Course Directive Degree Audit Exception

This guide will cover:

- How to add or remove a course from a requirement line in a student's degree audit.

**Step One**

Navigate to the following breadcrumb:

**Step Two**

On the search criteria page, click *Add a New Value* tab

The system will populate an Advisement Override number that will be associated with the Exception.

Click *Add*

*IMPORTANT*: Do not change the Advisement Override number. The system will generate the number when the exception is created.
Step Three

On the Authorize Student Exception page, select the effective date you would like the student exception to be active in the degree audit report.

![Authorize Student Exceptions](image)

Reports run for program plan stacks with requirement terms after the effective date will include the exception.

Step Four

Enter text in the Description field that will be used to identify the exception. This is not seen on the degree audit report.

Step Five

Enter text in the long description that be created as a note and tied to the exception. The text written in the long description field will be visible in the degree audit report.

**NOTE:** The long description is an optional field when creating an exception.

Step Six

The default status will be set as Active.

An exception with an active status will appear in a degree audit report for terms that occur at or after the exceptions effective date. An exception with an inactive status will not process in degree audit reports.
Step Seven

Under the Override Details section, select the Academic Career, Academic Program, and Academic Plan.

**IMPORTANT:** Program plan stack details provide a portion of the pathway for where the exception should occur in the degree audit report.

Step Eight

Choose a selection code.

The selection code allows a user to select the population they would like to make the exception for. Exceptions can be created for individual students, student groups, academic programs, or primary academic plans.

Step Nine

Click the magnifying glass for the Selection Data field and search for the student, student group, academic program or academic plan.

The selection code you chose will effect the selection data you will be able to select.

Step Ten

From the Operation Code drop down menu, select Course Directive.

Step Eleven

Select the Create Exception link.

Step Twelve

Under the Direct Course to section, the information indicated in the requirement group, requirement, and line number fields provide the location an exception should be placed in.

Click the magnifying glass for the Requirement Group field. This value is tied to the program plan stack (CPP Stack) indicated on the initial authorize student exception screen.
**Step Thirteen**

Click the magnifying glass for the **Requirement** field then select the area that you will add a course into the degree audit.

This is tied to the requirement group that you have previously selected.

**Step Fourteen**

Click the magnifying glass for the **Line Nbr** field then select a available class from the list.

This is tied to the requirement group and requirement that you have previously selected.

![Authorize Student Exceptions](image)

**Step Fifteen**

Click the drop down menu for **course source** and select **Enrollment**.

Course source allows the user to indicate the pathway they would like to utilize when identifying the course that will be used in the exception.

![Directed Courses](image)
Step Sixteen

Click the Search button to the right of the course option field.

This will allow you to see courses tied to their course source choice.

Step Seventeen

On the search criteria page click Search. Do not enter any values in the fields.

Step Eighteen

Choose a class by clicking the check mark associated with a course from the list. You will be directed back to the create exception page.

Notice that the system auto-populated values below the directed courses section.
**Step Nineteen**

Click the **Apply** button located at the bottom of the page. This will apply the exception to the identified population in the selection code and data.

**Step Twenty**

Click the **OK** button and you will be returned to the original authorize exceptions page.

**Step Twenty Two**

On the authorized exceptions page click **Save**.

At this point the exception will be available in a student’s degree audit report when the student’s requirement term aligns with the exceptions effective date.

**Step Twenty Three**

Navigate to the following breadcrumb

![Breadcrumb](Main Menu > Campus Solutions > Self Service > Advisor Center > Advisee Student Center)

**Step Twenty Four**

Select **Academic Requirements** from the other academics drop down menu located on the left hand side of the page and click  📖 .
Step Twenty Five
On the degree audit page, scroll down to the requirement and requirement line where you added the class. You will see a note has been added to the selected course.

- **Lower numbers** are reserved for the exceptions processed at the top of an audit report.
- **Higher numbers** indicate the exception is being processed towards the bottom of an audit report.

![Image](image.png)

Step Twenty Six

Clicking on the **hyperlinked number** will allow the user to see the notes that were entered into the long description field on the authorize student exceptions screen (see image below).

![Image](image.png)

You have now completed the steps for creating a Course Directive degree audit exception.