

uAchieve Guide for Advising

Contents

Logging in to uAchieve	3
uAchieve Home Screen	3
The uAchieve Degree Audit	4
Searching for a Student.....	4
Requesting an Audit.....	4
Requesting an Audit if an Audit Already Exists.....	5
Running a What-If Audit (Select a Different Program)	5
The Advanced Settings Tab.....	6
Viewing an Audit.....	7
uAchieve Audit Results	7
Other Tabs within the Audit	8
Exceptions and Exception Mode.....	8
Requirement Exceptions.....	8
Sub-Requirement Exceptions.....	9
Course and Select-From Line Exceptions.....	9
Using the Exceptions Tab	9
Editing and Deleting Exceptions	10
Transfer Evaluations Tab.....	11
Courses Tab.....	11
Profile Tab: Assigning Degree Programs and Markers	11
Adding Markers.....	13
Transfer Articulation Tables: Encoding Button	14
Transfer Articulation	14
Viewing Transfer Articulation Rules.....	14
Transfer Segment Table	15
Transfer Rule Table	15
Contact Information for Questions.....	16
Appendix A: All About Exceptions.....	17
Entering Exception Mode	17
Exception Buttons	18

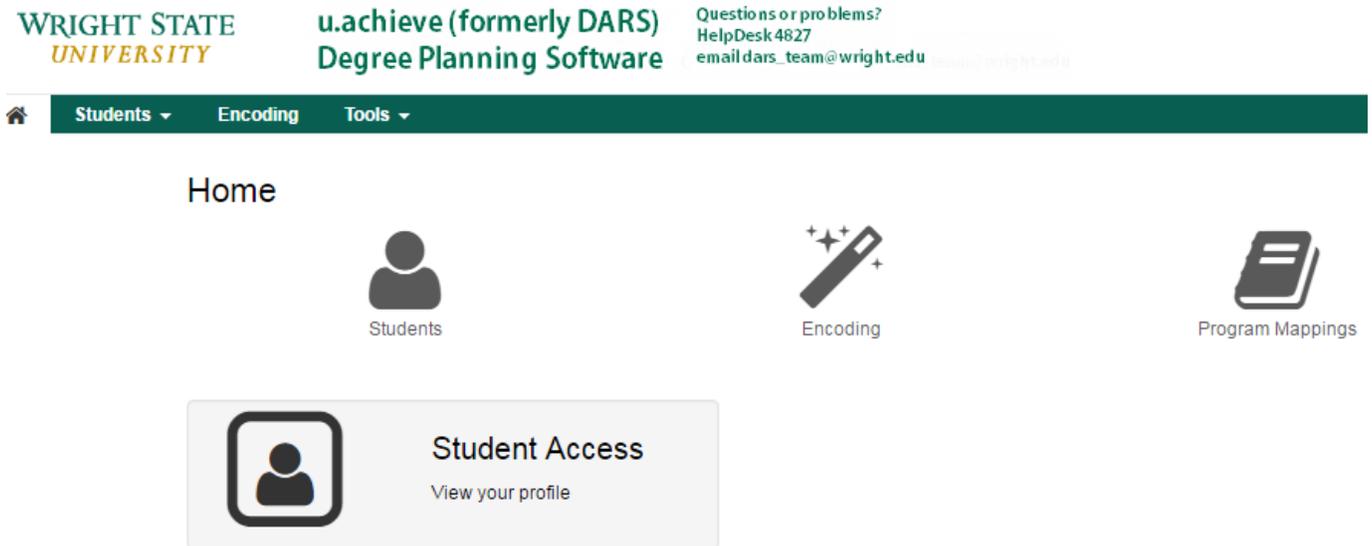
Requirement Level Exceptions.....	19
Force Requirement Complete.....	19
Edit Requirement	20
Sub-Requirement Exceptions.....	21
Force Course	21
Force Sub-Requirement Complete	23
Edit Sub-Requirement.....	24
Course-Level Exceptions (“Select From” Exceptions).....	25
Add Course.....	25
Remove Course	26
Swap Course.....	28
Advanced Exceptions – Requirement & Sub-Requirement Level.....	30
Choose an Exception Type	30
More Button.....	31
Advanced Exception – Waiving a Course Method 1.....	33
Advanced Exception – Waiving a Course Method 2.....	34

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.



uAchieve Home Screen



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

Enter Student ID

Student ID

Submit

Search by Student Name

First Name

Last Name

Search 



Select	Name	Student Id
<input type="checkbox"/>		

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

▼ Run Declared Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
	HRMGT-BSB	HUMAN RESOURCES MANAGEMENT	201580	\$MAJOR	MGMT-2ND	D	

► Select a Different Program:

Advanced Settings Click to view available options.

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.

The screenshot shows the top navigation bar with tabs for Students, Encoding, Tools, Audits, Courses, Transfer Evaluations, Exceptions, and Profile. The 'Request an Audit' dropdown menu is open, showing options for Request New, Manage, and Program Matcher. The 'Run Declared Programs' button is visible below the dropdown.

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.

Select a Different Program:

Choosing a degree program here will not change your declared degree program.

College:

Program:

Catalog Year:

Note: Selecting a Different Program **does not** change a student's major program.

The Advanced Settings Tab

Advanced Settings [Click to view available options.](#)

Include In Progress Courses	<input checked="" type="checkbox"/>
List All	<input type="text" value="' - Default"/>
What If Courses	<input type="checkbox"/>
Run Type	<input type="text" value="D-Degree Audit"/>
Format	<input type="text" value="Regular (HTML)"/>
Reference	<input type="text" value="' - Default"/>
Inst ID	<input type="text" value="' - Default"/>

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.

Run Audit										Delete select all/select none
ID	Instcd	Program	Catalog Year	Created	Audit Type	Format	Run By	Course Type	View	Delete
10256		HRMGT-BSB	201580	07/18/2016 11:16 AM		HTML		IP	View Audit	<input type="checkbox"/>

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.

The screenshot shows the uAchieve audit interface. At the top, there is a navigation menu with options like 'Students', 'Roadmaps', 'Encoding', 'Batch', 'Tools', 'Reports', and 'Security'. Below the menu, there are tabs for 'Audit Results', 'Performance Tracking', 'Applied Exceptions', and 'Markers'. The main content area displays audit information for a student, including 'Prepared On', 'Student ID', 'Program Code', 'Graduation Date', 'Catalog Year', and 'Job ID'. There are two buttons: 'Request Audit' and 'Enter Exception Mode'. The 'Audit' section shows a pie chart for 'Audit' and a horizontal bar chart for 'Categories'. The 'Categories' chart shows 'General(Course)', 'Miami Plan', 'Major', and 'ElectiveHours' with bars for 'Complete', 'In Progress', 'Unfulfilled', and 'Planned'. Below the charts, there are options to 'Open All Sections' and 'Close All Sections', and a 'Printer Friendly' link. The 'DEGREE REQUIREMENTS' section shows a list of requirements with status icons: 'Hours required for Major', 'General Education - English', 'Arts and Languages', 'General Education - Arts and Languages', 'General Education - Social Science Area', and 'General Education - Cultures'. A warning message states: '>>>>SOME REQUIREMENTS HAVE NOT BEEN SATISFIED <<<<'. Below this, there is a section for 'Testing WFDPMESS' with a list of requirements and status icons.

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**.



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)**.



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

Exceptions to requirements and subrequirements. Adding or deleting exceptions deletes them from the student's academic record. Text on the exception type list screen

Add Exception											Delete	
											select all/select none	
#	Code	A	R	Course	Rcourse	Audit Note	Pseudo Name	authId	authDate	Edit	Delete	
1	IC	R	I				CORE-4		30-JUN-16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	IC	R	I				CORE-BUS5A		30-JUN-18	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	IC	R	I				BA-17EL		30-JUN-16	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	RM	R	U				S-MC1		30-JUN-18	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	RM	R	U				WAC-COR1		30-JUN-18	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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.

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

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.

#	Code	A	R	Course	Rcourse	Audit Note	Pseudo Name	authId	authDate	Edit	Delete
1	SS	R	S			PER M NORRIS	CRJ-CR1				
2	SS	R	S			PER M NORRIS	CRJ-FR1				

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

Transfer Evaluations Tab

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

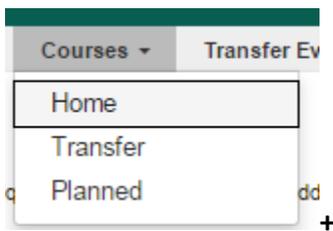
Source Id	Grp	Lock	Certify	Last Modified	Type	Term	Course	Title	Grade	Earned Credit	Condc	Seq	Edit	Del
Columbus State Community College (Semester)														
3261	099	<input checked="" type="checkbox"/>	Soft	05/20/2015 6:31 PM		201480	BIO 0100	Intro to Biology	C	3.00	t	001		
						201480	BIO@1130	Intro to Biology	TC	3.00	tc	001		

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



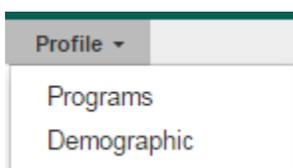
The courses Tab lists all transfer credit work as well, but does not list both the sending and receiving institution information simultaneously.

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.

Change Academic Program

Adding, editing or deleting a program edits the student's course of study.

Add Degree Program
Delete

select all/select none

^	School	Degree Program	Term	Edit	Delete	Marker	Value	Edit	Del
		CRIMJUST-BA	Fall 2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Add Marker			

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 1** 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.

Add Degree Program

Degree Program	ACCTCY-BSB ▼
Term	Summer 2016 ▼
Dpmask	
Core Catalog Y/T 1	
Memo	
Last Modified	
By	
Add Cancel	

Adding Markers

Minors 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.

Add Marker

Marker	<input type="text" value="\$MINOR"/>
Value	<input type="text" value="ART HISTORY MINOR"/>
Type	<input type="text" value="List of Req's inserted D"/>
Memo	<input type="text"/>
Last Modified	
By	
<input type="button" value="Add"/> <input type="button" value="Cancel"/>	

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.

Transfer Articulation

Sinclair + Add New School

School Name	Source ID	IREF	Transfer	View	Delete
Sinclair Community College (Quarter) Rename	3332	2	2		

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:

Transfer Articulation
Sinclair Community College (Quarter) Return to list
Source ID: 3332

Institutional Reference Tables + Add IREF Table

Name	Source ID	Source CD	FYT	LYT	Clone	Edit	Delete
Sinclair Community College (Quarter)	3332		000000	201240			
Sinclair Community College (Semester)	3332		201280	999999			

Transfer Articulation Table + Add TA Table

Name	Source ID	Source CD	DPMask	FYT	LYT	Clone	Edit	Delete
Sinclair Community College (Quarter)	3332			000000	201240			
Sinclair Community College (Semester)	3332			201280	999999			

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

General Default Tables Segments Edit Rules						
#	Segment Name	Segment Hint	Description	Details	Edit	Delete
1	AA			...		
2	ACC			...		

Transfer Rule Table

ACC - Add new rule to this segment at line 4

▼ Rule 1 Control Area

Rule #	Segment	Cond	Min Ct	Min Hrs	Ctl Cd	Accept	Reject	Hide from Transferology & Reference Audits
1	ACC -	<input type="checkbox"/>	0	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Public Memo: Private Memo:

▼ Transfer/Source Courses Add source course at line 2

Course ?	P	Title	T	Min Hours	AC	RC	Effective Year/Term Range	Details	Delete
1 ACC 1210		Intro to Financial Accounting	<input type="checkbox"/>	0	<input type="checkbox"/>	<input type="checkbox"/>	-	...	

▼ Home/Target Courses Add target course at line 2

Course ?	P	Title	Hours	F	Hide	Alternate Courses	Course Flags	Details	Delete
1 ACC 2010			0	<input type="checkbox"/>	<input type="checkbox"/>			...	

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!

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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 *****

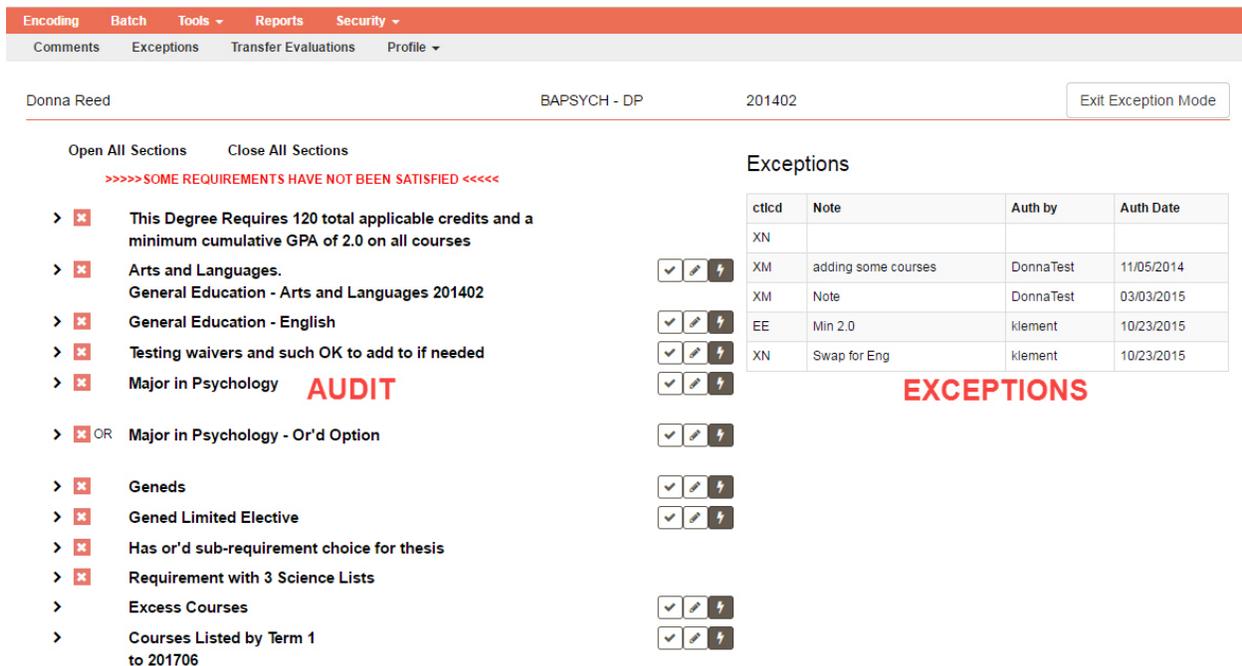
Entering Exception Mode

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:



ctid	Note	Auth by	Auth Date
XN			
XM	adding some courses	DonnaTest	11/05/2014
XM	Note	DonnaTest	03/03/2015
EE	Min 2.0	klement	10/23/2015
XN	Swap for Eng	klement	10/23/2015

Exception Buttons

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

Audit Level	Color	Button	Description
Requirement	Brown		Force Requirement Complete
			Edit Requirement
			Advanced Exceptions
Sub-requirement	Orange		Force Course
			Force Sub-Requirement Complete
			Edit Sub-Requirement
			Advanced Options
Course ("Select From" Line)	Green		Add Course
			Remove Course
			Swap Course

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

✓	Force Requirement Complete
<p>Requirement Force Complete Exception</p> <p>Requirement General Education - Arts and Languages 201402</p> <p>1. Verify & Save</p> <p>This Exception will force the current Requirement to Completion.</p> <p><input checked="" type="checkbox"/> Restrict to this Degree Program.</p> <p>Audit Note Force Requirement / Sub-req (Maximum characters: 27)</p> <p>Memo Force Requirement / Sub-requirement Memo (Maximum characters: 255)</p> <p>Authorized by superuser (Maximum characters: 30)</p> <p>Date 05/26/2017</p> <p>Save & Run Audit Save & Add Exception Cancel</p>	<p>Tab 1. Force Requirement Complete</p> <ul style="list-style-type: none"> • May check option to "Restrict to This Degree Program" (unchecked by default) • Complete fields for Audit Note, Memo, Authorized By, and Date (or use the default text) • Action buttons: <ul style="list-style-type: none"> ○ Save & Run Audit ○ Save & Add Exception ○ Cancel <p>Exceptions made will not be reflected on the audit until a new audit is run.</p> <ul style="list-style-type: none"> ○ 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.

 **Edit Requirement**

Requirement Modification Exception

Requirement
Test for Home/Self-Articulation

1. Requirement Modification 2. Verify & Save

Required Sub-requirements Original Value: 1 Adjust by: - 1 +	Required Hours Original Value: 0.00000 Adjust by: - 0.00 +
Required Course Count Original Value: 0 Adjust by: - 1 +	Required GPA Original Value: 0.00000 Adjust by: - 0.00 +

Next Cancel

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**

Requirement Modification Exception

Requirement
General Education - Arts and Languages 201402

1. Requirement Modification **2. Verify & Save**

Required Sub-requirements Original Value: 3 Adjust by: 1	Required Hours Original Value: 0 Adjust by: 0.00
Required Course Count Original Value: 0 Adjust by: 0	Required GPA Original Value: 0 Adjust by: 0.00

Restrict to this Degree Program Restrict to this Requirement.

Audit Note
Edit Requirement / Sub-req
(Maximum characters: 27)

Memo
Edit Requirement / Sub-requirement Memo
(Maximum characters: 255)

Authorized by **Date**
superuser 05/26/2017
(Maximum characters: 30)

Back **Save & Run Audit** **Save & Add Exception** 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

↓ Force Course	
<div style="border: 1px solid #ccc; padding: 10px;"> <p>Force Course Exception</p> <p>Subrequirement English</p> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> 1. Force Course 2. Verify & Save </div> <div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <p>200110 ENGL400 (3 Hours) A</p> <p>ENGL111 (3 Hours) A</p> <p>200130 FIST100 (3 Hours) C</p> <p>FARTS500 (3 Hours) A</p> <p>20018</p> </div> <div style="flex: 0.5; text-align: center; margin: 0 10px;"> <p>+</p> <p style="border: 1px solid red; padding: 2px;">+</p> <p>+</p> <p>+</p> </div> <div style="flex: 1;"> <div style="border: 1px solid orange; padding: 5px; margin-bottom: 10px;">Course Forcing :</div> <div style="border: 1px solid orange; padding: 5px;"> ENGL111 200110 (3 Hours)A </div> </div> </div> <p style="margin-top: 20px; text-align: right;">Cancel</p> </div>	<p>Tab 1. Force Course</p> <p>Move courses from the course list into the <i>Course Forcing:</i> box on the right by clicking add (+):</p>
<div style="border: 1px solid #ccc; padding: 10px;"> <p>Force Course Exception</p> <p>Subrequirement English</p> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> 1. Force Course 2. Verify & Save </div> <div style="display: flex; align-items: flex-start;"> <div style="flex: 1;"> <p>200110 ENGL400 (3 Hours) A</p> <p>200130 FIST100 (3 Hours) C</p> <p>FARTS500 (3 Hours) A</p> <p>20018 UNKN902 (3 Hours) TA</p> </div> <div style="flex: 0.5; text-align: center; margin: 0 10px;"> <p>+</p> <p>+</p> <p>+</p> </div> <div style="flex: 1;"> <div style="border: 1px solid orange; padding: 5px; margin-bottom: 10px;">Course Forcing :</div> <div style="border: 1px solid orange; padding: 5px;"> ENGL111 🗑 200110 (3 Hours)A </div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Next Cancel </div> </div>	<p>Tab 1. Force Course (continued)</p> <p>Course is moved to <i>Course Forcing:</i> box</p> <p>Any additions away from default renders an action button:</p> <ul style="list-style-type: none"> • Next • Cancel <p>Undo a course addition into the Course Forcing: box using the Delete button (🗑).</p>

<p>Force Course Exception</p> <p>Subrequirement English</p> <p>1. Force Course 2. Verify & Save</p> <hr/> <p><i>Course Forcing :</i> ENGL111 200110 (3 Hours)A</p> <p><i>Info:</i> English Using pseudo of ENGLISH REQ.</p> <p><input checked="" type="checkbox"/> Restrict to this Degree Program.</p> <p>Audit Note</p> <p>Short note about audit. <small>(Maximum characters: 27)</small></p> <p>Memo</p> <p>Type in a memo here. <small>(Maximum characters: 255)</small></p> <p>Authorized by Date</p> <p>klement 04/14/2014 <small>(Maximum characters: 30)</small></p> <hr/> <p>Back Save & Run Audit Save & Add Exception Cancel</p>	<p>Tab 2. Verify & Save</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • Back • Save & Run Audit <p>Exceptions made will not be reflected on the audit until a new audit is run.</p> <ul style="list-style-type: none"> • Save & Add Exception • Cancel <p>Note that the Authorized by and Date fields are autopopulated.</p>
--	---

- 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.

✔ **Force Sub-Requirement Complete**

Subrequirement Force Complete Exception

Subrequirement
Subrequirement 1

1. Verify & Save

This Exception will force the current Subrequirement to Completion.

Restrict to this Degree Program.

Audit Note

Short note about audit.

(Maximum characters: 27)

Memo

Type in a memo here.

(Maximum characters: 255)

Authorized by

klement

(Maximum characters: 30)

Date

04/14/2014

Save & Run Audit

Save & Add Exception

Cancel

Tab 1. Force Sub-Requirement Complete

The Force Complete exception forces a current Sub-Requirement to completion, no matter what. Using this exception will remove all courses from the requirement and place them in other requirements. Be careful when using this exception.

- May check option to "Restrict to This Degree Program" (unchecked by default)
- Complete fields for Audit Note, Memo, Authorized By, and Date (or use the default text)
- Action buttons:
 - 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.

- 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.

Last updated by Justin Ternent 8/14/2017

23

Edit Sub-Requirement					
<div style="border: 1px solid #ccc; padding: 10px;"> <p>Subrequirement Modification Exception</p> <p>Subrequirement Subrequirement 1</p> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> 1. Subrequirement Modification 2. Verify & Save </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Required Course Count</p> <p>Original Value: 2</p> <p>Adjust by: <input type="button" value="-"/> <input type="text" value="-1"/> <input style="margin-left: 10px;" type="button" value="+"/></p> </td> <td style="width: 50%; vertical-align: top;"> <p>Required Hours</p> <p>Original Value: 13.00000</p> <p>Adjust by: <input type="button" value="-"/> <input type="text" value="0.00"/> <input style="margin-left: 10px;" type="button" value="+"/></p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>Adjust by: <input type="button" value="-"/> <input type="text" value="-1"/> <input style="margin-left: 10px;" type="button" value="+"/></p> </td> <td style="vertical-align: top;"> <p>Required GPA</p> <p>Original Value: 0</p> <p>Adjust by: <input type="button" value="-"/> <input type="text" value="0.00"/> <input style="margin-left: 10px;" type="button" value="+"/></p> </td> </tr> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Next Cancel </div> </div>	<p>Required Course Count</p> <p>Original Value: 2</p> <p>Adjust by: <input type="button" value="-"/> <input type="text" value="-1"/> <input style="margin-left: 10px;" type="button" value="+"/></p>	<p>Required Hours</p> <p>Original Value: 13.00000</p> <p>Adjust by: <input type="button" value="-"/> <input type="text" value="0.00"/> <input style="margin-left: 10px;" type="button" value="+"/></p>	<p>Adjust by: <input type="button" value="-"/> <input type="text" value="-1"/> <input style="margin-left: 10px;" type="button" value="+"/></p>	<p>Required GPA</p> <p>Original Value: 0</p> <p>Adjust by: <input type="button" value="-"/> <input type="text" value="0.00"/> <input style="margin-left: 10px;" type="button" value="+"/></p>	<p>Tab 1. Sub-Requirement Modification</p> <ul style="list-style-type: none"> • Make edits to the Sub-Requirement by adjusting up (<input type="button" value="+"/>) or down (<input type="button" value="-"/>) incrementally from the default value of zero: <ul style="list-style-type: none"> ○ Required Course Count ○ Required Hours ○ Required GPA • Any edits away from default values render an action button: <ul style="list-style-type: none"> ○ Next ○ Cancel
<p>Required Course Count</p> <p>Original Value: 2</p> <p>Adjust by: <input type="button" value="-"/> <input type="text" value="-1"/> <input style="margin-left: 10px;" type="button" value="+"/></p>	<p>Required Hours</p> <p>Original Value: 13.00000</p> <p>Adjust by: <input type="button" value="-"/> <input type="text" value="0.00"/> <input style="margin-left: 10px;" type="button" value="+"/></p>				
<p>Adjust by: <input type="button" value="-"/> <input type="text" value="-1"/> <input style="margin-left: 10px;" type="button" value="+"/></p>	<p>Required GPA</p> <p>Original Value: 0</p> <p>Adjust by: <input type="button" value="-"/> <input type="text" value="0.00"/> <input style="margin-left: 10px;" type="button" value="+"/></p>				
<div style="border: 1px solid #ccc; padding: 10px;"> <p>Subrequirement Modification Exception</p> <p>Subrequirement Subrequirement 1</p> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> 1. Subrequirement Modification 2. Verify & Save </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Required Course Count</p> <p>Original Value: 2</p> <p>Adjust by: <input type="button" value="-"/> <input type="text" value="-1"/> <input style="margin-left: 10px;" type="button" value="+"/></p> </td> <td style="width: 50%; vertical-align: top;"> <p>Required Hours</p> <p>Original Value: 13.00000</p> <p>Adjust by: <input type="button" value="-"/> <input type="text" value="0.00"/> <input style="margin-left: 10px;" type="button" value="+"/></p> </td> </tr> <tr> <td style="vertical-align: top;"> <p>Adjust by: <input type="button" value="-"/> <input type="text" value="-1"/> <input style="margin-left: 10px;" type="button" value="+"/></p> </td> <td style="vertical-align: top;"> <p>Required GPA</p> <p>Original Value: 0</p> <p>Adjust by: <input type="button" value="-"/> <input type="text" value="0.00"/> <input style="margin-left: 10px;" type="button" value="+"/></p> </td> </tr> </table> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <input checked="" type="checkbox"/> Restrict to this Degree Program <input checked="" type="checkbox"/> Restrict to this Requirement </div> <p>Audit Note</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 20px;"> Short note about audit. </div> <p style="font-size: small; margin-top: 5px;">(Maximum characters: 27)</p> <p>Memo</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"> Type in a memo here. </div> <p style="font-size: small; margin-top: 5px;">(Maximum characters: 255)</p> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <p>Authorized by</p> <div style="border: 1px solid #ccc; padding: 2px;">klement</div> <p style="font-size: x-small; margin-top: 5px;">(Maximum characters: 30)</p> </div> <div style="width: 45%;"> <p>Date</p> <div style="border: 1px solid #ccc; padding: 2px;">04/14/2014</div> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Back Save & Run Audit Save & Add Exception Cancel </div> </div>	<p>Required Course Count</p> <p>Original Value: 2</p> <p>Adjust by: <input type="button" value="-"/> <input type="text" value="-1"/> <input style="margin-left: 10px;" type="button" value="+"/></p>	<p>Required Hours</p> <p>Original Value: 13.00000</p> <p>Adjust by: <input type="button" value="-"/> <input type="text" value="0.00"/> <input style="margin-left: 10px;" type="button" value="+"/></p>	<p>Adjust by: <input type="button" value="-"/> <input type="text" value="-1"/> <input style="margin-left: 10px;" type="button" value="+"/></p>	<p>Required GPA</p> <p>Original Value: 0</p> <p>Adjust by: <input type="button" value="-"/> <input type="text" value="0.00"/> <input style="margin-left: 10px;" type="button" value="+"/></p>	<p>Tab 2. Verify & Save</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ Back ○ Save & Run Audit ○ Save & Add Exception ○ Cancel <p>Exceptions made will not be reflected on the audit until a new audit is run.</p> <p>Note that the Authorized by and Date fields are autopopulated.</p>
<p>Required Course Count</p> <p>Original Value: 2</p> <p>Adjust by: <input type="button" value="-"/> <input type="text" value="-1"/> <input style="margin-left: 10px;" type="button" value="+"/></p>	<p>Required Hours</p> <p>Original Value: 13.00000</p> <p>Adjust by: <input type="button" value="-"/> <input type="text" value="0.00"/> <input style="margin-left: 10px;" type="button" value="+"/></p>				
<p>Adjust by: <input type="button" value="-"/> <input type="text" value="-1"/> <input style="margin-left: 10px;" type="button" value="+"/></p>	<p>Required GPA</p> <p>Original Value: 0</p> <p>Adjust by: <input type="button" value="-"/> <input type="text" value="0.00"/> <input style="margin-left: 10px;" type="button" value="+"/></p>				

Course-Level Exceptions (“Select From” Exceptions)

+
Add Course

Add Course Exception

Subrequirement
Psychology

1. Add Course
2. Verify & Save

Find the course you want to use:

Dept	Course	
<input type="text"/>	<input type="text"/>	+

OR Select a student course:

200110

ENGL400
(3 Hours) A

ENGL111
(3 Hours) A

200130

FIST100
(3 Hours) C

FARTS500
(3 Hours) A

20018

+

+

+

+

+

Course Adding :

ENGL201F
Add Date (3 Hours)A

ARCH7102
Add Date (3 Hours)A

Something

Next
Cancel

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 ().

+
Add Course

Add Course Exception

Subrequirement
Psychology

1. Add Course
2. Verify & Save

Need to modify the subrequirement? [Click here.](#)

Course Adding :	Required Hours
ENGL201F Not Taken (3 Hours)A	Original Value: 0.00000 Adjust by: - 0.00 +
ARCH7102 Not Taken (3 Hours)A	Original Value: 0.00000 Adjust by: - 0.00 +
Something	

Cancel subrequirement changes? [Click here.](#)

Intro:
Psychology
Using pseudo of HOMEARTIC 2

Restrict to this Degree Program
 Restrict to this Requirement

Audit Note

Short note about audit.
(Maximum characters: 27)

Memo

Type in a memo here.
(Maximum characters: 255)

Authorized by **Date**
(Maximum characters: 30)

Back
Save & Run Audit
Save & Add Exception
Cancel

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

- Remove Course	
<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Remove Course Exception</p> <p>Subrequirement Subrequirement 1</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> 1. Remove Course 2. Verify & Save </div> <p>Select course(s) you want to remove:</p> <p>JIM100 ✖</p> <p>ENGL201F ✖</p> <div style="border: 1px solid orange; padding: 5px; margin-top: 10px; display: inline-block;"> Course Removing : </div> </div> <div style="text-align: right; margin-top: 10px;"> Cancel </div>	<p>Tab 1. Remove Course</p> <ul style="list-style-type: none"> • Move courses from the course(s) to remove list into the <i>Course Removing:</i> box on the right by clicking remove (✖)
<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>Remove Course Exception</p> <p>Subrequirement Subrequirement 1</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> 1. Remove Course 2. Verify & Save </div> <p>Select course(s) you want to remove:</p> <p>JIM100 ✖</p> <div style="border: 1px solid orange; padding: 5px; margin-top: 10px; display: inline-block;"> Course Removing : ENGL201F 🗑️ </div> </div> <div style="text-align: right; margin-top: 10px;"> Next Cancel </div>	<p>Tab 1. Remove Course (continued)</p> <ul style="list-style-type: none"> • Course is removed, into <i>Course Removing:</i> box. • Any removals away from default renders an action button: <ul style="list-style-type: none"> • Next • Cancel • Undo a course removal into the <i>Course Removing:</i> box using the Delete button (🗑️)

Remove Course Exception

Subrequirement
Subrequirement 1

1. Remove Course 2. Verify & Save

[Need to modify the subrequirement? Click here.](#)

Course Removing : ENGL201F
Into: Subrequirement 1
Using pseudo of MELACCT

Restrict to this Degree Program Restrict to this Requirement

Audit Note
Short note about audit.
(Maximum characters: 27)

Memo
Type in a memo here.
(Maximum characters: 255)

Authorized by **Date**
klement 04/15/2014
(Maximum characters: 30)

Back Save & Run Audit Save & Add Exception Cancel

Required Hours
Original Value: 13.00000
Adjust by: - 0.00 +

Required Course Count
Original Value: 2
Adjust by: - 0 +

Required GPA
Original Value: 0
Adjust by: - 0.00 +

[Cancel subrequirement changes? Click here.](#)

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**

 Swap Course	
<div data-bbox="224 247 841 890"> <p>Swap Course Exception</p> <p>Subrequirement Subrequirement 1</p> <p>1. Swap Out 2. Swap In 3. Verify & Save</p> <p>Select course(s) you want to swap out:</p> <p>ENGL201F </p> <p>Swapping Out : JIM100 </p> <p>Next Cancel</p> </div>	<p>Tab 1. Swap Out</p> <ul style="list-style-type: none"> • Move courses from the course list into the <i>Swapping Out:</i> box on the right by clicking remove (): • Course is moved to <i>Swapping Out:</i> box • Any swapping away from default renders an action button: <ul style="list-style-type: none"> • Next • Cancel • Undo a course swap into the <i>Swapping Out:</i> box using the Delete button ().
<div data-bbox="224 898 841 1705"> <p>Swap Course Exception</p> <p>Subrequirement Subrequirement 1</p> <p>1. Swap Out 2. Swap In 3. Verify & Save</p> <p>Find the course you want to use:</p> <p>Dept <input type="text"/> Course <input type="text"/> </p> <p>Swapping In : ENGL201F <u>Add Date</u> (3 Hours)A </p> <p>OR Select course(s) you want to swap In:</p> <p>-</p> <p>BBB 111 (3 Hours) A </p> <p>ARCH7102 (3 Hours) A Something </p> <p>201310</p> <p>JIM100 (3 Hours) RG </p> <p>FLOP100 (3 Hours) IP </p> <p>Back Next Cancel</p> </div>	<p>Tab 2. Swap In</p> <ul style="list-style-type: none"> • Select a course from the list to swap into the <i>Swapping In:</i> box using the add button (). • Undo a course swap into the <i>Swapping In:</i> box using the Delete button (). • Any swapping away from default renders an action button: <ul style="list-style-type: none"> • 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

[Return to list of exceptions](#)

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

Click either the Description or the Exception Code to create the new exception:

Description	▲ Exception Code
Requirement Modification - Delete Course	DC
X-Line Modification	EX
Requirement Modification - Insert Course	IC

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 or'd sub-requirement choice for thesis
 - Requirement with 3 Science Lists
- > Excess Courses
 - Courses Listed by Term 1 to 2020Sp**

	ATTEMPTED	12 POINTS	4.000 GPA
	3 HOURS		
1002 ENGL111	3.00 A	OSU: ENGLISH 110	
Min 2.0			
PL 2016Fa		3 COURSES TAKEN	2.000 GPA
(9 Hours Taken)			
16Fa ARTS181	3.00 C >W	No description	
16Fa ARTS100	3.00 C >W	No description	
16Fa ENGL212F	3.00 C >W	English Literature Since 1800	
PL 2017Sp		1 COURSE TAKEN	2.000 GPA
(3 Hours Taken)			
17Sp ENGL224	3.00 C >W	No description	

DPMask

Dprog

Requirement Name

Auth Code

Pseudo Course

Memo

Authorized By

Date

select all/select none

#	Course	Replacement Course	Match Control	Year Term Range	Edit	Remove
No courses found						

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.

DPMask

Dprog

Requirement Name

Auth Code

Pseudo Course

Memo

Authorized By

Date

Pseudo course populated from the audit

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

Course	MGT 3100
Year/Term	SUMMER 2017
Hours Waived	0.000
Set Condition Code 1	
Memo	Waived Per Dept. Chair
Authorized By	U00833446
Date	07/26/2017

Save & Run Audit **Save & Add Exception**

Cancel

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:

Requirement Name	<input type="text" value="S-BA-BCUL"/>	
Pseudo-Course Name	<input type="text" value="BA-BCUL1"/>	
Exception Note	<input type="text"/>	
Required Sub-reqs (req level) or Courses (sub-req)	<input type="text" value="-1"/>	

Step 4. Scroll to the bottom of the exception and press Add Course:

<input type="button" value="Add Course"/>		<input type="button" value="Remove"/>			
		select all/select none			
▲ #	Course	Replacement Course	Match Control	Year Term Range	Edit
<hr/>					
No courses found					

Step 5. Type the name of the course you are waiving and select Add to List:

Add Course

Course: MGT 3100

Replacement Course: |

Match Control: Default

Year Term Range:

Add To List Return

Remove

Press return once the course has been added.

Step 6. Save and Run your audit.

Add Course Remove

select
all/select
none

#	Course	Replacement Course	Match Control	Year Term Range	Edit
1	MGT 3100				

Save & Run Audit Save & Add Exception

Cancel

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/USECT, go to the Exceptions tab.

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

Audits ▾ Courses ▾ Comments **Exceptions** Transfer Evaluations Profile ▾

Exceptions

Exceptions to requirements and subrequirements. Adding or deleting exceptions deletes them from the student's academic record. Text on the exception type list screen

[Add Exception](#) [Delete](#)

select all/select none

#	Code	A	R	Course	Rcourse	Audit Note	Pseudo Name	authId	authDate	Edit	Delete
1	RT	C	P	MTH@1106	CORE-BUS2				08/08/2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	RM	R	U			Requirement Modification	CORE-7		08/08/2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	IW	R	U			Insert Course	CORE-7		08/08/2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>

You can increase the Max Count/USECT by the number of additional courses you want to insert. Save your changes. (See next page).

Edit Requirement Modification - Insert Course to Bypass Condition Code Testing

Dprog	<input type="text"/>
Requirement Name	<input type="text" value="CORE-BUS"/>
Pseudo-Course Name	<input type="text" value="CORE-7"/>
Exception Note	<input type="text" value="Insert Course"/>
Required Sub-reqs (req level) or Courses (sub-req)	<input type="text" value="0"/>
Required hours	<input type="text" value="0"/>
Required Count (req level)	<input type="text" value="0"/>
Required GPA	<input type="text" value="0"/>
Accept Code 1	<input type="text"/>
Accept Code 2	<input type="text"/>
Reject Code 1	<input type="text"/>
Reject Code 2	<input type="text"/>
Max Hours	<input type="text" value="0"/>
Max Hours Control	<input type="text"/>
Max Count/USECT	<input type="text" value="1"/>