Guide to
Graduate Records Processing
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INTRODUCTION TO APA.U.DP.GRAD.INFO

APA.U.DP.GRAD.INFO (GRAD.INFO) is a five-page SIS process that represents electronic programs of study for graduate students. The process enables departments to view and update graduate student progress information.

PAGE 1

Page 1 displays student admissions information such as degree objective, major, and term of admit. Page 1 also displays all USC graduate course work and allows advisors to apply pertinent USC courses to a specified program of study.

PAGE 2

Page 2 displays degrees earned at other institutions. Page 2 also displays evaluated transfer course work and allows advisors to apply pertinent transfer courses to a specified program of study.
PAGE 3

Page 3 displays codes for non-course related events such as time extensions, catalogue year updates, concurrent enrollment, etc. and allows advisors to enter codes appropriated by student progress.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Related Date</th>
<th>Term</th>
<th>DPR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>DIPTA</td>
<td>08/03/2005</td>
<td>20053</td>
<td>VFI</td>
</tr>
<tr>
<td>2.</td>
<td>CATYEAR</td>
<td>08/15/2005</td>
<td>11/14/1996</td>
<td>N</td>
</tr>
</tbody>
</table>

PAGE 4

Page 4 displays the free form notes/comments section that allows advisors to communicate information that is specific to the record and that is not represented by a Page 3 code.

PAGE 5

Page 5 displays the information, such as expected graduation date, catalogue year, that is required at the time the degree check application is submitted.
MASTER’S APPLICATION PROCESS

Instructions

2. Enter the student ID number and program of study (enter * to display active posts).
3. Enter Y to advance to the application page (Page 5) when prompted.
4. Enter the information required in the following fields:
   • Anticipated graduation date
   • Catalog year student is following
   • Foreign language/research component completion status (Y/N/NA)
5. Apply pertinent USC course work on Page 1 and if appropriate, pertinent transfer course work on Page 2.
6. Update GRAD.INFO.

Upon successful submittal, a key in APA.D.DTRACK (DTRACK) will be created with the information provided.

Notes

1. An application cannot be submitted until one or more courses have been applied on Page 1 of GRAD.INFO.
2. Once an application has been submitted, the application page (Page 5) will be disabled, and no changes can be made to the application information. Changes to the application information must be made on Page 3 instead.

Example: Page 1 of GRAD.INFO prompts user if he/she wants to submit a degree check application.
Example: Page 5 of GRAD.INFO prompts the user for the information required before an application can be submitted.

Example: GRAD.INFO indicates that an application has been submitted successfully.
MASTER’S (DUAL DEGREE) APPLICATION PROCESS

Instructions

2. Enter the student ID number and program of study (enter * to display active posts).
3. Enter Y to advance to the application page (Page 5) when prompted.
4. Enter the information required in the following fields:
   - Anticipated graduation date
   - Catalog year student is following
   - Foreign language/research component completion status (Y/N/NA)
5. Apply pertinent USC course work on Page 1 and if appropriate, pertinent transfer course work on Page 2.
6. Update GRAD.INFO.

Upon successful submittal, a key in APA.D.DTRACK (DTRACK) will be created with the information provided.

Notes

1. An application cannot be submitted until one or more courses have been applied on Page 1 of GRAD.INFO.
2. Once an application has been submitted, the application page (Page 5) will be disabled, and no changes can be made to the application information. Changes to the application information must be made on Page 3 instead.
3. Dual degree applications require two separate application entries, one from each owning unit.

Example: Page 1 of GRAD.INFO prompts user if he/she wants to submit a degree check application.
Example: Page 5 of GRAD.INFO prompts the user for the information required before an application can be submitted. Each department must submit a separate application.

Example: GRAD.INFO indicates that an application has been submitted successfully. The anticipated graduation date and catalogue year will be identified as the later date of the two anticipated graduation TERM entries if terms are not identical.
DOCTORAL APPLICATION PROCESS

Instructions

2. Enter the student ID number and program of study (enter * to display active posts).
3. Enter Y to advance to the application page (Page 5) when prompted.
4. Enter the information required in the following fields:
   - Anticipated graduation date (not required for most doctoral programs)
   - Catalog year student is following
   - Foreign language/research component completion status (Y/N/NA)
5. Apply pertinent USC course work on Page 1 and if appropriate, pertinent transfer course work on Page 2.
6. Update GRAD.INFO.

Upon successful submittal, a key in APA.D.DTRACK (DTRACK) will be created with the information provided.

Notes

1. The Date of Candidacy (DOC) must be recorded on Page 3 of GRAD.INFO prior to submitting an application.
2. Once an application has been submitted, the application page (Page 5) will be disabled, and no changes can be made to the application information. Changes to the application information must be made on Page 3 instead.

Example: Page 1 of GRAD.INFO prompts user if he/she wants to submit a degree check application.
Example: GRAD.INFO informs user that DOC has not been recorded. Application cannot be submitted until DOC has been recorded on Page 3 of GRAD.INFO.

Example: Page 3 of GRAD.INFO indicates that DOC has been recorded.

Example: Page 5 of GRAD.INFO prompts the user for the information required before an application can be submitted. An anticipated graduation term is not required for most doctoral programs.
Example: GRAD.INFO indicates that an application has been submitted successfully.
Non-course related events must be entered on Page 3 of GRAD.INFO. Enter * in the CODE field to display list of applicable codes. All exception actions relating to course substitutions, course waivers and subject credit waivers must be recorded in the SIS exception process, APA.U.DP.EXC.

**Comprehensive Exam**

**COMPX** records successful completion of comprehensive exam. (Note: The date entered in the DATE field must be the date that the comprehensive exam was passed.)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Related</th>
<th>Date</th>
<th>TRNET</th>
<th>QFIE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>COMPX Comprehensive Exam</td>
<td>NONE</td>
<td>08/25/2005</td>
<td>09/27/2005</td>
<td>V1</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Department Approval**

**DEPTA** records departmental approval to identify when a department has authorized graduation approval. This is used for non-thesis, non-project, and non-comprehensive exam completion option. (Note: The date entered in the DATE field cannot be a future date.)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Related</th>
<th>Date</th>
<th>TRNET</th>
<th>QFIE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>DEPTA Departmental Approval</td>
<td>NONE</td>
<td>09/16/2005</td>
<td>09/27/2005</td>
<td>V1</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Project**

**PROJ** records project completion to identify when a student has completed a final project. (Note: The date entered in the DATE field must be the date that the project was completed.)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Related</th>
<th>Date</th>
<th>TRNET</th>
<th>QFIE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>PROJ Project Completed</td>
<td>NONE</td>
<td>09/26/2005</td>
<td>09/27/2005</td>
<td>V1</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Date of Candidacy**

**DOC** records successful passing of qualifying examination (Date of Candidacy):**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Related</th>
<th>Date</th>
<th>TRNET</th>
<th>QFIE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>DOC Date of Candidy</td>
<td>NONE</td>
<td>08/31/2005</td>
<td>09/27/2005</td>
<td>V1</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Catalogue Year**

**CATYEAR** records an approved alternate catalogue year. (Note: The catalogue year entered may not be prior to the term of admission.)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Related</th>
<th>Date</th>
<th>TRNET</th>
<th>QFIE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>CATYEAR Advance catalog year to</td>
<td>20043</td>
<td>08/31/2005</td>
<td>09/27/2005</td>
<td>V1</td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Expected Graduation Term

**GRADTERM** records an updated expected graduation term.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Related</th>
<th>Date</th>
<th>TRNDT</th>
<th>QPIE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>GRADTERM Update antic. degree date 2006/1</td>
<td></td>
<td>09/26/2005</td>
<td>09/27/2005</td>
<td>VF1</td>
</tr>
</tbody>
</table>

Leave of Absence

**LOA** records a leave of absence. An LOA must be recorded for all terms in which a domestic student was granted an approved leave of absence.

- A maximum of four leaves of absence can be granted by an academic unit. Additional leaves of absence must be approved by the Director of Graduate Studies.
- LOAs are not required for summer terms.
- The date must be on or before the last add/drop date for the semester of leave. If a student does not request a leave by this date, he/she is not eligible for a Leave of Absence and must be readmitted.
- The date entered in the **DATE** field must be the date that the student requested the leave of absence.
- OIS must approve all LOAs for international students. Degree Progress enters the LOA in SIS.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Related</th>
<th>Date</th>
<th>TRNDT</th>
<th>QPIE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>LOA Leave of Absence for 2006/1</td>
<td></td>
<td>09/25/2005</td>
<td>09/27/2005</td>
<td>VF1</td>
</tr>
</tbody>
</table>

Time Extension

**TIMEX** records a time extension and authorizes approval to extend time to complete degree up to two additional years beyond that allowed by university policy. Please note the following when considering time extension actions:

- Time is measured from the first course applied toward the degree.
- The time limit for completing the master’s degree is five years.
- The time limit for completing the doctoral degree is eight years, unless a student has earned an applicable master’s degree within five years prior to admission. For these students, the time limit is six years from the term of admit to the doctoral program.
Transfer Units

**GENTR** records the number of general transfer units applied toward the total unit requirement. (Note: Course work must first be available on APA.D.GRACE.OK or GRAD.INFO before entering this code. If course work is not available, please contact Degree Progress for assistance. Please reference the Academic Policies section of the University Catalogue for transfer limitations.)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Related</th>
<th>Date</th>
<th>TRNDT</th>
<th>OPEF</th>
</tr>
</thead>
<tbody>
<tr>
<td>GENTR</td>
<td>May Apply Transfer Units</td>
<td>6.00</td>
<td>09/16/2005</td>
<td>09/27/2005</td>
<td>VF1</td>
</tr>
</tbody>
</table>

Concurrent Enrollment

**CONCUR** records approval for concurrent enrollment that is required for a student who takes course work at another institution after matriculating to USC.**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Related</th>
<th>Date</th>
<th>TRNDT</th>
<th>OPEF</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONCUR</td>
<td>Concurrent Enrollment For 20061</td>
<td>09/23/2005</td>
<td>09/27/2005</td>
<td>VF1</td>
<td></td>
</tr>
</tbody>
</table>

Course Work Elsewhere

**ENROL** records approval to take course work outside of USC -not concurrently. (Note: This action meets the continuous enrollment requirement.)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Related</th>
<th>Date</th>
<th>TRNDT</th>
<th>OPEF</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENROL</td>
<td>May Enroll Elsewhere For 20051</td>
<td>09/25/2005</td>
<td>09/27/2005</td>
<td>VF1</td>
<td></td>
</tr>
</tbody>
</table>

Comments

**GRADCOM** records that comments have been entered on Page 4 of GRAD.INFO.

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Related</th>
<th>Date</th>
<th>TRNDT</th>
<th>OPEF</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADCOM</td>
<td>Exception Filed on P4 Comm TRACK</td>
<td>08/31/2005</td>
<td>09/29/2005</td>
<td>VF1</td>
<td></td>
</tr>
</tbody>
</table>

Restricted actions not authorized by academic units include:

- Final typing card recording date (FT)
- Thesis recording date (TH)
- Dissertation recording date (DIS)
- Late fee waiver approval (WAVFEE)
- Other actions restricted by user access levels

**NOTE:** These actions are not authorized for advisors in programs conferred by the Graduate School.
An N (not applied toward degree) is displayed in the APPLY field for completed graduate course work. The course may be applied toward the degree by entering a Y in the APPLY field.

A V (visitor) is displayed in the APPLY field for course work taken as limited status or graduate visitor. A maximum of 12 units may be applied toward the degree by entering a Y in the APPLY field.

An R (reserved) is displayed in the APPLY field if the following applies:

- Course is reserved for graduate credit.

The course may be applied toward the degree by entering a Y in the APPLY field.

An X (restricted) is displayed in the APPLY field if any of the following apply:

- Course is repetitious and cannot receive unit or GPA credit.
- Course is included in undergraduate GPA.
- Course is reserved for undergraduate credit.
- Course is excluded from degree GPA.
- Course is a graduate prerequisite and cannot receive unit or GPA credit.
- Course is included in Law degree unit total.

The course may **not** be applied toward the degree.

---

**Example:** Page 1 of GRAD.INFO displays the APPLY field.
A **Y** is displayed in the **H** or history field when a change has occurred in the **APPLY** field. The history for the course can be displayed by entering a **D** over the **Y** in the **H** field.

---

**Example:** Page 1 of GRAD.INFO displays the **H** or history field.

---

To close the USC APPLY HISTORY box, enter **ESC ESC Q** or **F8**.
Verification of a bachelor’s degree must be completed before a graduate degree can be awarded. Official transcripts may be viewed on the web-based Image Viewer (http://www.usc.edu/edu). If official transcripts with a conferred bachelor’s degree are found on the Image Viewer, Degree Progress (dprogs@usc.edu) must be contacted to verify the degree. If official transcripts do not specify a conferred Bachelor’s degree or are not found on the Image Viewer, the student must submit official transcripts to Degree Progress for verification.

Example: GRAD.INFO indicates that a bachelor’s degree has not been verified. The warning does not prevent the degree check application from being submitted.
APA.D.GRAD.INFO is a SIS process that provides a display-only version of GRAD.INFO. Users who cannot access the update version because of access restrictions must use this process to view graduate student progress information as needed. For instance, an advisor would have to use the display-only version of GRAD.INFO to view the record of a student who is pursuing a second Master’s degree or two or more Master’s degrees simultaneously since the advisor has access only to the update version of GRAD.INFO for the programs of study within a department that he/she advises.
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.
STARS BATCH REQUEST PROCESS

Instructions

1. Access APA.U.STARS.LIST.
2. Hit the ENTER key through to the Default No of copies field and enter the number of copies needed.
3. Enter your delivery address and last name (e.g. JHH010-BEMIS) in the Deliver to: field.
4. 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.
5. Hit the ENTER key through the Copies field unless a value different from the number in the Default No of copies field is needed.
6. Enter additional student ID numbers as needed.
7. 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

1. 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.
STARS EXCEPTION PROCESS

Instructions:

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 atAPA.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 - Course Exchange Exception

Replaces a required major course with a specific replacement course

1. View the STARS report for the catalogue year and the course in the sub-requirement.

The RE exception will substitute one replacement course for BISC583.

2. Find the COURSE, RNAME, and PSNAME associated with the catalogue year on the pseudo page.

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>REQ NAME (RNAME)</th>
<th>SUB REQ #</th>
<th>SUB REQ PSEUDO NAME (PSNAME)</th>
<th>COURSES INCLUDED</th>
<th>DATE RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stated Requirements</td>
<td>MAJ-334</td>
<td>01</td>
<td>MAJ-334A</td>
<td>BISC582</td>
<td>043-20002</td>
</tr>
<tr>
<td></td>
<td></td>
<td>01</td>
<td>MAJ-334A</td>
<td>BISC582</td>
<td>20023-999</td>
</tr>
<tr>
<td></td>
<td></td>
<td>02</td>
<td>MAJ-334B</td>
<td>BISC529</td>
<td>20033-999</td>
</tr>
</tbody>
</table>

3. Find the RE exception on the Exception Guide.

4. Load the exception on page 2 of APA.U.DP.EXC by entering the fields required for an RE exception on the Exception Guide. Replace the RNAME and PSNAME fields with the respective information from the pseudo page and the COURSE and RCOURSE (replacement course) fields with the course prefix and number exactly as they appear on the STARS report. The CLINE field will be generated automatically. Replace the DEPT/REP field with DAD for Department Advisor and the DEPT field with your department prefix (e.g. BISC, CNTV, EE).

Note: Page 2 of APA.U.DP.EXC has two sides: Action: L displays the left side and Action: R displays the right side.

<table>
<thead>
<tr>
<th>Action</th>
<th>L TILED RNAME</th>
<th>PSNAME</th>
<th>Reqct</th>
<th>Reqhrs</th>
<th>COURSE</th>
<th>RCOURSE</th>
<th>CLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>RE MAJ-334</td>
<td>MAJ-334</td>
<td></td>
<td></td>
<td>BISC583</td>
<td>BISC581</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Action</th>
<th>L CLINE</th>
<th>DEPT/REP</th>
<th>DEPT</th>
<th>DATE</th>
<th>DATE</th>
<th>OPER TMDT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SUB BISC581 FOR BISC583</td>
<td>REG</td>
<td>REG</td>
<td>07/07/2005</td>
<td>KLM1</td>
<td>07/07/2005</td>
</tr>
</tbody>
</table>

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.
RA - Course Alternative Exception

Adds an alternate course to a course select list

1. View the STARS report for the catalogue year and the course in the sub-requirement.

The RA exception will add a course different from MPWP452 that will satisfy the requirement.

2. Find the COURSE, RNAME, and PSNAME associated with the catalogue year on the pseudo page.

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>REQ NAME</th>
<th>SUB REQ #</th>
<th>SUB REQ PSEUDO NAME (PSNAME)</th>
<th>COURSES INCLUDED</th>
<th>DATE RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stated Requirements</td>
<td>G-WIND</td>
<td>01</td>
<td>GWIND-E</td>
<td>MPWP452</td>
<td>971-999</td>
</tr>
<tr>
<td></td>
<td></td>
<td>02</td>
<td>GWIND-F</td>
<td>MUCD443, MUHL570</td>
<td>973-20042</td>
</tr>
<tr>
<td></td>
<td></td>
<td>02</td>
<td>GWIND-F</td>
<td>MUCD443, MUHL570, 578</td>
<td>20043-999</td>
</tr>
</tbody>
</table>

3. Find the RA exception on the Exception Guide.

4. Load the exception on page 2 of APA.U.DP.EXC by entering the fields required for an RA exception on the Exception Guide. Replace the RNAME and PSNAME fields with the respective information from the pseudo page and the COURSE field with the alternate course prefix and number exactly as they appear on the STARS report. The CLINE field will be generated automatically. Replace the DEPT/REP field with DAD for Department Advisor and the DEPT field with your department prefix (e.g. BISC, CNTV, EE).

Note: Page 2 of APA.U.DP.EXC has two sides: Action: L displays the left side and Action: R displays the right side.

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.
CW - Course Waiver Exception

Waives a specified required major course

1. View the STARS report for the catalogue year and the course in the sub-requirement.

   The CW exception will remove CTPR506 from the select list and reduce the number of courses required by one.

2. Find the COURSE, RNAME, and PSNAME associated with the catalogue year on the pseudo page.

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>REQ NAME (RNAME)</th>
<th>SUB REQ #</th>
<th>SUB REQ PSEUDO NAME (PSNAME)</th>
<th>COURSES INCLUDED</th>
<th>DATE RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stated Requirements</td>
<td>MAJ-267</td>
<td>01</td>
<td>MAJ-267B</td>
<td>CTCSS01, 502, 504, CTPR506, CTRW528, 529</td>
<td>973-20022</td>
</tr>
<tr>
<td></td>
<td></td>
<td>02</td>
<td>MAJ-267C</td>
<td>CTCSS04, 504C, CTPR506, CTRW528, 529</td>
<td>20033-20042</td>
</tr>
<tr>
<td></td>
<td></td>
<td>02</td>
<td>MAJ-267C</td>
<td>CTPR506, CTRW516, 528, 529</td>
<td>20043-999</td>
</tr>
</tbody>
</table>

3. Find the CW exception on the Exception Guide.

   PAGE 2

<table>
<thead>
<tr>
<th>C</th>
<th>CTLCD</th>
<th>RNAME</th>
<th>PSNAME</th>
<th>REQCT</th>
<th>REQHRS</th>
<th>COURSE</th>
<th>RCOURSE</th>
<th>CLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-1</td>
<td></td>
<td>COURSE</td>
<td>COURSE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>COURSE WAIVED (COURSE)</td>
<td></td>
</tr>
</tbody>
</table>

4. Load the exception on page 2 of APA.U.DP.EXC by entering the fields required for a CW exception on the Exception Guide. Replace the RNAME and PSNAME fields with the respective information from the pseudo page and the COURSE field with the course prefix and number exactly as they appear on the STARS report. The CLINE field will be generated automatically. Replace the DEPT/REP field with DAD for Department Advisor and the DEPT field with your department prefix (e.g. BISC, CNTV, EE).

   Note: Page 2 of APA.U.DP.EXC has two sides: Action: L displays the left side and Action: R displays the right side.

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.
UW - Unit Waiver Exception

Waives a specific number of units required in areas within the major

1. View the STARS report for the catalogue year and the course in the sub-requirement.

   The UW exception will decrease the units required by the number specified.

2. Find the COURSE, RNAME, and PSNAME associated with the catalogue year on the pseudo page.

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>REQ NAME (RNAME)</th>
<th>SUB REQ #</th>
<th>SUB REQ PSEUDO NAME (PSNAME)</th>
<th>COURSES INCLUDED</th>
<th>DATE RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stated Requirements</td>
<td>G-WIND</td>
<td>02</td>
<td>G-WIND-B</td>
<td>MUCD443, MUHL570, MUCD443, MUHL570, 578</td>
<td>971-999</td>
</tr>
</tbody>
</table>

3. Find the UW exception on the Exception Guide.

4. Load the exception on page 2 of APA.U.DP.EXC by entering the fields required for a UW exception on the Exception Guide. Replace the RNAME and PSNAME fields with the respective information from the pseudo page and the REQHRS field with -0X00, where X is the number of units to be waived. The CLINE field will be generated automatically. Replace the DEPT/REP field with DAD for Department Advisor and the DEPT field with your department prefix (e.g. BISC, CNTV, EE).

   Note: Page 2 of APA.U.DP.EXC has two sides: Action: L displays the left side and Action: R displays the right side.

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.
SC - Subject Credit Waiver Exception

Removes a required major course that was completed as part of another degree

1. View the STARS report for the catalogue year and the course in the sub-requirement.

   The SC exception will remove MUCD 441 from the select list and reduce the number of courses required by one.

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>REQ NAME</th>
<th>SUB REQ #</th>
<th>SUB REQ PSEUDO NAME</th>
<th>COURSES INCLUDED</th>
<th>DATE RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DMA Requirement</td>
<td>BASIC-DMA</td>
<td>01</td>
<td>BASIC-1</td>
<td>MUCD441, 443, MUHL570, MUCO532AB</td>
<td>943-20022</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20023-20032</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>BASIC-1</td>
<td>MUCD441, 443, MUHL570, MUCO532AB, MUED505</td>
<td></td>
</tr>
</tbody>
</table>

2. Find the COURSE, RNAME, and PSNAME associated with the catalogue year on the pseudo page.

3. Find the SC exception on the Exception Guide

4. Load the exception on page 2 of APA.U.DP.EXC by entering the fields required for an SC exception on the Exception Guide. Replace the RNAME and PSNAME fields with the respective information from the pseudo page and the COURSE field with the course prefix and number exactly as they appear on the STARS report. The CLINE field will be generated automatically. Replace the DEPT/REP field with DAD for Department Advisor and the DEPT field with your department prefix (e.g. BISC, CNTV, EE).

   Note: Page 2 of APA.U.DP.EXC has two sides: Action: L displays the left side and Action: R displays the right side.

   Action: L
   C RNAME PSNAME REQCT REQHRS COURSE RCOURSE CLINE
   1. * SC BASIC-DMA BASIC-1 -1 MUCD441

   Action: R
   CLINE DEPT/REP DEPT DATE OPER TANDT
   1. * SUBJECT CREDIT FOR MUCD441 TEST/REG REG 07/01/2005 VFI 07/01/2005

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.
RW - Requirement Waiver Exception

Waives a specified "event" requirement or area requirement

1. View the STARS report for the catalogue year and the event in the sub-requirement.

The RW exception will waive the internship requirement.

2. Find the event and PSNAME associated with the catalogue year on the pseudo page.

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>REQ NAME (RNAME)</th>
<th>SUB REQ #</th>
<th>SUB REQ PSEUDO NAME (PSNAME)</th>
<th>COURSES INCLUDED</th>
<th>DATE RANGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship</td>
<td>INTERN</td>
<td>01</td>
<td>INTERN</td>
<td>No courses included</td>
<td>000-999</td>
</tr>
<tr>
<td>Statistics</td>
<td>STATS</td>
<td>01</td>
<td>STATS</td>
<td>PPD 404</td>
<td>000-999</td>
</tr>
<tr>
<td>Accounting</td>
<td>ACCT</td>
<td>01</td>
<td>ACCTMET</td>
<td>No courses included</td>
<td>000-999</td>
</tr>
</tbody>
</table>

3. Find the RW exception on the Exception Guide.

4. Load the exception on page 2 of APA.U.DP.EXC by entering the fields required for an RW exception on the Exception Guide. Replace the COURSE field with the PSNAME from the pseudo page. The CLINE field will be generated automatically. Replace the DEPT/REP field with DAD for Department Advisor and the DEPT field with your department prefix (e.g. BISC, CNTV, EE).

   Note: Page 2 of APA.U.DP.EXC has two sides: Action: L displays the left side and Action: R displays the right side.

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.
STARS EXCEPTION HISTORY PROCESS

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.
STARS EXCEPTION FIELD DEFINITIONS

C An "*" in this field represents the beginning of an exception.

CTLCD Abbreviation for "Control Code" that indicates a type of STARS exception action.

RNAME Abbreviation for "Requirement Name" that identifies the requirement the exception will affect on the STARS report.

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

REQCT Abbreviation for "Requirement Count" that alters the number of courses required.

REQHRS Abbreviation for "Required Hours" that alters the number of units/hours required.

COURSE 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.

RCOURSE Abbreviation for "Replacement Course" that represents the course to be substituted for a required course.

CLINE Abbreviation for "Comment Line" that describes an exception and that will be generated automatically.

DEPT/REP Abbreviation for "Department Representative."

List of Department Representative Abbreviations

DAD Department Advisor
FAD Faculty Advisor
CUD Conferring Unit Dean

REG Registrar's Office
CAP CAPP Approved Action
FW Freshman Writing
GE General Education
PRO Provost Exception

DEPT Abbreviation for "Department" that identifies the authorized academic department by the four-letter department prefix.

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

OPER Abbreviation for "Operator Code" that will be generated automatically.

TRNDT 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

1. Access **SIS.U.WWWOAR**.
2. Enter your employee ID number in the **Employee ID** field.
3. 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).
4. Enter **Y** in the **Req** field for every category (Note: Page or arrow down to access additional categories).
5. Update **SIS.U.WWWOAR**.
6. Access OASIS for Advisors at https://camel2.usc.edu/OASIS/advisorLogin.aspx