
 - GAVILAN: Fall 2009 - THEA 1 - Theater History [A, 4.50]
 - MERRITT: Spring 2010 - PSYCH 24 - Abnormal Psychology [A, 4.50]
 - SJSU: Winter 2010 - PSYC 102 - Child Psych [A, 4.50]

Notify Student

Messages to Student:

Internal Comments:

[RETURN TO QUEUE](#)

[SUBMIT](#)

Advisor Approval

This petition type is usually used in situations where satisfaction of a requirement is not related to a specific course on the student's record. This is primarily used by the colleges for requirements like Academic Residency or waiver of the American History & Institutions requirement. Some academic departments might use this petition if their major audits include a requirement that could be satisfied based on verification from the advisor (e.g. department approval of major electives, etc.).

Advisor Approval

What this petition does:

- This petition either adds information to the student's record to help the audit determine which version of a requirement to enforce or it adds a 'course' which satisfies the requirement.

Advisor Approval Types

- EALCS
 - Chinese and Japanese: switch students between “tracks”
- Global Studies
 - Level 3 foreign language satisfied by high school work
 - Native speaker (foreign language)
- Italian Studies
 - ITAL 20X or 26 satisfied via EAP program
- Linguistics
 - Level 3 foreign language satisfied by high school work
 - Native speaker (foreign language)

Advisor Approval Types

- Engineering majors
 - Advisor approval of electives
 - Using a minor for the Depth requirement
- Creative Studies majors
 - Approval of GE and major requirements
- University requirements
 - American History & Institutions: non-immigrant visa waiver
 - Allow a senior who attended UCEAP to follow normal residence requirement (35/45)
 - Note that a senior who attended UCEAP does not need to return to complete 12.0 units at UCSB



AAA Academic Advising Assistant

My.SA.UCSB



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Letters & Science / ENVST / BA (Fall 2011)

Degree Audit - Advisor Approval

FAQ

Learn to select multiple courses

Petition

History

Program or GE Area:

UC - American History

Catalog Year:

Chemical Engineering
Computer Engineering

Requirement:

Computer Science
Electrical Engineering

Justification:

-- Select a Previous Justification --

GE - 35/90
GE - Creative Studies General Education
Global Studies
Linguistics
Mechanical Engineering
UC - American History

Notify Student

Messages to Student:

Internal Comments:

RETURN TO QUEUE

SUBMIT

Other



This petition type is intended for anything that is not covered by the previous types and would require that an exception be manually added to DARwin by the degree analysts in the Office of the Registrar.

When to use this petition:

- If a course needs to be split to apply to more than one sub-requirement.
- If only a portion of the units awarded for a course may be applied to the requirement.
- If the request is to override a limitation on the number of units of a particular course or super-course that may be applied to the major.
- If a course that had been rejected (excluded) from a particular requirement, but needs to be applied in this one case.
- A request to change a major catalog year for a current major.
- Subject credit only.
- IGETC.
- Want to petition course but student earned an “F” grade.
- Any other request that is particular to a student’s requirements but isn’t covered by one of the other petition types.

Don't use this petition for:

- Anything that can be covered by Add Course, Substitute Course, Universal Equivalency, or Advisor Approval petitions.
- Petitions that are not degree requirement petitions.
 - Concurrent enrollment
 - Major change
 - Repeats (unless the course is already on the student's record-can use Universal Equivalency)



AAA Academic Advising Assistant

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Letters & Science / ENVST / BA (Fall 2011)

Degree Audit - Other

[FAQ](#)

[Learn to select multiple courses](#)

Petition

History

Request:

Any petitions which don't fit into one of the four standard types can be entered here.

Justification:

-- Select a Previous Justification --

Notify Student

Accept P/NP

Messages to Student:

Internal Comments:

Examples and Best Practices

Example 1

Degree Audit – Add Course(s) to an Area

Petition ID:
Status:

Date Submitted:
Date Last Modified:

Program or GE Area: Hotel and Restaurant Management
Catalog Year: 2010
Requirement: HA 380 and 400 required
Select Courses: UCSB: Winter 2016 - HA 210 - Hotel Operations And Management [P, 4.00]
UCSB: Fall 2016 - HA 240 - Restaurant Operations And Management [WIP, 0.00]

Justification:

1) We will accept HA 210, taken P/NP, to apply towards HA 380 because HA 380 was not offered and HA 210 was restricted to P/NP only.

2) Will allow HA 240 to apply as HA 400 because HA 400 was not offered and the course will allow the student to fulfill her major requirements and graduate in [Fall 2016](#).

Notify Student

Accept P/NP

Message to Student:

Date	Advisor	Comment
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Internal Comments:

Date	Advisor	Comment
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Example 1

If this course is graded P/NP, the audit will accept it!

How should I submit this petition?

- 2 separate “Add Course” petitions! (1 for the P/NP course, 1 for the other course)

Degree Audit – Add Course(s) to an Area

Petition ID: [REDACTED] Date Submitted: [REDACTED]
 Status: [REDACTED] Date Last Modified: [REDACTED]

Program or GE Area: Hotel and Restaurant Management
 Catalog Year: 2010
 Requirement: HA 380 and 400 required
 Select Courses: UCSB: Winter 2016 - HA 210 - Hotel Operations And Management [P, 4.00]
 UCSB: Fall 2016 - HA 240 - Restaurant Operations And Management [WIP, 0.00]

Justification:

- 1) We will accept HA 210, taken P/NP, to apply towards HA 380 because HA 380 was not offered and HA 210 was restricted to P/NP only.
- 2) Will allow HA 240 to apply as HA 400 because HA 400 was not offered and the course will allow the student to fulfill her major requirements and graduate in Fall 2016.

Notify Student Accept P/NP

Message to Student:

Date	Advisor	Comment

Internal Comments:

Date	Advisor	Comment

Example 2

Degree Audit – Add Course(s) to an Area

Petition ID:

Status:

Date Submitted:

Date Last Modified:

Program or GE Area: Hotel and Restaurant Management

Catalog Year: 2010

Requirement: HA 315W required

Select Courses: UCSB: Winter 2016 - HA 210 - Hotel Operations And Management [P, 4.00]

Justification:

Accept pass no pass to fill subject requirement will take an additional four units UD HA to fill the letter grade requirement

Notify Student

Accept P/NP

Message to Student:

Date	Advisor	Comment
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Internal Comments:

Date	Advisor	Comment
8/31/2016	Cook	Must take additional four units of UD HA to fill 45 UD letter graded units

Example 2

Degree Audit – Add Course(s) to an Area

Petition ID: [Redacted] Date Submitted: [Redacted]
 Status: [Redacted] Date Last Modified: [Redacted]

Program or GE Area: Hotel and Restaurant Management
 Catalog Year: 2010
 Requirement: HA 315W required
 Select Courses: UCSB: Winter 2016 - HA 210 - Hotel Operations And Management [P, 4.00]

Justification:

Accept pass no pass to fill subject requirement will take an additional four units UD HA to fill the letter grade requirement

Notify Student Accept P/NP

Message to Student:

Date	Advisor	Comment

Internal Comments:

Date	Advisor	Comment
8/31/2016	Cook	Must take additional four units of UD HA to fill 45 UD letter graded units

This type of petition cannot add courses for subject credit only!

This type of petition is not checked or processed by Office of the Registrar staff.

How should I submit this petition?

- Other! Request to have the course applied to this area as subject credit only.

Example 3

Degree Audit – Add Course(s) to an Area

Petition ID:



Date Submitted:



Status:

Date Last Modified:

Program or GE Area: Hotel and Restaurant Management

Catalog Year: 2010

Requirement: Concentration requirement (8 units)

Select Courses: UCSB: Winter 2016 - HA 199 - Hotel Management Internship [A, 4.00]

UCSB: Spring 2016 - HA 199 - Hotel Management Internship [A, 4.00]

Justification:

Accept 8.0 units of Internship towards concentration requirement.

Notify Student

Accept P/NP

Message to Student:

Date	Advisor	Comment
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Internal Comments:

Date	Advisor	Comment
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*General Catalog for Hotel and Restaurant Management major states:

“No more than 4.0 units of Internship coursework (198/199/199RA) may be applied towards upper-division major requirements.”

Example 3

This type of petition cannot override major course limitations!

This type of petition is not checked or processed by Office of the Registrar staff.

Degree Audit - Add Course(s) to an Area

Petition ID: [Redacted] Date Submitted: [Redacted]
 Status: [Redacted] Date Last Modified: [Redacted]

Program or GE Area: Hotel and Restaurant Management
 Catalog Year: 2010
 Requirement: Concentration requirement (8 units)
 Select Courses: UCSB: Winter 2016 - HA 199 - Hotel Management Internship [A, 4.00]
 UCSB: Spring 2016 - HA 199 - Hotel Management Internship [A, 4.00]

Justification:

Accept 8.0 units of Internship towards concentration requirement.

Notify Student Accept P/NP

Message to Student:

Date	Advisor	Comment
------	---------	---------

Internal Comments:

Date	Advisor	Comment
------	---------	---------

*General Catalog for Hotel and Restaurant Management major states:

"No more than 4.0 units of Internship coursework (198/199/199RA) may be applied towards upper-division major requirements."

How should I submit this petition?

- Other! Request to have the courses applied beyond the limit.

Example 4

Degree Audit – Add Course(s) to an Area

Petition ID:
Status:

Date Submitted:
Date Last Modified:

Program or GE Area: Hotel and Restaurant Management
Catalog Year: 2010
Requirement: MGT 303 required
Select Courses: UCSB: Spring 2016 - MGT EAP329 - Management Concepts and Organizations [A, 7.00]

Justification:

Will allow all seven units of this course apply to Business requirement as course is a management course and has a strong conceptual component.

Notify Student

Accept P/NP

Message to Student:

Date	Advisor	Comment
8/31/2016	Cook	MGT EAP329 covers similar content as UCSB's Management 303. Due to overlapping material you are prohibited from taking this course at UCSB for credit as it would cover duplicate material.

Internal Comments:

Date	Advisor	Comment
------	---------	---------

Example 4

This type of petition cannot check for course duplication!

This type of petition is not checked or processed by Office of the Registrar staff.

Degree Audit - Add Course(s) to an Area

Petition ID: [Redacted] Date Submitted: [Redacted]
 Status: [Redacted] Date Last Modified: [Redacted]

Program or GE Area: Hotel and Restaurant Management
 Catalog Year: 2010
 Requirement: MGT 303 required
 Select Courses: UCSB: Spring 2016 - MGT EAP329 - Management Concepts and Organization [A, 7.00]

Justification:

Will allow all seven units of this course apply to Business requirement as course is a management course and has a strong conceptual component.

Notify Student Accept P/NP

Message to Student:

Date	Advisor	Comment
8/31/2016	Cook	MGT EAP329 covers similar content as UCSB's Management 303. Due to overlapping material you are prohibited from taking this course at UCSB for credit as it would cover duplicate material.

Internal Comments:

Date	Advisor	Comment
------	---------	---------

How should I submit this petition?

- Universal Equivalency! Will remove credit in the degree audit for MGT 303 if taken.

Example 5

Degree Audit – Add Course(s) to an Area

Petition ID:
Status:

Date Submitted:
Date Last Modified:

Program or GE Area: Hotel and Restaurant Management
Catalog Year: 2012
Requirement: Concentration: 12.0 units required
Select Courses: UCSB: Spring 2016 - HA EAP115 - Hospitality Leadership and Ethics [A, 12.00]

Justification:

Will allow all 12 units to apply to Concentration requirement as course had strong hospitality emphasis.

Notify Student

Accept P/NP

Message to Student:

Date	Advisor	Comment
8/31/2016	Cook	Note: 12 units is the max EAP units we will allow to apply towards the major. All other courses for this section of the major should be taken from UCSB and the HA Program.

Internal Comments:

Date	Advisor	Comment
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Example 5

Degree Audit - Add Course(s) to an Area

Petition ID: [Redacted]
 Status: [Redacted]

Date Submitted: [Redacted]
 Date Last Modified: [Redacted]

Program or GE Area: Hotel and Restaurant Management
 Catalog Year: 2012
 Requirement: Concentration: 12.0 units required
 Select Courses: UCSB: Spring 2016 - HA EAP115 - Hospitality Leadership and Ethics [A, 12.00]

This type of request cannot be enforced by the Office of the Registrar!

Justification:

Will allow all 12 units to apply to Concentration requirement as course had strong hospitality emphasis.

Notify Student

Accept P/NP

Message to Student:

How should I submit this petition?

- Can be submitted as-is; restrictions as noted should be enforced at the department level.

	Advisor	Comment
2016	Cook	Note: 12 units is the max EAP units we will allow to apply towards the major. All other courses for this section of the major should be taken from UCSB and the HA Program.

Note: 12 units is the max EAP units we will allow to apply towards the major. All other courses for this section of the major should be taken from UCSB and the HA Program.

Additional Comments:

	Advisor	Comment

Similar restrictions: "...contingent on you fulfilling all graduation requirements by the end of Spring 2016."

Why does it do that?

It switched requirements on me!



When I submitted the petition, I chose:

Program: Comparative Literature

Catalog year: 2010

Requirement: **B. 3 UD literature courses (language other than English) [1 required]**

Select Courses: FR 101

Now that the College has approved, when I view the petition in AAA, it says:

Program: Comparative Literature

Catalog year:

Requirement: **D. One UD literature course taught in a foreign language**

Select Courses: FR 101

What happened?

What happened?

- In the degree audit programming, each requirement has a “code” associated with it (called the pseudocourse).
- Within a major, pseudocourses may be reused across catalog years, even if the order or number of required courses changes (was B, now D; was 3 courses, now 1).
- The catalog year and text of the requirement are not retained by the petition—only the pseudocourse is retained.
- When the petition is accessed any time after initial submission, it checks the table for the first instance of that pseudocourse and displays that requirement text.
- **Solution: we’re working on a fix, but no adjustments are needed to the petition; it will work properly.**

It added 2 courses when I petitioned only 1!

When I submitted the petition, I chose:

Program: Statistical Science

Catalog year: 2015

Requirement: D) 8.0 units of PSTAT electives

Select Courses: PSTAT 199, 4.0 units, W16

Now that the College has approved, when I run a degree audit, it displays this in the elective area:

W16 PSTAT 199 4.0

S16 PSTAT 199 3.0

F16 PSTAT 199 2.0

What happened?

What happened?

- While you selected only one quarter of a course in the petition entry, the quarter of the course is not retained by the system.
- The audit will pick up all courses with the same number.
- **Solution: we're working on a fix; in the meantime, email darshelp@sa.ucsb.edu to adjust.**

I can't submit a petition!

When I click submit, I get this error message:

"Unfortunately, the petition could not be saved at this time. Please try again later."

What happened?

What happened?

- We're still investigating this issue.
- If you experience it, please email darshelp@sa.ucsb.edu with the perm number of the student and the date and time you were attempting to submit the petition.

Petition Components



	Add Courses	Substitute Courses	Universal Equivalency	Advisor Approval	Other
Program or GE Area	X	X		X	
Catalog Year	X	X		X	
Requirement	X	X		X	
Select Courses	X	X			
Substitute for		X			
UCSB Equiv			X		
Student's Course			X		
Request					X
Justification	X	X	X	X	X
Notify Student	X	X	X	X	X
Accept P/NP	X	X		X* *appears, no affect	X* *appears, no affect
Credit Adjustment Needed			X		
Messages to Student	X	X	X	X	X
Internal Comments	X	X	X	X	X

Program or GE Area

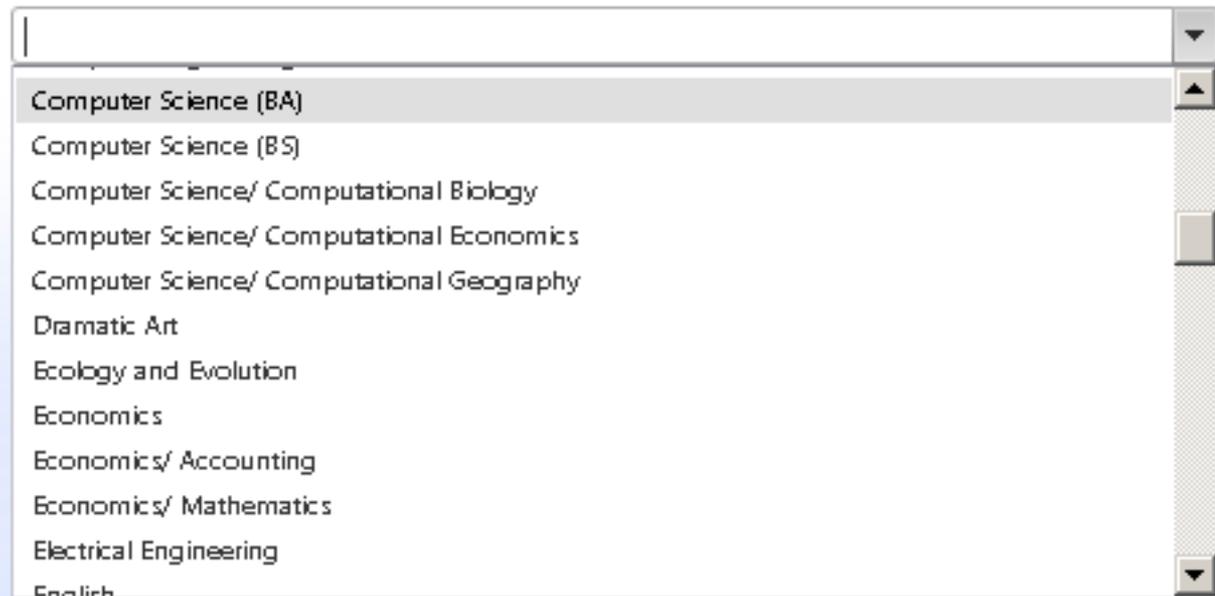
This drop down menu allows the user to select the Program (i.e. major) or GE area that the petition will affect. Options available to the user are determined by the Department(s) or College associated with the user's Role for the workflow.

Program or GE Area:

Catalog Year:

Requirement:

Select Courses:



A screenshot of a web form interface. The form has four sections: 'Program or GE Area:', 'Catalog Year:', 'Requirement:', and 'Select Courses:'. The 'Program or GE Area:' section contains a dropdown menu that is currently open, displaying a list of options. The first option, 'Computer Science (BA)', is highlighted. The other options listed are 'Computer Science (BS)', 'Computer Science/ Computational Biology', 'Computer Science/ Computational Economics', 'Computer Science/ Computational Geography', 'Dramatic Art', 'Ecology and Evolution', 'Economics', 'Economics/ Accounting', 'Economics/ Mathematics', and 'Electrical Engineering'. The dropdown menu has a scroll bar on the right side.

Program or GE Area
Computer Science (BA)
Computer Science (BS)
Computer Science/ Computational Biology
Computer Science/ Computational Economics
Computer Science/ Computational Geography
Dramatic Art
Ecology and Evolution
Economics
Economics/ Accounting
Economics/ Mathematics
Electrical Engineering
English

Catalog Year

This value is automatically populated based on the Program selected. If the program is already on the student record, the catalog year will populate with the major catalog year on the student's record. If the program is not currently on the student record, it will populate with the current catalog year. The user may manually change this value to override the default.

Note: The Catalog Year does not actually affect the exception that is entered into DARwin. All it does is vary which options will appear in the Requirements drop down and which courses will appear in the Substitute For field.

Catalog Year:

2011 ▼

Select Courses

Used on the Add Courses and Substitute Courses petitions, this field displays courses from the student record. This includes completed courses, courses in progress for the current quarter, and any future quarter courses for which a student is registered. Courses are sorted by institution (with UCSB courses listed first), with each institution's courses listed chronologically.

In addition, the list of courses may be filtered by entering text in the 'Filter' field. The filter will filter using any text in the Select Courses field including the department codes, course name or course number.

Petitions may be processed for current or future quarter courses. Once approved, the petitions may be verified using a WIP audit. If the student does not pass the course or drops the course, the petitioned course will not satisfy the requirement.

Multiple courses may be selected by holding down the 'CTRL' key (Command key in OS X) as you click on the courses.

Note: When transitioning to a new quarter, the system quarter will sometimes roll forward before all grades have been submitted for the previous quarter. At the point the system quarter rolls forward, any classes that do not have grades assigned will disappear from the list. They will return once the course has a grade assigned.

Select Courses

Filter:

UCSB: Fall 2009 - MATH 34A - CALC FOR SOCIAL SCI [B, 4.00]
UCSB: Winter 2010 - MATH 34B - CALC-SOC & LIFE SCI [B, 4.00]
UCSC: Winter 2009 - MATH 2/L/MATH 2 - Col Algebra/Calculus [A, 5.00]

Select Courses:

Substitute For

Used on the Substitute Courses petition. This field displays the courses associated with the option selected in the Requirement drop-down. Only courses approved for the selected Catalog Year will be displayed.

Multiple courses may be selected by holding down the CTRL key (Command key in OS X) while clicking on the desired courses.



The image shows a screenshot of a web form. On the left, there is a blue vertical bar with the text "Substitute For:" in white. To the right of this bar is a white rectangular area containing a list of course numbers. The list is as follows:

- EEMB 2
- EEMB 2L
- EEMB 3
- EEMB 3L
- MCDB 1A
- MCDB 1AL
- MCDB 1B
- MCDB 1BL

UCSB Equiv



Used on the Universal Equivalency petition. Indicate the UCSB course that the Student's Course selection is equivalent to. All courses from that department's Master Course Approval list will appear.

UCSB Equiv.:

ANTH ▼

Select Course ▼

Student's Course

Drop down menu listing courses from the student's record. Only one course may be selected. Courses are listed by institution, with UCSB courses appearing first on the list.

Each institution's courses are listed chronologically.

Student's Course:

UCSB: Spring 2009 - PHYS 4L - PHYSICS LAB [A, 1.00]



Request

Used to specify the student request on the Other petition type.

Request:

A large, empty text input field with a thin black border. On the right side, there are two small, grey, triangular arrow buttons (up and down) for scrolling through the text area.

Justification

The justification field is intended for the student's justification for the request (i.e. why do they think the request should be approved.)

The drop down field associated with the Justification text box contains the 10 most recent Justifications entered by the user for the current petition type. Selecting one of these options will automatically populate the Justification text box with the selected value which may then be edited, if needed.

Justification:

– Select a Previous Justification –

The screenshot shows a web form with a light blue header. Below the header, the word "Justification:" is written in bold. Underneath is a dropdown menu with the text "– Select a Previous Justification –" and a small downward arrow on the right. Below the dropdown is a large, empty text input box with a thin border. In the bottom right corner of this text box, there are three small dots arranged in a triangle.

Notify Student

If checked, when the petition is approved or denied by the college, a notification is sent to the student. This box is checked by default.

Notify Student

Accept P/NP

When checked, this text box will allow a course taken for a P/NP grade to be applied to a requirement that would normally only accept a letter graded course. This can be used for UCSB or transferred courses.

Accept P/NP

Registrar's Office: Credit Adjustment Needed



Used on the Universal Equivalency petition to indicate that an adjustment needs to be made to the student's UCSB record prior to the petition being processed. This will redirect the petition into the Registrar's Queue after approval by the College.

An example would be if the Psychology department were verifying that a pre-matriculation transfer course was equivalent to PSY 5, but the student had subsequently taken PSTAT 5A at UCSB. If the petition were put through and nothing was done about the PSTAT 5A credit, it would result in a situation where SREG/STAR would retain units for both courses (it doesn't know about these petitions), but any Degree Audits would remove credit for the PSTAT 5A course.

Make sure to specify the adjustment in the 'Internal Comments' field.

Registrar's Office: Credit Adjustment Needed

Messages to Student

This is a message that will be included in the notification email to the student. Please note that students do not have any other mechanism for viewing petitions. If the Notify Student box is unchecked, any Messages to Student that are entered will not be sent to the student.

Messages to Student:

A large, empty rectangular text input field with a thin black border, intended for entering messages to be sent to students. In the bottom right corner of the field, there is a small, faint icon consisting of a grid of dots.

Internal Comments

This text field is intended for messages intended for anyone who might view this petition in the future. This field is not included in the email notification to the student.

Note: While this field is not included in any notifications to the student, it *is* part of the student's record and must be disclosed should the student ever request to see their complete record.

Internal Comments:

User Notifications

Email

Student Notifications

Notifications are sent to students for any petitions that have the 'Notify Student' box checked. Notifications are sent after a final decision has been rendered by the college. For petitions that require Registrar Processing, the notification emails are not sent until processing by the Registrar's Office is completed.

An email notification is only sent the first time a petition is approved or denied. If subsequent notes are added to petition, they will not be forwarded to the student. In addition, students do not have any way to directly access the workflow, so any notes added to petition after a college decision should be conveyed to the student using another mechanism.

Notifications to the student include all of the information entered on the petition with the exception of the 'Internal Comments' field. Please remember that the contents of this field will be provided to the student should they ever request to view their entire student record.

Sample Student Notification

From: DarsExceptionPetitionManager@sa.ucsb.edu

Sent: Friday, August 31, 2012 4:21 PM
 To: lcwhpcot@jvczw.jfml.roj

Subject: Degree Audit Exception Petition Approved (PTN 15109)

Hello LPCUOTU CWHPCOT,

The petition mentioned below has been approved by the College. If you have questions, please contact your college office.

The petition mentioned below has been approved by the College. This information should be reflected in the student's Progress Check and/or Degree Audit shortly. Please allow extra time for processing of "Other" petitions. For more information, please see the petition.

PLEASE NOTE: This course substitution petition is valid only for the major and requirement shown below. If the student switches majors, the substitution will not carry over to the new major automatically, and will require that a new petition be initiated.

Please save this email for your records.

 Name: LPCUOTU CWHPCOT

Perm Number: 000000

Petition ID: 15109

Petition Type: Substitute Courses

Date Submitted: 08/22/2012 14:55 PM

Petition for Major: Chemistry

Department: CHEM

Course:

REEDLEY: Spring 2010 - PHYS 4A/PHYS 1 - Physics for Scientists and En [C, 6.00]

Applied to GE/Area: Chemistry: Physics 6A-AL-B-BL-C-CL

Substitute For:

PHYS 6A

PHYS 6AL

Justification:

Physics coursework completed at Reedley College approved by Physics department as acceptable for substitution for UCSB Physics 6A and 6AL.

 This email was automatically generated by the Degree Audit petition processing system.

Please do not reply to this email.

Staff Notifications

Notifications are sent to Department Chair/Department Advisor roles when the petition enters a College Approved or College Denied status. Similar to the student notification, staff are not notified if any changes are made to the petition after the initial decision.

College Advisors do not receive any notification. This includes situations where a petition is placed in an 'Awaiting Registrar Processing' status prior to entering College Approved or College Denied.

Petition Statuses

Awaiting Dept Chair Review

This status is assigned after a 'Dept Advisor' role has submitted a petition. Petitions in this status are visible in the My Work Queue for any users with a 'Dept Chair' role in the department that initiated the request.

Awaiting College Review

This status is assigned after a user with a 'Dept Chair' role has recommended approval of a petition. The petition is placed in an 'Awaiting College Review' status and a reviewer with a role of 'College' is assigned based on rules provided by the colleges.

Awaiting Registrar Processing

This status is assigned under one of the following conditions:

- One of these petition types in 'Awaiting College Review' is approved by someone in a College Role
 - All 'Other' petitions
 - Any 'Universal Equivalency' petition with the Credit Adjustment Needed box checked
 - Any petition for a student with a Degree Status of P, D, or F
- One of these petition types in a 'College Approved' status is subsequently denied by someone in a College role or withdrawn by someone in a department role.

Petitions in this status appear in the My Work Queue for staff with a Registrar role. After someone in a Registrar role processes the petition, the petition moves into the status that prompted the Registrar processing.

College Approved

Assigned to petitions approved by a user in a College role. It may be applied to petitions in an Awaiting College Review or College Denied status.

College Denied

Assigned to petitions denied by a user in a College role. It may be applied to petitions in an Awaiting College Review or College Denied status.

Withdrawn

A user with a Department role may withdraw one of their petitions at any point in the process. A user with a College role may withdraw a petition while it is in an Awaiting College Review status.

My Work Queue

Users with Dept. Chair, College or Registrar's may access to view petitions that are awaiting approval

My Work Queue

The screen will default to showing a particular subset of petitions based on the user's permissions.

- Dept. Chair: Shows petitions in 'Awaiting Dept Chair Review' that were submitted for a major from the user's department.
- College: Shows petitions 'Awaiting College Review' that were Assigned to the user. After approval by the Dept Chair, petitions are assigned to a specific advisor based on the student's major.
- Registrar: Displays petitions in 'waiting Registrar Processing'.

Clicking on any one of the petitions will open the petition for display to the user.

My Work Queue - Degree Audit

[FAQ](#)

To initiate a new petition for a student please use the "Initiate New Petition" option under the menu entry Students > Audits > Initiate New Petition.

 Status: Awaiting College Review

ID	Perm	Name	Major	Type	Submitted	Reviewer	Status
48255			UNDEC	ADD: 5 courses from	2/9/2017 ANTH	Kim	Awaiting College Review
48254			UNDEC	ADD: Anthropology	2/9/2017 ANTH	Kim	Awaiting College Review
48253			PRBIO	ADD: D: Physical	2/9/2017 EEMB	Atabek	Awaiting College Review
48252			PRPSY PRCOM	SUB: PSY 1	2/9/2017 PSY	Antenore	Awaiting College Review
48249			FAMST	ADD: One history or	2/9/2017 FLMST	Gardner	Awaiting College Review
48245			COMM GERM	ADD: 40 UD Comm	2/9/2017 COMM	Higuera	Awaiting College Review
48244			COMM GERM	ADD: 40 UD Comm	2/9/2017 COMM	Higuera	Awaiting College Review
48243			POLS	ADD: International	2/9/2017 POLS	Moran-Lanier	Awaiting College Review
48240			POLS	ADD: International	2/9/2017 POLS	Moran-Lanier	Awaiting College Review
48239			PRBIO	SUB: CHEM 6AL	2/9/2017 EEMB	Atabek	Awaiting College Review
48238			ECON	SUB: ECON 140A	2/9/2017 ECON	Rivas	Awaiting College Review
48233			THTR	ADD: 2 courses from	2/9/2017 THTDA	Kassner	Awaiting College Review
48228			ME	SUB: ME 154	2/8/2017 ME	Orton	Awaiting College Review
48227			ME	SUB: ME 154	2/8/2017 ME	Orton	Awaiting College Review



Contact Information

Sara Cook

Assistant Registrar, Academic Services

805-893-8962

sara.cook@sa.ucsb.edu

darshelp@sa.ucsb.edu

Questions?