Guide to
Undergraduate Records Processing
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# STARS UPDATE PROCESS

## Instructions

1. Access **APA.U.STARS.STUAUD**.
2. Enter the student ID number.
3. Select the appropriate post if more than one is available.
4. Update the process by typing `.` → ENTER → “U”.
5. View the updated STARS report at **APA.D.STARS.VIEW**.

### Example:

Entering a U at the prompt updates the STARS report in **APA.U.STARS.STUAUD**.

### Example:

**APA.U.STARS.STUAUD** indicates that the STARS report has been updated and can be viewed.
Instructions

6. Access **APA.U.STARS.LIST**.
7. Hit the ENTER key through to the **Default No of copies** field and enter the number of copies needed.
8. Enter your delivery address and last name (e.g. JHH010-BEMIS) in the **Deliver to:** field.
9. Enter the student ID number. The student’s name and active post will be populated automatically. Select the appropriate post if more than one is available.
10. Hit the ENTER key through the **Copies** field unless a value different from the number in the **Default No of copies** field is needed.
11. Enter additional student ID numbers as needed.
12. Update the process by typing “.”→ ENTER → “U”.

The STARS report for each student included in the batch request will be updated, printed, and delivered by 12:00 noon the following day to the location and person indicated in the **Deliver to:** field.

**Note**

13. Undergraduate and graduate STARS reports should **NEVER** be requested in the same batch.

**Example:** **APA.U.STARS.LIST** generates a STARS batch request from the student ID numbers entered.
Instructions

Logging into DARwin

1. Open DARwin 3.5.3 to view the login window
2. Enter the User ID: daruser
3. Enter the Password:
4. Verify the following entries:
   a. Profile: darwin-odbc
   b. IDQ: 73
   c. InstID: 004852
   d. CD: (this field should be empty)
5. Click on the Connect button to log into DARwin
Degree Programs

Instructions

1. Select the **Degree Program** icon in the toolbar to display the **Select Degree Programs** window, or select the **Requirement** icon in the toolbar to display the **Requirements** window if the name of the requirement is already known.

2. Enter the post code for the appropriate **Degree Program** in the field at the bottom left of the **Select Degree Programs** window to view the available date ranges for the post.
3. Find the appropriate date range for the post (the date range under which the student’s catalogue year falls).

4. Double-click on the appropriate date range for the post, or select the appropriate date range and click on the **Open** button to view the **Degree Program** for the date range.
The **Degree Program** contains all of the **Requirements** needed to generate a STARS report for the post.

5. Use the scroll bar at the very right to view and find the appropriate major requirement [usually MAJ-(major post code)] in the **Requirement Name (RNAME)** field. An RNAME that contains ‘M’, ‘O’, or ‘P’ in the Grp 1 or Grp 2 field represents a major requirement.

6. Double-click on the appropriate RNAME to display the **Select Requirements** window.
7. Double-click on the appropriate date range for the **RNAME**, or select the appropriate date range and click on the **Open** button to view the **Requirement** for the date range.

![Select Requirements](image_url)

<table>
<thead>
<tr>
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<th>LYT</th>
<th>Title</th>
</tr>
</thead>
<tbody>
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<td>1982</td>
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</tr>
<tr>
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<td>1963</td>
<td>1982</td>
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<td>1963</td>
<td>1982</td>
<td>UPPER DIVISION MAJOR REQUIREMENTS:</td>
</tr>
</tbody>
</table>

Row 8 of 8

UD-ECON#
The **Completion Rules** box for the **Requirement** contains the fields **Required Sub-req’s**, **Required Hours**, and **Required GPA**, which control what must be satisfied before the **Requirement** will go complete on the STARS report.

**Example:** The **Requirement** with **RNAME** UD-ECON will go complete on the STARS report once three required sub-requirements are satisfied.
8. Highlight the **RNAME**, right-click the mouse, and select ‘**Expand All**’ to preview all of the sub-requirements.
9. Find the course(s) in the sub-requirement to be modified by an exception.
10. Double-click on the sub-requirement in the **Expanded View** to display the details of the sub-requirement.

The **Sub-Requirement 1** box at the top contains the fields **Required Count**, **Required Hours**, and **Required GPA**, which control what must be satisfied before the sub-requirement will go complete on the STARS report.

**Example:** The Expanded View of **Sub-Requirement 1** displays the sub-requirement title (REQUIRED CORE COURSES FOR ECON MAJORS…) and a course list (ECON303, ECON305, ECON317, ECON414). **Sub-Requirement 1** will go complete on the STARS report once four required courses (ECON303, ECON305, ECON317, and ECON414) are completed.
11. Find the first $ in the M (Match Control) field to determine the pseudo name (PSNAME) for the sub-requirement. Note: NEVER use MAJOR or R-(anything) as the PSNAME.

**Example:** UD-ECON would be used for the RNAME and REQ-ECON would be used for the PSNAME to record an exception affecting the courses ECON303, ECON305, ECON317, and ECON414 in Sub-Requirement 1.
Minors

Instructions

1. Enter MIN-(minor post code) for the appropriate minor in the Degree Program field at the bottom left of the Select Degree Programs window to view the available date ranges for the minor post.

2. Find the appropriate date range for the minor post (the date range under which the student’s catalogue year falls).

3. Double-click on the appropriate date range for the minor post, or select the appropriate date range and click on the Open button to view the Degree Program for the date range.
4. Double-click on the **Requirement Name (RNAME) MINOR-(minor post code)** to access the **Select Requirements** window.
5. Double-click on the appropriate date range for the RNAME, or select the appropriate date range and click on the Open button to view the Requirement for the date range.
The **Completion Rules** box for the minor **Requirement** contains the fields **Required Sub-req’s**, **Required Hours**, and **Required GPA**, which control what must be satisfied before the **Requirement** will go complete on the STARS report.

**Example:** The **Requirement** with **RNAME** MINOR-43 will go complete on the STARS report once three required sub-requirements and a 2.0 GPA are satisfied.
6. Highlight the RNAME, right-click the mouse, and select ‘Expand All’ to preview the sub-requirements.
7. Find the sub-requirement that contains the course(s) to be modified by an exception.
8. Double-click on any sub-requirement in the **Expanded View** to display the details of the sub-requirement.

The **Sub-Requirement 1** box at the top contains the fields **Required Count**, **Required Hours**, and **Required GPA**, which control what must be satisfied before the sub-requirement will go complete on the STARS report.

**Example:** The **Expanded View** of **Sub-Requirement 1** displays the sub-requirement title (REQUIRED LOWER DIVISION COURSE WORK:) and a course list (SPAN265, SPAN266). **Sub-Requirement 1** will go complete on the STARS report once two required courses (SPAN265 and SPAN266) are completed.
9. Find the first $ in the M (Match Control) field to determine the Pseudo Name (PSNAME) for the sub-requirement. Note: NEVER use MINOR, MINOR-983, R-(minor post code)DBL, or R-(minor post code)DISC as the PSNAME.

Example: MINOR-43 would be used for the RNAME and MIN-SPAN1 would be used for the PSNAME to record an exception affecting the courses SPAN265 and SPAN266 in Sub-Requirement 1.
A course that has been substituted or added into a sub-requirement may not automatically contribute toward the rules of four: four courses (16 units) unique to the minor or four courses (16 units) from outside the major department.

10. Find the sub-requirement that contains the rule of four.
11. Use (minor post code)DBL as the PSNAME to add a course to the four courses (16 units) unique to the minor sub-requirement.
12. Use (minor post code)DISC as the PSNAME to add a course to the four courses (16 units) outside the major department sub-requirement for interdepartmental minors.

Example: MINOR-43 would be used for the RNAME and 43DBL would be used for the PSNAME to record an exception to add a course to Sub-Requirement 3 [AT LEAST FOUR COURSES (16 UNITS) MUST BE UNIQUE TO THE MINOR].
STARS EXCEPTION PROCESS

Instructions:

1. Access **APA.U.DP.EXC** (exception process).
2. Enter the student ID number to display Page 1 of the exception process.
3. Proceed to the corresponding page for the exception needed (Note: Most exceptions will be made on Page 2). Exception types are as follows:
   - **RE**: Course Exchange (substitutes one course for another)
   - **RA**: Course Alternative (adds a course to a sub-requirement “select from” list)
   - **CW**: Course Waiver (reduces the number of required courses in a requirement or sub-requirement by one)
   - **UW**: Unit Waiver (reduces the number of required units in a requirement or sub-requirement by the specified number)
   - **RW**: Requirement Waiver (forces a requirement to completion)
   - **RC**: Requirement Complete (forces a sub-requirement to completion)
   - **EV**: Event (skill level exam, recital, etc.)
   - **GE**: General education exception (forces a course to a GE area)
   - **SC**: Subject Credit Waiver (removes a course completed as part of another degree)
   - **CATYEAR**: Advances a student’s catalogue year and requirements
4. Follow the STARS Exception Guide to enter the fields required for the exception. Replace the **RNAME** and **PSNAME** fields with the respective information from the pseudo page and the **COURSE** field, if appropriate, with information from the STARS report. (Note: Blank fields on the STARS Exception Guide indicate fields that should not be populated.)
5. Update **APA.U.DP.EXC**.
6. Update the STARS report at **APA.U.STARS.STUAUD** or wait for an automatic update.
7. Review the exception by viewing the updated STARS report at **APA.D.STARS.VIEW**.

Notes

1. USC course work must always be entered with the four-character department prefix followed by the course number. Blank spaces must be used if the department prefix contains less than four characters. It is not necessary to include USC course suffixes such as L for lab, X for restricted courses, and G for general education, in an exception entry.
2. Transfer course work must be entered exactly as it appears on the STARS report.
RE Exception
RA Exception
CW Exception
UW Exception
Instructions

1. Access APA.U.DP.EXC.
2. Proceed to the page on which the exception to be put into “history” is located.
3. Enter an H at the beginning of the appropriate entry (i.e. over the asterisk). Type Y at the Do you really want to put exception in history (Y or N) prompt.
4. Enter reason for placing exception into history in the CLINE (comment line).
5. Update APA.U.DP.EXC.
6. Update the STARS report at APA.U.STARS.STUAUD or wait for an automatic update.
7. Review the exception by viewing the updated STARS report at APA.D.STARS.VIEW.

Note

1. Exceptions placed into history will neither appear on nor affect subsequent STARS report updates.

Example: Entering a Y at the prompt places an exception into history once APA.U.DP.EXC is updated.
An “*” in this field represents the beginning of an exception.

Abbreviation for “Control Code” that indicates a type of STARS exception action.

Abbreviation for “Requirement Name” that identifies the requirement the exception will affect on the STARS report.

Abbreviation for “Pseudo Name” that identifies the sub-requirement within a requirement the exception will affect on the STARS report.

Abbreviation for “Requirement Count” that alters the number of courses required.

Abbreviation for “Required Hours” that alters the number of units/hours required.

This field represents the required course listed on the STARS report. The course should be entered exactly the way it appears on the STARS report.

Abbreviation for “Replacement Course” that represents the course to be substituted for a required course.

Abbreviation for “Comment Line” that describes an exception and that will be generated automatically.

Abbreviation for “Department Representative.”

Department Field required with these three Dept/Rep Codes

Department Advisor
Faculty Advisor
Conferring Unit Dean

Registrar’s Office
CAPP Approved Action
Freshman Writing
General Education
Provost Exception

Abbreviation for “Department” that identifies the authorized academic department by the four-letter department prefix.

The date the memo, petition, or exception was approved.

Abbreviation for “Operator Code” that will be generated automatically.

Abbreviation for “Transaction Date” that will be generated automatically.
ACCESS TO OASIS FOR ADVISORS

OASIS for Advisors enables advisors to access the Online Academic Student Information System and view STARS and Transfer Credit reports, among other student records.

Instructions

2. Access SIS.U.WWWOAR.
3. Enter your employee ID number in the Employee ID field.
4. Enter a password of up to 12 alpha and/or numeric, case-sensitive characters in the OASIS Password field (Note: To reset your password, simply enter a new one in the OASIS Password field).
5. Enter Y in the Req field for every category (Note: Page or arrow down to access additional categories).
6. Update SIS.U.WWWOAR.
7. Access OASIS for Advisors at https://camel2.usc.edu/OASIS/advisorLogin.aspx