Announcing SuperDARS and the Death of the Paper Major Contract

HSU is in the process of replacing paper major contracts by making direct changes onto your DARS. This new system is called, by some, SuperDARS. All BIOL/BOT/ZOOL majors should now make changes to their major contracts via SuperDARS and not use paper major contracts. The new SuperDARS will allow you and your advisor to enter major substitutions directly into your DARS. Not all departments have instituted the SuperDARS yet, so some of your friends may still be stuck in the olden days using paper major contracts.

The SuperDARS will only be used to modify your contract for satisfying your major requirements. The SuperDARS will not be used to rectify any problems you have with courses satisfying your GEAR requirements. Adjustments of your GEAR courses will still be handled using a paper Petition to Waive or Substitute.

If you’ve already filed a paper major contract and you are not going to make any changes to it before you graduate – you’re done with your major contract and don’t need to do anything!

The following instructions applies to those who have not filed the final version of their paper major contract. If you need to make a change to a previously filed paper major contract, the following will apply to you. If you have not submitted a paper major contract, all changes to your contract will be made via the SuperDARS.

If you will fulfill your major requirements using only those courses listed in the catalog for your major or concentration, you do not need to file a major contract. In other words, your DARS is now your major contract. Your DARS will keep track of the courses you have taken, just as it does now. If a section of your major say you need to take either Course A or Course B, as long as you take one of these courses, the DARS will indicate that you have satisfied that part of your major.

The new SuperDARS will allow you and your advisor to enter exceptions or substitutions into your DARS so that they are recognized as satisfying major requirements. Some of the most common times when you will need to see your advisor to make these exceptions are when you have a transfer course that isn’t recognized as being equivalent to a HSU course or if you want to substitute a different course for one that is listed in the major requirements. If you have transfer courses that correctly substitutes for a HSU major course (in other words, the transfer courses articulated correctly), you will not have to do anything relative to those courses. Your DARS will show that the transfer course replaces the equivalent HSU course. Most transfer courses from California Community Colleges should articulate correctly. Transfer courses from out of state colleges never articulate correctly.

Both the Ecology & Biodiversity and General Biology concentrations of the Biology major have sections where the courses you take to satisfy the major requirements are not specified (three UD courses in Ecol & Biodiv or 15 UD units in Gen Bio). You will enter these courses into your SuperDARS with your advisor.

So I need to make a change to my major contract, what do I do now? You will need to meet with your advisor to make the change. You do not need to enter any information into any system prior to your meeting. Your advisor will do all the work of entering the change into your SuperDARS.

Transfer courses: if your DARS indicates that your transfer course is articulated properly (the DARS shows the course as taking the place of the equivalent HSU course), you don’t have to do anything. If a
transfer course you took is not articulated properly, make an appointment with your advisor so that you can substitute your transfer course for the equivalent HSU course. It will help in this process if you can bring a syllabus or a catalog course description so that your advisor can evaluate your transfer course to see if it is the equivalent of the HSU course.

**Important point concerning transfer courses.** If the transfer course you want to substitute for a HSU course acts as a prerequisite for another course, there are some differences in what you’ll need to do depending on if your transfer course is substituting for a course taught by the Department of Biological Sciences (BIOL, BOT, or ZOOL course prefixes) or if the course is taught outside the department (for example, CHEM, MATH, or PHYX). If the transfer course substitutes for a HSU BIOL, BOT, or ZOOL course, the substitution on the SuperDARS will ensure that your transfer course is recognized as a valid prerequisite course. However, if your transfer course substitutes for a course taught outside the Biological Sciences Department, you will need to complete a *Petition to Waive or Substitute* (form available on the Registrar’s website) and have it signed by the chair of the department where the equivalent HSU course is taught. For example, if you took a course that you believe is the equivalent of HSU CHEM 110 (& the transfer course isn’t properly articulated on your DARS), you will need to get your *Petition to Waive or Substitute* signed by the Chemistry Department chair. In this way, the Chemistry Department Chair certifies that your transfer course can act as a prerequisite for an HSU course. The Biological Sciences chair is certifying that your transfer BIOL/BOT/ZOOL is a valid prerequisite when he approves the changes to your major contract, so a separate *Petition to Waive or Substitute* is not needed. In this example, if the Chemistry chair signs the *Petition to Waive or Substitute* for your CHEM 110 equivalent transfer course, your course will now be recognized as a valid prerequisite when you try to enroll in Organic Chemistry. If you do not file the Petition to Waive or Substitute and try to enroll in Organic Chemistry, the registration system will not let you enroll and you will need to get a permission number to enroll in the course. If you have to wait for a permission number, the course may fill in the meantime and you could get shut out of the course you want to take.

**Things that are not affected by the SuperDARS.**

**Applying for Graduation:** the SuperDARS has no impact on applying for graduation. Once you have completed 90 units, you will need to apply for graduation using either the Registrar’s e-form.

**Major change or advisor change.** Forms for these two changes are available on the Registrar’s website. Complete the form and obtain the needed signatures.

**Thing that changes a little bit.**

**Senior Major Change:** Obtain the *Senior Major Change Request* form from the Registrar’s website. Fill out the form and obtain the needed signatures. The form states that you need to include major contracts from both your old and new majors. If we don’t have paper major contracts, how are you going to do that? Run a DARS for both your old and new majors. You can run a DARS for any major by clicking on the *Select Different Program* button on the page from which you run your DARS. Select the major you wish to run and select the current semester and then click on the *Run Different Program* button to run the DARS (before you click on the *Select Different Program* button this will say *Run Declared Programs*). Once the DARS is run, there will be a bar graph at the top of the page. Click on the bar labeled *Major Courses*. When you do this, only the part of the DARS dealing with your major will be displayed. Print this out in place of a paper major contract.
Minors: declaring a minor is a two-step process. First, on the Registrar’s website, complete the Minor Declaration e-form (no change here). The next step is to complete a minor contract. Make an appointment with the department’s minor advisor. If the department were you declare the minor is not yet using the SuperDARS, you will need to complete a paper minor contract to specify the courses you will use to satisfy the minor requirements. If the department is using the SuperDARS (like Biological Sciences), you and the minor advisor will complete your minor contract on the SuperDARS. Paul Bourdeau is the Biology minor advisor, Mihai Tomescu is the Botany minor advisor, and John Reiss is the Zoology minor advisor.