# uAchieve Guide for Advising

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Logging in to uAchieve

1. Go to https://wings.wright.edu
2. Select the uAchieve NEW link under the services tab on the right-hand side.

The Students button will allow you to open a student record and submit a request for an audit. You can also search for students by name.

The Encoding button will allow you to look up transfer articulation rules inside of the uAchieve Database.

We are not currently using the Program Mappings button.

Students will only be able to review their audit by selecting the View Your Profile under the Student Access button.
The uAchieve Degree Audit

Searching for a Student

Select the **Students** button to search for a student by UID or First & Last Name.

- If using the UID, enter the student’s UID and press Submit.
- If searching via name, enter the student’s name and press search. It will be then that you can select the arrow next to the student’s name.

![Search screen for students](image)

Requesting an Audit

If an audit was created within the past week, it will display after hitting Submit.

**Note:** As a best practice, running a new audit for a student **every time** you view their record in uAchieve Self-Service is a good idea because it ensures the information is completely up-to-date. See Page 4 for steps to run an audit if an audit already exists.

If no audit has been generated within the past week, you will come to the screen below:

**Welcome to u.achieve Self-Service**

**To run an audit:**
1. Fill out the courses in the ‘Manage Student’ area (optional).
2. Press **Request Audit** when you complete the courses list.

You need to request an audit before viewing results. **Request Audit**
To run an audit, press **Request Audit.** This brings you to the screen below:

**Request an Audit**

<table>
<thead>
<tr>
<th>School</th>
<th>Degree Program</th>
<th>Title</th>
<th>Catalog Year</th>
<th>Marker</th>
<th>Value</th>
<th>Type</th>
<th>CATLYT</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRMGT-BSB</td>
<td>HUMAN RESOURCES MANAGEMENT</td>
<td>2015-16</td>
<td>$MAJOR</td>
<td>MGMT-2ND</td>
<td>D</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Select a Different Program:**

**Advanced Settings**

- Run Declared Programs
- Cancel

**Note:** If the student has no Degree Program listed, you will need to add it. See Pages 9-10 for detailed instructions on how to add a degree program in uAchieve. You can also run a What-If Audit if the student is interested in several programs or if no program is declared.

If the student already has their declared major listed, you can select **Run Declared Programs.** Keep in mind that doing so will run every declared program listed on the student’s record (which may include UC audits). This may take a few minutes.

**Requesting an Audit if an Audit Already Exists**

If an audit already exists, you will need to run a new one to ensure the validity of the data with which you are working. You can do this by selecting the **Audits** tab then the **Request New** at the top of the page.

**Running a What-If Audit (Select a Different Program)**

**What-If Audits** can also be run on this screen by selecting the **Select a Different Program** tab.

You can then select the College, Program and Catalog Year you wish to run.

Last updated by Justin Ternent 8/14/2017
Note: Selecting a Different Program does not change a student’s major program.

The Advanced Settings Tab

The Advanced Settings tab includes several options:

Include In Progress Courses: Leave this checked.

Last updated by Justin Ternent 8/14/2017
List All: Automatically set to default. Can be set to list Pseudo Courses or run in Full Listing.

What If Courses: Can be set to include Planned Courses.

Run Type: Do not change this from the default Degree Audit selection.

Format: UAchieve can run audits in HTML (interactive) and PDF (printer-friendly).

Reference: Can use a Reference Audit if student is interested in transferring any credit back to WSU from a local Ohio Institution.

Inst ID: Can select an Institution to run against a Reference Audit.

Viewing an Audit

Once an audit has been run, you can view it by selecting the View Audit button.

Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "Run Audit" button will run a new audit report. Deleting audits removes them from this list.

<table>
<thead>
<tr>
<th>ID</th>
<th>InstId</th>
<th>Program</th>
<th>Catalog Year</th>
<th>Created</th>
<th>Audit Type</th>
<th>Format</th>
<th>Run By</th>
<th>Course Type</th>
<th>View</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>10256</td>
<td>HRM/OT-BIS</td>
<td>201560</td>
<td>07/15/2016 11:19 AM</td>
<td>HTML</td>
<td>IP</td>
<td>View Audit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: An audit that includes In Progress coursework is denoted with the IP under Course Type.

uAchieve Audit Results

The uAchieve Audit is like the WINGS Express Interactive Audits with some minor differences.

The charts and graphs will still appear as they do in the interactive audits. The charts and graphs can be clicked on for a complete listing of what courses comprise that specific component of the degree.

Note: UAchieve has a new blue color to indicate that a course is in progress. If a segment of the audit is listed in blue, such as this student’s Core Requirement, it indicates that the requirement will be completed after successfully passing the in-progress coursework.

Degree Requirements and Sub-Requirements are listed beneath the charts and graphs section and include all requirements needed to earn the degree.

Note: You can read course descriptions and add courses to a student’s planner by clicking on the courses. This opens a new window with this information.
Other Tabs within the Audit

The Course History tab lists out the student’s transfer coursework and coursework completed at WSU. It also graphs the student’s term history and term GPAs.

The Applied Exceptions tab lists out exceptions that have been made on the student’s record.

The Markers tab lists out any markers that have been added to the student’s record (minors, certificates, etc.).

Exceptions and Exception Mode

In uAchieve, exceptions can be made directly on the audit as opposed to entering in pseudo-names by hand. To enter exceptions from the audit, you must select the Enter Exception Mode button on the top right hand corner of the audit.

Upon entering Exception Mode, the charts and graphs will not be available. Only the requirements, sub-requirements, and course lists will be available.

Requirement Exceptions

Requirement Exceptions are the brown boxes next to the requirement. These include Force Requirement Complete, Edit Requirement, and Advanced Options.
**Sub-Requirement Exceptions**

Sub-Requirement Exceptions are the orange boxes next to the sub-requirement. These include **Force Course**, **Force Sub-Requirement Complete**, **Edit Sub-Requirement**, and **Advanced Exceptions**.

![Orange boxes](image)

**Course and Select-From Line Exceptions**

Course and Select-From Line Exception are the green boxes next to the select from line. These include **Add Course (IW)**, **Remove Course (DC)**, and **Swap Courses (SW)**.

![Green boxes](image)

**Using the Exceptions Tab**

Exceptions can also be added manually in uAchieve.

This can be done by selecting the **Exceptions Tab** from the top and then selecting Add Exception.

**Note:** If the student has any exceptions, they will also appear on this screen.

![Exceptions table](image)
To create an exception, select **Add Exception**. You can then select from the list of available exceptions, at which point you are directed to a screen to input the exception manually.

**Note:** We do not recommend using this method of creating exceptions unless absolutely necessary. See Appendix A for more information about Advanced Exceptions.

<table>
<thead>
<tr>
<th>Description</th>
<th>Exception Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirement Modification - Delete Course</td>
<td>DC</td>
</tr>
<tr>
<td>X-Line Modification</td>
<td>EX</td>
</tr>
<tr>
<td>Requirement Modification - Insert Course</td>
<td>IC</td>
</tr>
<tr>
<td>Requirement Modification - Insert Course to Bypass Condition Code Testing</td>
<td>IW</td>
</tr>
<tr>
<td>Add Major Requirement</td>
<td>MK</td>
</tr>
<tr>
<td>Requirement/Sub-Requirement Modification</td>
<td>RM</td>
</tr>
<tr>
<td>Add Condition Code to Course</td>
<td>RP</td>
</tr>
<tr>
<td>Substitute a Course for a Pseudo-Course</td>
<td>RT</td>
</tr>
<tr>
<td>Requirement/Sub-Requirement Waiver</td>
<td>RW</td>
</tr>
<tr>
<td>Course Substitution</td>
<td>SC</td>
</tr>
<tr>
<td>Requirement Modification - Course Substitution</td>
<td>SS</td>
</tr>
<tr>
<td>Requirement Modification - Course Substitution to Bypass Condition Code Testing</td>
<td>SW</td>
</tr>
<tr>
<td>Waive Course</td>
<td>WC</td>
</tr>
<tr>
<td>Force Complete</td>
<td>WH</td>
</tr>
<tr>
<td>Waive Pseudo Course</td>
<td>WP</td>
</tr>
<tr>
<td>Add or Remove System Condition Code</td>
<td>WT</td>
</tr>
</tbody>
</table>

**Editing and Deleting Exceptions**

Exceptions can be edited from the Exceptions Tab by selecting the **Edit** (✓) icon.

Exceptions that are no longer needed can be deleted on the Exceptions Tab by selecting the **Delete Box** and then the green **Delete** icon.

For a comprehensive, detailed guide to exceptions, please see Appendix A: All About Exceptions.

Last updated by Justin Ternent 8/14/2017
Transfer Evaluations Tab

The Transfer Evaluations Tab lists all transfer coursework that has been evaluated.

The Source ID, GRP, Lock, Certify, and Last Modified categories are not important information for advising purposes.

The type category indicates whether the course is from the transfer institution or a WSU course. The Arrow (➡️) icon indicates the transfer course, the Target (🎯) icon indicates the WSU course.

In the above example, the student completed BIO 0100 at Columbus State CC. It transferred to WSU as BIO@1130 (Biology Elective) with a grade of C. The student earned 3 hours of credit.

Courses Tab

The courses Tab lists all transfer credit work as well, but does not list both the sending and receiving institution information simultaneously.

The Home option lists what the transfer courses are at WSU.

The Transfer option lists what the course was at the sending institution.

The Planned option lists any planned courses the student has added to their record.

Profile Tab: Assigning Degree Programs and Markers
The Profile tab is used to assign a degree program to a student by selecting Profile and then Programs from the dropdown menu.

This is where the advisor has the ability to add majors, certificates, and minors.

Selecting Add Degree Program will bring you to another screen to select the program you wish to add. The program can be selected from the dropdown menu.

When selecting programs, be sure to include the Term (this reflects the major term) and the Core Catalog Y/T dates as well. The Major Term will be either the current or future term, while the Core Term will be the term in which the student matriculated to WSU.

The Dpmask can be left blank since we do not use this function.

Once you have selected the information, press the green Add button.
Adding Markers

Minors and can be added in to the major audits instead of being run separately in UAchieve. This is done by selecting the **Add Marker** option from the screen above. You will then be able to select the minor from the dropdown menu. Once you have selected the information, press the green **Add** button.

Doing this allows the student to only run one audit and see both major and minor requirements.
Transfer Articulation Tables: Encoding Button

Transfer Articulation

The Encoding Button is where you can look to see transfer articulation information.

To lookup an institution, you can search by typing the school’s name in the entry field. This field is case sensitive.

<table>
<thead>
<tr>
<th>School Name</th>
<th>Source ID</th>
<th>IREF</th>
<th>Transfer</th>
<th>View</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sinclair Community College (Quarter)</td>
<td>3332</td>
<td>2</td>
<td>2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Ignore if a school says Quarter or Semester. uAchieve only displays the first table it finds.

To select an institution, press the **Folder Icon** ( ) under the View category.

This will open up the Institutional Reference and Transfer Articulation Tables for viewing:

**Institutional Reference Tables**

<table>
<thead>
<tr>
<th>Name</th>
<th>Source ID</th>
<th>Source CD</th>
<th>FYT</th>
<th>LYT</th>
<th>Clone</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sinclair Community College (Quarter)</td>
<td>3332</td>
<td>000000</td>
<td>201240</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sinclair Community College (Semester)</td>
<td>3332</td>
<td>201280</td>
<td>999999</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Transfer Articulation Table**

<table>
<thead>
<tr>
<th>Name</th>
<th>Source ID</th>
<th>Source CD</th>
<th>DPMask</th>
<th>FYT</th>
<th>LYT</th>
<th>Clone</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sinclair Community College (Quarter)</td>
<td>3332</td>
<td>000000</td>
<td>201240</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sinclair Community College (Semester)</td>
<td>3332</td>
<td>201280</td>
<td>999999</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** For advising purposes, you will likely not use the Institutional Reference Tables.

Viewing Transfer Articulation Rules

To see what is encoded in uAchieve, select the Edit button next to the Transfer Articulation table you wish to view. This will generate a new page where you can select **Segments** and then select the View Rules Icon under the segment you wish to review.
Example: I want to determine if we have a rule for Sinclair’s ACC 1210 course. To do this, I select the Segments Tab and then scroll down to the ACC Segment. I then click on the View Rule box to see what rules are encoded. I can then see all rules encoded for ACC coursework from Sinclair. I can see that ACC 1210 is equivalent to WSU’s ACC 2010. You can also see any public/private memos regarding the transfer rule (who approved the course, additional information, etc.).

**Transfer Segment Table**

<table>
<thead>
<tr>
<th>#</th>
<th>Segment Name</th>
<th>Segment Hint</th>
<th>Description</th>
<th>Details</th>
<th>Exit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>AA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>ACC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Transfer Rule Table**

If you need to review additional rules, you can select the Segment from the dropdown menu above the current dataset.
Contact Information for Questions

Thank you for taking the time to read this document. We sincerely hope it helps with your understanding of UAchieve.

If you are ever in need of assistance or additional training, do not hesitate to contact us for help!

Melinda’s Contact Information                               Justin’s Contact Information
E-mail: Melinda.Schneider@Wright.edu                        E-mail: Justin.Ternent@wright.edu
Phone: 937.775.3873                                          Phone: 937.775.5596
Location: 248 Medical Sciences                              Location: 248 Medical Sciences
Appendix A: All About Exceptions

Exceptions are used to alter a student’s degree audit. This appendix details how to use exceptions in uAchieve’s Exception Mode.

*** ALWAYS RUN A NEW AUDIT BEFORE MAKING EXCEPTIONS ***

Entering Exception Mode

After running an audit, Click the Enter Exception Mode button on the top right-hand corner of the audit.

The Exception Mode screen consists of two areas

1. The left side of the screen is the Audit area
2. The right side is the Exceptions area

Exception buttons are aligned down the center:

<table>
<thead>
<tr>
<th>Exceptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>clcid</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>XN</td>
</tr>
<tr>
<td>XM</td>
</tr>
<tr>
<td>XM</td>
</tr>
<tr>
<td>EE</td>
</tr>
<tr>
<td>XN</td>
</tr>
</tbody>
</table>

Last updated by Justin Ternent 8/14/2017
**Exception Buttons**

Exceptions are color-coded to the level of the audit applied:

<table>
<thead>
<tr>
<th>Audit Level</th>
<th>Color</th>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirement</td>
<td>Brown</td>
<td>✔️</td>
<td>Force Requirement Complete</td>
</tr>
<tr>
<td></td>
<td></td>
<td>🆕️</td>
<td>Edit Requirement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>⚡️</td>
<td>Advanced Exceptions</td>
</tr>
<tr>
<td>Sub-requirement</td>
<td>Orange</td>
<td>✔️</td>
<td>Force Sub-Requirement Complete</td>
</tr>
<tr>
<td></td>
<td></td>
<td>🆕️</td>
<td>Edit Sub-Requirement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>⚡️</td>
<td>Advanced Options</td>
</tr>
<tr>
<td>Course (&quot;Select From&quot; Line)</td>
<td>Green</td>
<td>✗</td>
<td>Add Course</td>
</tr>
<tr>
<td></td>
<td></td>
<td>−️</td>
<td>Remove Course</td>
</tr>
<tr>
<td></td>
<td></td>
<td>⇔️</td>
<td>Swap Course</td>
</tr>
</tbody>
</table>

To create an exception, select one of the Exception Buttons. You will then be directed to a separate screen to input the exception details. As soon as an exception is saved, it immediately affects the student record and appears in the uAchieve Self-Service Client.

The six unique exception types available in Exception Mode are detailed below.
Requirement Level Exceptions

Forced Requirement Complete

<table>
<thead>
<tr>
<th>Tab 1. Force Requirement Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>• May check option to &quot;Restrict to This Degree Program&quot; (unchecked by default)</td>
</tr>
<tr>
<td>• Complete fields for Audit Note, Memo, Authorized By, and Date (or use the default text)</td>
</tr>
<tr>
<td>• Action buttons:</td>
</tr>
<tr>
<td>o Save &amp; Run Audit</td>
</tr>
<tr>
<td>o Save &amp; Add Exception</td>
</tr>
<tr>
<td>o Cancel</td>
</tr>
</tbody>
</table>

Exceptions made will not be reflected on the audit until a new audit is run.

   o Note that the Authorized by and Date fields are autopopulated.

• Forcing a requirement complete will remove any courses currently residing in the sub-requirement. These will then place anywhere else in the audit where they can possibly match. Be sure to verify that the audit looks correct after doing this type of exception.
Tab 1. Requirement Modification

- Make edits to the Requirement by adjusting up (↑) or down (↓) incrementally from the default value of zero:
  - Required Sub-Requirements
  - Required Course Count
  - Required Hours
  - Required GPA
- Any edits away from default values render an action button:
  - Next
  - Cancel

Tab 2. Verify & Save

- Review edits made on Tab 1
- May check option to Restrict to This Degree Program and/or Restrict to This Requirement.
- Complete fields for Audit Note, Memo.
- Action buttons:
  - Back
  - Save & Run Audit
  - Save & Add Exception
  - Cancel

Exceptions made will not be reflected on the audit until a new audit is run.

Note that the Authorized by and Date fields are autopopulated.
Sub-Requirement Exceptions

Tab 1. Force Course

Move courses from the course list into the Course Forcing: box on the right by clicking add (+):

Tab 1. Force Course (continued)

Course is moved to Course Forcing: box

Any additions away from default renders an action button:

- Next
- Cancel

Undo a course addition into the Course Forcing: box using the Delete button (−).
• Use force course as a last resort. While it is an incredibly powerful exception, it can also cause unintended issues if used incorrectly. Try using an Add Course exception prior to a Force Course.
• Be wary about using Force Course in the Core.

Tab 2. Verify & Save

• Review Force Course made on Tab 1
• May check option to Restrict to This Degree Program (checked by default)
• Complete fields for Audit Note, Memo, Authorized By, and Date (or use the default text)
• Action buttons:
  • Back
  • Save & Run Audit

Exceptions made will not be reflected on the audit until a new audit is run.

• Save & Add Exception
• Cancel

Note that the Authorized by and Date fields are autopopulated.
• Forcing a sub-requirement complete will remove any courses currently residing in the sub-requirement. These will then place anywhere else in the audit where they can possibly match. Be sure to verify that the audit looks correct after doing this type of exception.
Edit Sub-Requirement

Tab 1. Sub-Requirement Modification

- Make edits to the Sub-Requirement by adjusting up (↑) or down (↓) incrementally from the default value of zero:
  - Required Course Count
  - Required Hours
  - Required GPA
- Any edits away from default values render an action button:
  - Next
  - Cancel

Tab 2. Verify & Save

- Review edits made on Tab 1
- May check option to Restrict to This Degree Program and/or Restrict to This Requirement.
- Complete fields for Audit Note, Memo.
- Action buttons:
  - Back
  - Save & Run Audit
  - Save & Add Exception
  - Cancel

Exceptions made will not be reflected on the audit until a new audit is run.

Note that the Authorized by and Date fields are autopopulated.
Course-Level Exceptions ("Select From" Exceptions)

Tab 1. Add Course

- Move courses from the course list into the Course Adding: box on the right by clicking add (+):
  - Course is moved to Course Adding: box
  - Any additions away from default renders an action button:
    - Next
    - Cancel
  - Undo a course addition into the Course Adding: box using the Delete button ( ).

Tab 2. Verify & Save

- Review Add Course made on Tab 1
- Click the hyperlink to generate an area to modify the sub-requirement, or cancel changes and close the area
- May check option to Restrict to This Degree Program and/or Restrict to This Requirement
- Complete fields for Audit Note, Memo, Authorized By, and Date (or use the default text)
- Action buttons:
  - Back
  - Save & Run Audit
- Exceptions made will not be reflected on the audit until a new audit is run.
  - Save & Add Exception
  - Cancel
Tab 1. Remove Course

- Move courses from the course(s) to remove list into the *Course Removing:* box on the right by clicking remove (×).

Tab 1. Remove Course (continued)

- Course is removed, into *Course Removing:* box.
- Any removals away from default renders an action button:
  - Next
  - Cancel

- Undo a course removal into the *Course Removing:* box using the Delete button (Trash can)
Tab 2. Verify & Save

- Review Course Removing made on Tab 1
- Click the hyperlink to generate an area to modify the sub-requirement, or cancel changes and close the area
- May check option to Restrict to This Degree Program and/or Restrict to This Requirement
- Complete fields for Audit Note, Memo, Authorized By, and Date (or use the default text)
- Action buttons:
  - Back
  - Save & Run Audit
- Exceptions made will not be reflected on the audit until a new audit is run.
  - Save & Add Exception
  - Cancel
Tab 1. Swap Out

- Move courses from the course list into the *Swapping Out*: box on the right by clicking remove ( ):
- Course is moved to *Swapping Out*: box
- Any swapping away from default renders an action button:
  - Next
  - Cancel
- Undo a course swap into the Swapping Out: box using the *Delete* button ( ).

Tab 2. Swap In

- Select a course from the list to swap into the *Swapping In*: box using the add button ( ).
- Undo a course swap into the *Swapping In*: box using the *Delete* button ( ).
- Any swapping away from default renders an action button:
  - Back
  - Next
  - Cancel
Tab 3. Verify & Save

- Review Swap Out and Swap In made on Tabs 1 and 2, respectively
- Click the hyperlink to generate an area to modify the sub-requirement, or cancel changes and close the area
- May check option to Restrict to This Degree Program and/or Restrict to This Requirement Complete fields for Audit Note, Memo, Authorized By, and Date (or use the default text)
- Action buttons:
  - Back
  - Save & Run Audit
- Exceptions made will not be reflected on the audit until a new audit is run.
  - Save & Add Exception
  - Cancel

**Note:** If the Sub-Requirement has been completed, then the “Select From” line may not appear in exception mode. You will need to use the Advanced Exception (below) if you need to complete a Delete Course, Insert Course, or Swap Course exception.
Advanced Exceptions – Requirement & Sub-Requirement Level

Navigate to the requirement or sub-requirement of interest on the audit side (left side) of the exceptions page. The Advanced Exceptions button will appear as a lightning bolt button at the requirement level and sub-requirement level:

- Requirement's Advanced Exceptions button ( ⚡️ ) in dark brown
- Sub-requirement's Advanced Exceptions button ( ⚡️ ) in orange

Choose an Exception Type

Clicking the Advanced Exceptions button at either the requirement or sub-requirement level will generate the Choose an Exception Type page. Review the list of exception types, descriptions, and exception codes to find the type of exception you would like to create.

Choose an Exception Type

<table>
<thead>
<tr>
<th>Description</th>
<th>Exception Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirement Modification - Delete Course</td>
<td>DC</td>
</tr>
<tr>
<td>X-Line Modification</td>
<td>EX</td>
</tr>
<tr>
<td>Requirement Modification - Insert Course</td>
<td>IC</td>
</tr>
<tr>
<td>Requirement Modification - Insert Course to Bypass Condition Code Testing</td>
<td>NV</td>
</tr>
<tr>
<td>Add Marker Requirement</td>
<td>MK</td>
</tr>
<tr>
<td>Requirement/Sub-Requirement Modification</td>
<td>RM</td>
</tr>
<tr>
<td>Add Condition Code to Course</td>
<td>RP</td>
</tr>
<tr>
<td>Substitute a Course for a Pseudo-Course</td>
<td>RT</td>
</tr>
<tr>
<td>Requirement/Sub-Requirement Waiver</td>
<td>RW</td>
</tr>
<tr>
<td>Course Substitution</td>
<td>SC</td>
</tr>
<tr>
<td>Requirement Modification - Course Substitution</td>
<td>SS</td>
</tr>
<tr>
<td>Requirement Modification - Course Substitution to Bypass Condition Code Testing</td>
<td>SW</td>
</tr>
<tr>
<td>Waive Course</td>
<td>WC</td>
</tr>
<tr>
<td>Force Complete</td>
<td>Wt</td>
</tr>
<tr>
<td>Waive Pseudo Course</td>
<td>WP</td>
</tr>
<tr>
<td>Add or Remove System Condition Code</td>
<td>Wt</td>
</tr>
</tbody>
</table>

Click either the Description or the Exception Code to create the new exception:
The exception screen will reappear. The audit side (left side) will highlight the specific sub-requirements you are working with. The exceptions side (right side) displays a series of fields specific to the exception type selected.

> This Degree Requires 120 total applicable credits and a minimum cumulative GPA of 2.0 on all courses
> Arts and Languages,
> General Education - Arts and Languages 2014Fa
> General Education - English
> Testing waivers and such OK to add to if needed
> Major in Psychology

OR Major in Psychology - Or’d Option

Geneds
Gened Limited Elective
Has of’d sub-requirement choice for thesis
Requirement with 3 Science Lists
Excess Courses

Courses Listed by Term 1 to 2020Sp

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>102, ENGL111</td>
<td>3.00</td>
<td>A</td>
</tr>
<tr>
<td>Min 20</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2019Fa</td>
<td>3.00</td>
<td>A</td>
</tr>
<tr>
<td>(9 Hours Taken)</td>
<td>3 COURSES TAKEN</td>
<td>2.00 GPA</td>
</tr>
<tr>
<td>19Fa ARTS181</td>
<td>3.00</td>
<td>C &gt;W No description</td>
</tr>
<tr>
<td>19Fa ARTS100</td>
<td>3.00</td>
<td>C &gt;W No description</td>
</tr>
<tr>
<td>19Fa ENGL203</td>
<td>3.00</td>
<td>C &gt;W English Literature Since 1000</td>
</tr>
<tr>
<td>2017Sp</td>
<td>3.00</td>
<td>A</td>
</tr>
<tr>
<td>(3 Hours Taken)</td>
<td>1 COURSE TAKEN</td>
<td>2.00 GPA</td>
</tr>
<tr>
<td>175Sp ENGL224</td>
<td>3.00</td>
<td>C &gt;W No description</td>
</tr>
</tbody>
</table>

More Button

Several of the fields may be pre-populated (autocompleted) from the audit, and are marked as such with a More button designated by an orange wand (▶). The More button facilitates creation of many additional complex exceptions.
Per the example from the screenshot above:

- **DPMask**: is not pre-populated. **Do not enter anything here.**
- **Dprog**: is pre-populated from the audit.
- **Requirement Name**: is pre-populated from the audit
- **Auth Code**: is always pre-populated since the exception will not apply if the auth code was not set (even if the field is not showing to the user)

**Pseudo Course**
- Is pre-populated to the default pseudo, but user can change this to a different preferred pseudo
- If you backspace out of the pre-populated Pseudo Course (in this example, TRANSCRIP), a list of **all available pseudos** that apply to the sub-requirement based on the encoding will appear in a drop-down menu for alternate selections:

**Pseudo Groupings**
- The list of all available pseudos can be especially useful when working with complicated pseudo groupings, providing the user a time-saving advantage since groupings will not have to be manually entered. All available pseudos will appear in the Select From line are automatically set to begin, but users can key in others if encoding changes are anticipated.
**Advanced Exception – Waiving a Course Method 1**

Step 1. Select the Advanced Exception Button on the Sub-Requirement.

Step 2. Select Waive Course or WC.

Step 3. Fill out the form.

![Add Waive Course](image)

NEVER ADD HOURS WAIVED. This will create fake hours for the student, which is against university policy.

If the course you are waiving requires a grade of “C” or better, put a lower-case “c” in the Set Condition Code 1 field.

The term can be set to the current term.

Step 4. Select Save and Run Audit.
**Advanced Exception – Waiving a Course Method 2**

Another method of waiving a course is by using a modified Delete Course. This looks better on the uAchieve audit than the WC option.

Step 1. Select the Advanced Exception Button on the Sub-Requirement.

Step 2. Select Requirement Modification – Delete Course or DC.

Step 3. The form is pre-filled. You will need to put -1 (or however many courses are being waived) in the Required Sub-reqs (req level) or Courses (sub-req) box:

![Image of form with pre-filled fields]

Step 4. Scroll to the bottom of the exception and press Add Course:
Step 5. Type the name of the course you are waiving and select Add to List:

![Add Course](image)

Press return once the course has been added.

Step 6. Save and Run your audit.

![Add Course and Remove](image)

This removes the course from the sub-requirement and also reduces the sub-requirement by 1 course, effectively waiving it for the student.
**Adjusting Max Count**

There are times when an IC/IW exception does not work. It may put the course in the *Select From* line or not insert the course at all. This may potentially be caused by the sub-requirement having a maximum number of courses it will accept.

If you need to increase the Max Count/USELECT, go to the Exceptions tab.

Choose the IC/IW or RM exception you just completed.

You can increase the Max Count/USELECT by the number of additional courses you want to insert. Save your changes. (See next page).
<table>
<thead>
<tr>
<th><strong>Edit Requirement Modification - Insert Course to Bypass Condition Code Testing</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dprq</strong></td>
</tr>
<tr>
<td><strong>Requirement Name</strong></td>
</tr>
<tr>
<td><strong>Pseudo-Course Name</strong></td>
</tr>
<tr>
<td><strong>Exception Note</strong></td>
</tr>
<tr>
<td><strong>Required Sub-reqs (req level) or Courses (sub-req)</strong></td>
</tr>
<tr>
<td><strong>Required hours</strong></td>
</tr>
<tr>
<td><strong>Required Count (req level)</strong></td>
</tr>
<tr>
<td><strong>Required GPA</strong></td>
</tr>
<tr>
<td><strong>Accept Code 1</strong></td>
</tr>
<tr>
<td><strong>Accept Code 2</strong></td>
</tr>
<tr>
<td><strong>Reject Code 1</strong></td>
</tr>
<tr>
<td><strong>Reject Code 2</strong></td>
</tr>
<tr>
<td><strong>Max Hours</strong></td>
</tr>
<tr>
<td><strong>Max Hours Control</strong></td>
</tr>
<tr>
<td><strong>Max Count/USECT</strong></td>
</tr>
</tbody>
</table>