

Academic Advising

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Academic Advising

Academic Advisement enables you to set up and track the requirements and rules that a student must satisfy to complete a degree or other objective.

The core function of **Academic Advisement** is the ability to generate a degree audit report. A degree audit report is the evaluation of a student's coursework and grades against the requirements and course lists for the specific program to determine what, if any, requirements still must be met. It provides the analysis of requirements, requirement groups, course lists, restrictions, conditions, and an individual's coursework and grades, known as an **Advisement Report**.

Upon completion of this module, you will be able to:

- Enter Student Exceptions



Student Exceptions

Use the Authorize Student Exceptions page to create advisement overrides. These overrides are used to create exceptions in the degree audit for a student. The different types of student exceptions are:

- A **Course Directive** authorizes a specific course to satisfy an academic requirement for a particular student. A Course Directive allows you to substitute and/or exclude a course(s) from a given requirement for a student.
- A **Requirement Change** indicates a change to unit and course maximums applicable to a specific academic requirement for a particular student.
- A **Requirement Override** is inactive and will not function.
- A **Requirement Waiver** forgoes the use of a specific existing academic requirement for a particular student. **Normally, a requirement change or requirement changes are required each time a Requirement Waiver is used.**

Authorize Student Exceptions

Procedure

Navigation: Academic Advisement → Student Advisement → Authorize Student Exceptions → Add a New Value → Click the Add Button

The screenshot shows the 'Authorize Student Exceptions' form in the UAccess Student system. The form is titled 'Authorize Student Exceptions' and includes a navigation breadcrumb: 'Favorites | Main Menu > Academic Advisement > Student Advisement > Authorize Student Exceptions'. The form contains the following fields and values:

- Advisement Override: 000000000
- User ID: Martin Hensley
- *Requirement Term Date: 08/01/2011
- *Status: Active
- *Description: Enter Description
- Short Description: Enter Desc
- *Long Description: Enter Description

Override Details

- *Academic Institution: UAZ00 (The University of Arizona)
- *Academic Career: UGRD (Undergraduate)
- Academic Program: USBSC (College of Soc & Behav Sci) - [Create Exception](#)
- Academic Plan: ECONBA (Economics)
- Academic Sub-Plan: [Empty]
- *Selection Code: Student
- *Selection Data: 03179571
- *Operation Code: Requirement Change
- Level: LN (Rq Line)

At the bottom of the form, there are buttons for: Save, Notify, Add, Update/Display, Include History, and Correct History.



Step	Action
1.	<p>Enter the appropriate date for the student's requirement term into the Effective Date field.</p> <p>Effective Date must be entered as the following</p> <ul style="list-style-type: none"> • If the student's requirement term is Fall use: <ul style="list-style-type: none"> ○ 08/01/XXXX (the year is the student's catalog year) (e.g. 2074 catalog year = 08/01/2007 Effective Date) • If the student's requirement term is Spring use: <ul style="list-style-type: none"> ○ 01/01/XXXX (the year is the student's catalog year) (e.g. 2061 catalog year = 01/01/2006 Effective Date) • If the student's requirement term is Summer use: <ul style="list-style-type: none"> ○ 05/01/XXXX (the year is the student's catalog year) (e.g. 2062 catalog year = 05/01/2006 Effective Date)
2.	<p>Enter today's date and a general description of the exception you are making into the Description field: 07/29/2010 Tier II NATS Sub</p>
3.	<p>Enter today's date, a general description, and any rationale for the exception into the Long Description field: 07/29/2010 Tier II NATS substitution approved by Dr. Smith. For an IDST major or Thematic minor, include the Subject, Title, or Theme of the area.</p>
4.	<p>Enter in desired Academic Career (UGRD) or search for desired Academic Career.</p>
5.	<p>Enter in desired Academic Plan or search for desired Academic Plan. Plan is only entered for exceptions to the major or minor. (You may also enter an Academic Sub-Plan if applicable.)</p> <p>* Academic Program will only be populated for students from the 2104 requirement term forward. This will be populated automatically when you enter the Academic Plan.</p>
6.	<p>Enter the student's ID into the Selection Data field.</p>






Step	Action
7.	<p>Select your desired Operation Code: Course Directive, Requirement Change or Requirement Waiver.</p> <ul style="list-style-type: none"> • Course Directive: authorizes a specific course to satisfy an academic requirement for a particular student. A Course Directive allows you to substitute and/or exclude a course(s) from a given requirement for a student. • Requirement Change: indicates a change to unit and course maximums applicable to a specific academic requirement for a particular student. <p style="padding-left: 40px;">Select your desired Level: Requirement Group Level, Requirement Level or Requirement Line Level.</p> <p style="padding-left: 40px;">Requirement Group (RG): This level represents a grouping of requirements.</p> <p style="padding-left: 40px;">Requirement (R): This level represents a specific Requirement section within a Requirement Group.</p> <p style="padding-left: 40px;">Requirement Line Level (L): This level represents a specific Line Item within a specific Requirement.</p> <ul style="list-style-type: none"> • Requirement Waiver: forgoes the use of a specific existing academic requirement for a particular student. <u>Normally, a requirement change or requirement changes are required each time a Requirement Waiver is used.</u> <p style="padding-left: 40px;">Select your desired Level: Requirement Group Level, Requirement Level or Requirement Line Level.</p> <p style="padding-left: 40px;">Requirement Group (RG): This level represents a grouping of requirements.</p> <p style="padding-left: 40px;">Requirement (R): This level represents a specific Requirement section within a Requirement Group.</p> <p style="padding-left: 40px;">Requirement Line Level (L): This level represents a specific Line Item within a specific Requirement.</p>
8.	<p>Click the Create Exception link.</p> <p>Create Exception</p>



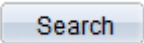
Creating Exceptions via Course Directive

Course Source: Transfer Credit

Procedure

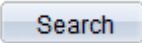
Step	Action
1.	<p>Run an Advisement Report to find the correct Requirement Group, Requirement and Line to direct the new course to.</p> <p>Click the Look up Requirement Group (Alt+5) button.</p>  <p>Click the desired Requirement Group or type in appropriate Requirement Group.</p>
2.	<p>Click the Look up Requirement (Alt+5) button.</p>  <p>Click the desired Requirement or type in appropriate Requirement.</p>
3.	<p>Click the Look up Line Nbr (Alt+5) button.</p>  <p>Click the desired Requirement Line or type in appropriate Requirement Line.</p>

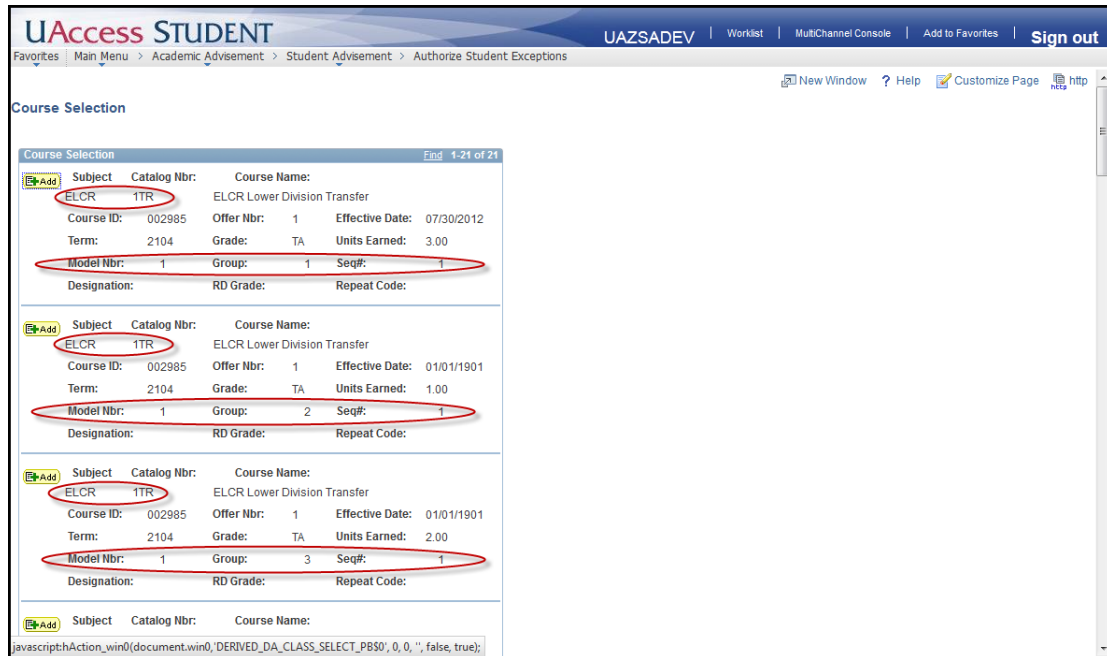


Step	Action
4.	<p>Select your Directive Type: Substitute or Exclude.</p> <p>You will select Substitute as your Directive Type if you would like to add a course to a student's Academic Requirements.</p> <p>You will select Exclude as your Directive Type if you would like to remove a course from a student's Academic Requirements.</p> <p>You will do both if you would like to replace one course with a different course.</p>
5.	<p>Select your Course Source: Course Offerings, Enrollment, Test Credit or Transfer Courses.</p> <p>Select Course Offerings for courses that the student has not yet taken. Select Enrollment for courses that the student has completed or is enrolled in. Select Test Credit for courses the student has completed via a test Select Transfer Courses for courses the student completed at another institution</p>
6.	<p>Click the Search button.</p> <p></p>





Step	Action
7.	Enter desired Subject or search for a Subject. Click the Search button. 



The screenshot shows the UAccess Student interface for Course Selection. It displays three transfer courses, each with the following fields circled in red:

Subject	Catalog Nbr	Course Name
ELCR	1TR	ELCR Lower Division Transfer
Course ID:	002985	Offer Nbr: 1 Effective Date: 07/30/2012
Term:	2104	Grade: TA Units Earned: 3.00
Model Nbr:	1	Group: 1 Seq#: 1
Designation:		RD Grade: Repeat Code:

Subject	Catalog Nbr	Course Name
ELCR	1TR	ELCR Lower Division Transfer
Course ID:	002985	Offer Nbr: 1 Effective Date: 01/01/1901
Term:	2104	Grade: TA Units Earned: 1.00
Model Nbr:	1	Group: 2 Seq#: 1
Designation:		RD Grade: Repeat Code:

Subject	Catalog Nbr	Course Name
ELCR	1TR	ELCR Lower Division Transfer
Course ID:	002985	Offer Nbr: 1 Effective Date: 01/01/1901
Term:	2104	Grade: TA Units Earned: 2.00
Model Nbr:	1	Group: 3 Seq#: 1
Designation:		RD Grade: Repeat Code:

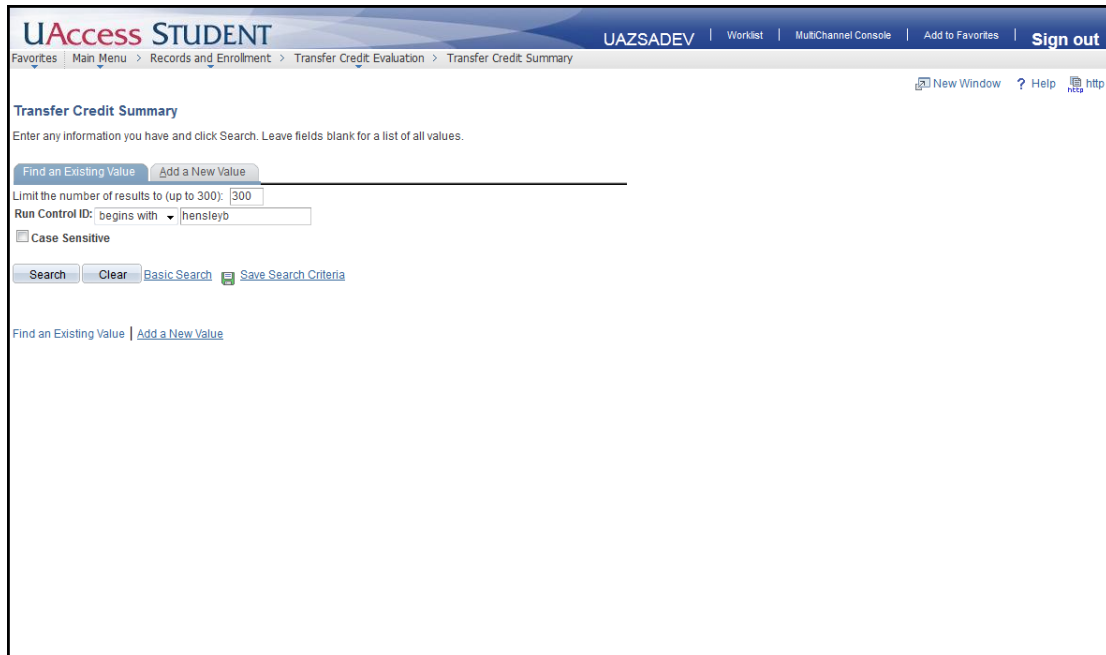
In this case the **Course Source** chosen is **Transfer Credit**, as we want to substitute a Transfer Course towards a requirement. The above 3 circled Transfer Courses are noted as ELCR so they are not distinguishable by subject and catalog number. Note that each course has a **Model Nbr**, **Group** and **Seq#**. To determine which course you would like to select, you will look up the courses in the Transfer Course Summary. The process is the same for a **Course Source** of **Test Credit**.

To look up these Transfer Courses, complete the following steps:

Looking up a Student's Transfer Course


Open a new UAccess window by clicking on the New Window hyperlink on the upper right hand corner of your screen.

Navigation: Records and Enrollment → Transfer Credit Evaluation → Transfer Credit Summary



UAccess STUDENT UAZSADEV | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Records and Enrollment > Transfer Credit Evaluation > Transfer Credit Summary

[New Window](#) ? Help 

Transfer Credit Summary


Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) | [Add a New Value](#)


Limit the number of results to (up to 300):

Run Control ID: begins with

Case Sensitive

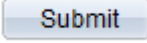

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step	Action
1.	Create a Run Control ID on the Add a New Value tab
2.	Click the Add button. 



Training Guide Academic Advising

Step	Action
3.	<p>Enter the Student's ID and Click the Submit button. NOTE: The first time you go into this page, Click the Save button after entering a Student ID. This will save your run control ID so the next time you visit this page, you can use it again. Use something you will remember such as your initials.</p> <p style="text-align: center;"></p>
4.	<p>If the student has Test Credit and Transfer Credit, you can view the courses from each by clicking the next arrow button in the dark blue bar. If the student has Transfer Credit from more than one school*, you can view the courses from each school by clicking the next arrow button in the lighter blue bar.</p> <p style="text-align: center;"></p> <p>*The Model Nbr. on the course will indicate which school the course was taken.</p>

Training Guide

Academic Advising



2	1	FALL	2008	ELCR NONE	Hist/State /Law/Kazak	1.00	A	ELCR 1TR	1.000	TA	Posted		
3	1	FALL	2008	ELCR NONE	Econ Theo Basics	2.00	A	ELCR 1TR	2.000	TA	Posted		
4	1	FALL	2008	ELCR NONE	Physical Training	0.00	A		0.000		Rejected		
5	1	FALL	2008	ELCR NONE	Theory Of State&Law	3.00	A	ELCR 1TR	3.000	TA	Posted		
6	1	FALL	2008	ELCR NONE	Foreign Language	3.00	A		0.000		Rejected		
7	1	FALL	2008	ELCR NONE	Kazakh/Russ Language	3.00	A	ELCR 1TR	3.000	TA	Posted		
8	1	SPR	2009	ELCR NONE	Physical Training	0.00	A		0.000		Rejected		
9	1	SPR	2009	ELCR NONE	Kazakh/Russ Language	3.00	A	ELCR 1TR	3.000	TA	Posted		
10	1	SPR	2009	ELCR NONE	Foreign Language	3.00	A		0.000		Rejected		
11	1	SPR	2009	ELCR NONE	Intl Law Basics	1.00	A	ELCR 1TR	1.000	TA	Posted		
12	1	SPR	2009	ELCR NONE	Hist/State/Law/F Cnt	3.00	A	ELCR 1TR	3.000	TA	Posted		
13	1	SPR	2009	ELCR NONE	Compar/Const/Law	3.00	A	ELCR 1TR	3.000	TA	Posted		
14	1	SPR	2009	ELCR NONE	Ecol&Sustnable Dev	2.00	A	ELCR 1TR	2.000	TA	Posted		
15	1	SPR	2009	ELCR NONE	Law Basics	2.00	A	ELCR 1TR	2.000	TA	Posted		
16	1	FALL	2009	ELCR NONE	SOCIOLOGY	2.00	TA	ELCR 1TR	2.000	TA	Posted		
17	1	FALL	2009	ELCR NONE	PHILOSOPHY	3.00	TA	ELCR 1TR	3.000	TA	Posted		
18	1	FALL	2009	ELCR NONE	ADM LAW OF RK&FRGN CNTRS	2.00	TA	ELCR 1TR	2.000	TA	Posted		

Step	Action
5.	This student only has Transfer Credit from one school, so we are in Model 1 . Review the transfer courses to find the ELCR 1TR course you would like to substitute. Note the Model, Group, and Sequence number.
6.	Let's select ELCR 1TR: Model 1, Group 5, Sequence 1. Now that you have identified the Transfer Course you wish to substitute, go back to your Authorize Student Exceptions window.



Training Guide Academic Advising

Alternatively, you can also access the transfer credit report from **Campus Community > Student Services Center** and then choosing Transfer Credit Report from the drop down menu.

The screenshot shows the UAccess Student interface for Wilbur Wildcat. The 'Academics' sidebar on the left contains a dropdown menu with 'Transfer Credits Report' highlighted. The main content area displays the 'Fall 2012 Schedule' table.


Class	Schedule	Grade Replacement	Honors
ECON 418-001 LEC (33383)	MoWe 8:00AM - 9:15AM McClelland Hall, Rm 125		
ECON 479-003 LEC (50917)	We 5:00PM - 5:50PM McClelland Hall, Rm 125		
FIN 412-001 LEC (34180)	MoWe 9:30AM - 10:45AM McClelland Hall, Rm 129		
FIN 421-001 LEC (34183)	MoWe 11:00AM - 12:15PM McClelland Hall, Rm 127		
MIS 304-001 LEC (40187)	TuTh 11:00AM - 12:15PM McClelland Hall, Rm 207		
MIS 373-001 LEC (40192)	TuTh 9:30AM - 10:45AM McClelland Hall, Rm 207		

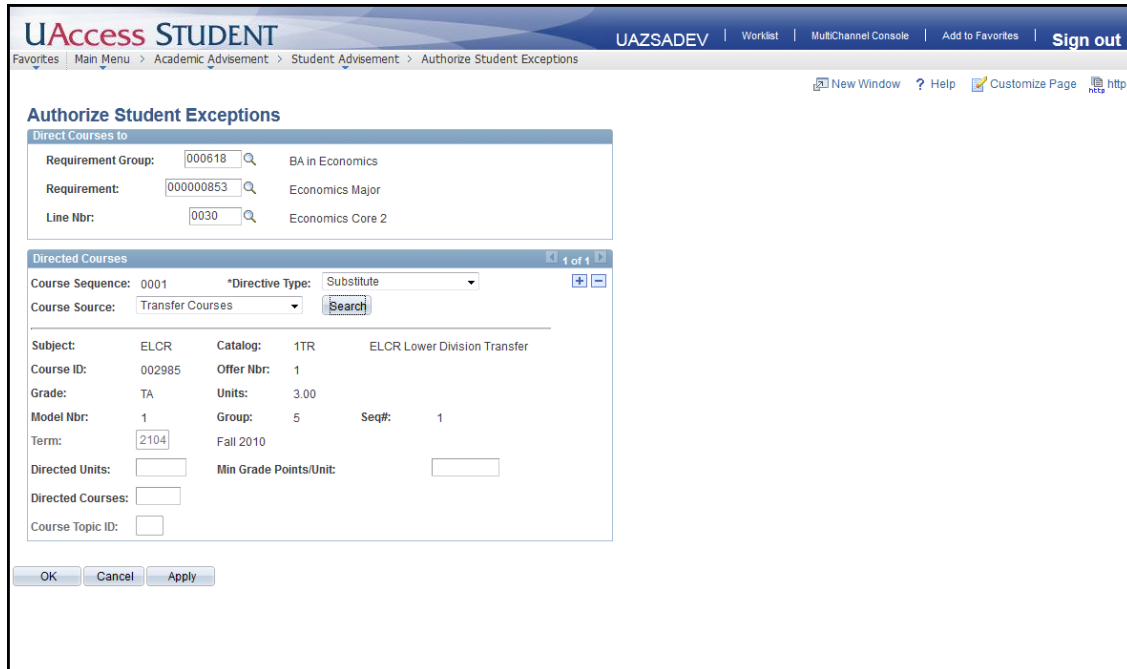
Authorize Student Exception Window

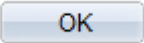
The screenshot shows the 'Authorize Student Exceptions' window. It displays a list of course exceptions with the following details:

Subject	Catalog Nbr:	Course Name:
ELCR	1TR	ELCR Lower Division Transfer
Course ID:	002985	Offer Nbr: 1 Effective Date: 07/30/2012
Term:	2104	Grade: TA Units Earned: 3.00
Model Nbr:	1	Group: 1 Seq#: 1
Designation:		RD Grade: Repeat Code:
<hr/>		
Subject	Catalog Nbr:	Course Name:
ELCR	1TR	ELCR Lower Division Transfer
Course ID:	002985	Offer Nbr: 1 Effective Date: 01/01/1901
Term:	2104	Grade: TA Units Earned: 1.00
Model Nbr:	1	Group: 2 Seq#: 1
Designation:		RD Grade: Repeat Code:
<hr/>		
Subject	Catalog Nbr:	Course Name:
ELCR	1TR	ELCR Lower Division Transfer
Course ID:	002985	Offer Nbr: 1 Effective Date: 01/01/1901
Term:	2104	Grade: TA Units Earned: 2.00
Model Nbr:	1	Group: 3 Seq#: 1
Designation:		RD Grade: Repeat Code:
<hr/>		
Subject	Catalog Nbr:	Course Name:
ELCR	1TR	ELCR Lower Division Transfer
Course ID:	002985	Offer Nbr: 1 Effective Date: 01/01/1901
Term:	2104	Grade: TA Units Earned: 3.00
Model Nbr:	1	Group: 5 Seq#: 1
Designation:		RD Grade: Repeat Code:

The fourth entry (Model Nbr: 1, Group: 5, Seq#: 1) is circled in red in the original image.

Step	Action
7.	Click the Add Class button for Model 1, Group 5, Seq. 1 to substitute this Transfer Course. 



Step	Action
8.	Click the OK button once you are finished.  If you would like to add another substitution or exclusion for this student's requirement, Click the Add a new row at row 1 (Alt+7) button. • Repeat necessary steps.



UAccess STUDENT UAZSADEV | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Academic Advisement > Student Advisement > Authorize Student Exceptions

Authorize Student Exceptions

Advisement Override: 000083339 User ID: Martin Hensley

*Requirement Term Date: 08/01/2011 *Status: Active

*Description: Enter Description Short Description: Enter Desc

*Long Description: Enter Description

Override Details

*Academic Institution: UAZ00 The University of Arizona

*Academic Career: UGRD Undergraduate

Academic Program: USBSC College of Soc & Behav Sci [Create Exception](#)

Academic Plan: ECONBA Economics [Maintain Course Replacement](#)

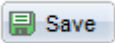
Academic Sub-Plan:

*Selection Code: Student

*Selection Data: 03179571

*Operation Code: Course Directive

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

Step	Action
9.	Click the Save button. 
10.	Run Advisement Report to verify exception is correct. End of Procedure.



****For Course Directive** if you would like to replace one course for another you need to **Substitute** the course you want to add, add a new row and **Exclude** the course that you want to replace with the substituted course.

The screenshot shows the 'UAccess STUDENT' interface with a 'Requirement' of 'Psychology Major Requirements' and 'Line Nbr' of '0010'. Two rows of 'Directed Courses' are visible:

- Row 1: *Course Sequence: 0001, Directive Type: **Substitute** (circled in red). Course Source: Enrollment. Subject: AFAS, Catalog: 220, Intro African Amer Study. Course ID: 005973, Offer Nbr: 1, Grade: A, Units: 3.00. Session: 1, Section: 002, Class Nbr: 2493. Term: 2051, Spring 2005.
- Row 2: *Course Sequence: 0002, Directive Type: **Exclude** (circled in red). Course Source: Course Offerings. Subject: AIHU, Catalog: 209, Philosophy And Culture. Course ID: 006196, Offer Nbr: 1.

Buttons for 'OK', 'Cancel', and 'Apply' are at the bottom.

Once these two rows have been created and you click on Save, you will be taken to a page where you can Pair these courses together via check box.

Course Replacement Maintenance 000065665

Replacement Pairs

Substitute						Exclude					
	Subject Area	Catalog Nbr	Model Nbr	Group	Seq#		Subject Area	Catalog Nbr	Model Nbr	Group	Seq#
<input type="checkbox"/>	1	ECOL	335			<input type="checkbox"/>	1	GER	301		

Pair

Pairing courses together indicates to the system which courses to predict for Degree Tracker and also indicates to advisors and students what the relationship is between all courses in an exception for any given requirement line.

Example: If a student had a requirement line with two courses and an advisor substituted two courses for each of the courses on the line, a Pairing relationship would need be created between each of these courses to indicate which new courses would be replacing the original courses:



Course Replacement Maintenance 000065672

Replacement Pairs

Course Replacement Seq 1

Substitute					
Subject Area	Catalog Nbr	Model Nbr	Group	Seq#	
1	ECON	200			
2	ECON	330			

Exclude					
Subject Area	Catalog Nbr	Model Nbr	Group	Seq#	
1	ECON	332			

Course Replacement Seq 2

Substitute					
Subject Area	Catalog Nbr	Model Nbr	Group	Seq#	
1	ACCT	200			
2	ENGL	360			

Exclude					
Subject Area	Catalog Nbr	Model Nbr	Group	Seq#	
1	ECON	361			

Available Courses

In this example, this is one exception made to one requirement line. Two courses are used to replace each of the two courses required for the line. After this exception is created and complete, this requirement line will require 4 courses (ECON 200, ECON 330, ACCT 200, ENGL 360) instead of the original 2 courses (ECON 332, ECON 361). Each course pairing is assigned a Course Replacement Sequence number.

After course pairing is created and saved, a new link appears on the first page the exception:

[Create Exception](#)

[Maintain Course Replacement](#)

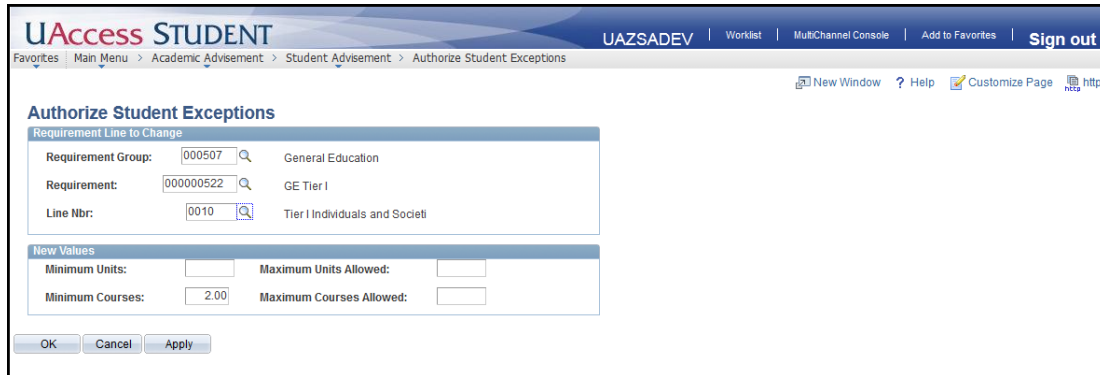
The top link allows the user to go back to the course entry page. You will not be able to edit or remove a course from this page once it has been paired with another course. If this pairing needs to be removed, simply go to the Maintain Course Replacement link and click 'Unpair.'




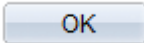
Once courses are paired and exceptions are created and completed, the exception on the Academic Advising Report will look like this, including the Replacement Sequence Number assigned to the course pairing:

- Courses: 2 required, 1 taken, 1 needed
- The course directives have changed**
- ECON 200 substituted (Replacement Seq Nbr 1)
- ECON 330 substituted (Replacement Seq Nbr 1)
- ECON 332 excluded (Replacement Seq Nbr 1)
- ACCT 200 substituted (Replacement Seq Nbr 2)
- ENGL 360 substituted (Replacement Seq Nbr 2)
- ECON 361 excluded (Replacement Seq Nbr 2)
- testing
- Entered by:** AAB2 - Aubrey A Burklund

Creating Exceptions via Requirement Change

Procedure



Step	Action
1.	<p>Run an Advisement Report to find the correct Requirement Group, Requirement and Line to make the change to.</p> <p>Complete Steps 1-7 of Authorize Student Exceptions and select Requirement Change as the Operation Code.</p> <p>Click the Look up Requirement Group (Alt+5) button or type in the appropriate Requirement Group.</p>  <p>Click the desired Requirement Group.</p>
2.	<p>Click the Look up Requirement (Alt+5) button or type in the appropriate Requirement.</p>  <p>Click the desired Requirement.</p>
3.	<p>Click the Look up Line Nbr (Alt+5) button or type in the appropriate Requirement Line.</p>  <p>Click the desired Requirement Line.</p>
4.	Change the New Values that you would like to update.
5.	<p>Click the OK button.</p> 



UAccess STUDENT UAZSADEV | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Academic Advisement > Student Advisement > Authorize Student Exceptions

New Window ? Help Customize Page http

Authorize Student Exceptions

Find | View All | First 1 of 1 | Last

Advisement Override: 000083340 User ID: Martin Hensley

*Requirement Term Date: 08/01/2010 *Status: Active

*Description: Change Requirement Short Description: --

*Long Description: Change Requirement

Override Details

*Academic Institution: UAZ00 The University of Arizona

*Academic Career: UGRD Undergraduate

Academic Program: [Create Exception](#)

Academic Plan:

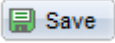
Academic Sub-Plan:

*Selection Code: Student

*Selection Data: 03179571

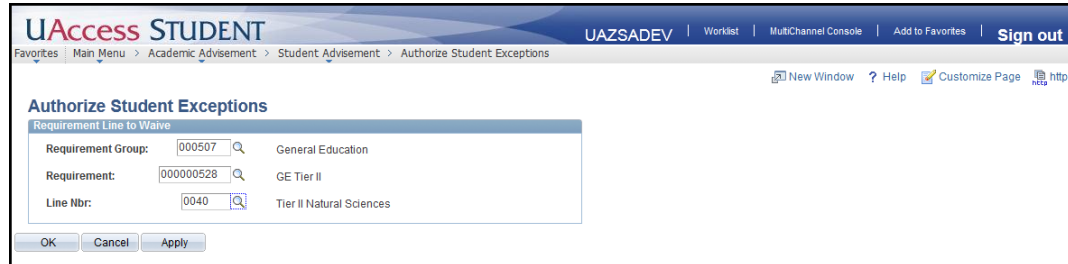
*Operation Code: Requirement Change




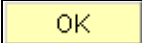
Level: LN Rq Line

Step	Action
6.	Click the Save button. 
7.	Run Advisement Report to verify exception is correct. End of Procedure.

Creating Exceptions via Requirement Waiver

Procedure



Step	Action
1.	<p>Run an Advisement Report to find the correct Requirement Group, Requirement and Line to waive.</p> <p>Complete Steps 1-7 of Authorize Student Exceptions and select Requirement Change as the Operation Code.</p> <p>Click the Look up Requirement Group (Alt+5) button or type in the appropriate Requirement Group.</p>  <p>Click the desired Requirement Group.</p>
2.	<p>Click the Look up Requirement (Alt+5) button or type in the appropriate Requirement.</p>  <p>Click the desired Requirement.</p>
3.	<p>Click the Look up Line Nbr (Alt+5) button or type in the appropriate Requirement Line.</p>  <p>Click the desired Requirement Line.</p>
4.	<p>Click the OK button.</p> 



UAccess STUDENT UAZSADEV | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Academic Advisement > Student Advisement > Authorize Student Exceptions

New Window ? Help Customize Page http

Authorize Student Exceptions

Find | View All First 1 of 1 Last

Advisement Override: 000083340 User ID: Martin Hensley

*Requirement Term Date: 08/01/2010 *Status: Active

*Description: Requirement Waiver Short Description: --

*Long Description: Requirement Waiver

Override Details

*Academic Institution: UA200 The University of Arizona

*Academic Career: UGRD Undergraduate

Academic Program: [Create Exception](#)

Academic Plan:

Academic Sub-Plan:

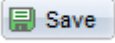
*Selection Code: Student

*Selection Data: 03179571

*Operation Code: Requirement Waiver

Level: LN Rq Line

Save Notify Add Update/Display Include History Correct History

Step	Action
5.	Click the Save button. 
6.	Run Advisement Report to verify exception is correct. End of Procedure.

Important Note:

***When making exceptions to students' degree audits, as soon as you click the "Create Exception" link, for all types of exceptions, the exception number is saved in the system. This means that if you don't finish creating the exception, it will be in the system with an assigned number, but the exception will be blank. If you identify a blank exception, which is an exception that has no information in the "Create Exception" page please finish the exception if it is needed or delete the exception.*



Using the Online Advisement Report to Enter Course Directive Exceptions

Creating course directive exceptions from the online advisement report saves time and eliminates the need to gather disparate pieces of information: requirement term, career, program, plan, sub-plan, and student ID information on the first page of the exception; and requirement group, requirement, and line numbers on the second page of the exception.

Navigation: Academic Advisement > Student Advisement > Request Advisement Report

Step	Action
1.	Generate an ADVIP advisement report for the student you need to enter exceptions for.
2.	Scroll to the area of the advisement report you want to make an exception to.

▼ Tier II Arts (R528/L10)

Not Satisfied: Complete 3 units.

- Units: 3.00 required, 0.00 taken, 3.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	RptCd	RqDes	Status	Pair
View Course List	All Courses - Refer to Catalog							
ARC 325	Hist Modern Architecture	3.00	Fall and Spring					Pair
ARE 130	Expl Art+Visual Culture	3.00	Fall and Spring					Pair
ARH 201	Surv West Art:Prhst-Goth	3.00	Fall					Pair
ARH 202	Surv West Art:Renaiss-Mod	3.00	Spring					Pair
ARH 202-SA	Surv West Art:Renaiss-Mod	3.00						Pair
ARH 203	Art:Non-Euro/Amer Soc	3.00	Fall					Pair
ARH 312	Survey Mediev Art+Arch	3.00	Fall and Spring					Pair
ARH 314	Art+Cult Renaissc Europe	3.00	Fall					Pair
ARH 315	Surv Baroque+Rococo Art	3.00	Fall and Spring					Pair

View All | First | 1-10 of 75 | Last

[Substitute/Exclude](#)



3.	<p>Notice that next to each course is a “Pair” link and below the course list is a “Substitute/Exclude” link.</p> <ul style="list-style-type: none"> • Pair: Clicking the Pair link will create a course directive exception that excludes the course associated with the link you clicked. The exception will also generate a line for you to choose which course you want to direct to the line. • Substitute/Exclude: Clicking Substitute/Exclude will create a course directive exception that allows you to substitute or exclude a course. No course is paired with the exception automatically if you choose this option.
4.	<p>For this example, we click on the ARH 315 Pair link. A new UAccess window automatically opens to the exceptions page.</p>

Step	Action
5.	<p>Notice that the Requirement Term Date, Career, and Selection Data fields are automatically filled out for you. The Description and Long Description fields are both required. None of the items under “Override Details” need to be input. If a major or sub-plan is chosen that information will also populate for you (please see upcoming example).</p> <p>Note: the Description does not appear on the advising report; however, if searching for an exception via description this is the field it will search, and this is also the description that appears in the search results. The Long Description does appear on the online advising report, so use it to include pertinent data regarding your exception. Examples include the date you enter the exception, name of transfer course, reason for exception, etc.</p>



Step	Action
6.	Once you have input your Description and Long Description click Create Exception .

Authorize Student Exceptions

Direct Courses to

Requirement Group: General Education

Requirement: GE Tier II

Line Nbr: Tier II Arts

Directed Courses 1-2 of 2

Course Sequence: 0001 *Directive Type:

Course Source:

Subject: ARH Catalog: 315 Surv Baroque+Rococo Art

Course ID: 008062 Offer Nbr: 1

Term:

Course Topic ID:

Course Sequence: 0002 *Directive Type:

Course Source:

Subject: Catalog:

Course ID: Offer Nbr:

Term:

Directed Units: Min Grade Points/Unit:

Directed Courses:

Course Topic ID:

Step	Action
7.	<p>Notice that the requirement group, requirement, and line numbers have auto-filled for you. Further, ARH 315 is already set to exclude. Now you just need to select your Course Source for the Substitute and choose the appropriate course for your exception.</p> <p>Note: Even though the Pair link automatically excludes the course you select it does not automatically pair them on the “Course Replacement Maintenance” screen. You must still do that manually.</p>



Step	Action
8.	<p>Once you have completed and saved your exception you can simply close the UAccess window and return to the advisement to enter more exceptions or to refresh the report.</p> <p>To enter more exceptions just follow the same process by clicking Substitute or Pair where you want to enter you exception. Please note that new exceptions won't appear on the advising report until you have refreshed it.</p> <p>To refresh the advising report scroll to the bottom of the report and click on “Return to Report Request.” Next, click “Process Request” to generate a new online advising report that will be up to date with the exceptions you just made.</p>
9.	<p>The process works the same when using the Substitute/Exclude link. The only difference is you don't have a course that is automatically excluded.</p>

Not Satisfied: Economics Major Coursework

▼ **1. Option I: Core I (R853/L10)**

Not Satisfied: Complete 1 course.

● Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	RptCd	RqDes	Status	Pair
ECON 200	Basic Economic Issues	3.00	Fall, Spring, Summer 1 and 2					Pair
ECON 200-CC	Basic Economic Issues	3.00						Pair

View All | First 1-2 of 2 Last

[Substitute/Exclude](#)



Authorize Student Exceptions

Find | View All | First | 1 of 1 | Last

Advisement Override: 000000000 User ID:

*Requirement Term Date: 08/23/2010 *Status: Active

*Description: Short Description:

*Long Description:

Override Details

*Academic Institution: UAZ00 The University of Arizona

*Academic Career: UGRD Undergraduate

Academic Program: USBSC College of Soc & Behav Sci [Create Exception](#)

Academic Plan: ECONBA Economics

Academic Sub-Plan:

*Selection Code: Student

*Selection Data: 03179571

*Operation Code: Course Directive

Step	Action
10.	Notice how this time the program and plan information pulls in to the exception since it is needed for an exception to the major.

Authorize Student Exceptions

Direct Courses to

Requirement Group: 000618 BA in Economics

Requirement: 000000853 Economics Major

Line Nbr: 0010 Economics Core I

Directed Courses 1 of 1

Course Sequence: 0001 *Directive Type: Substitute

Course Source: Course Offerings

Subject: Catalog:

Course ID: Offer Nbr:

Term:

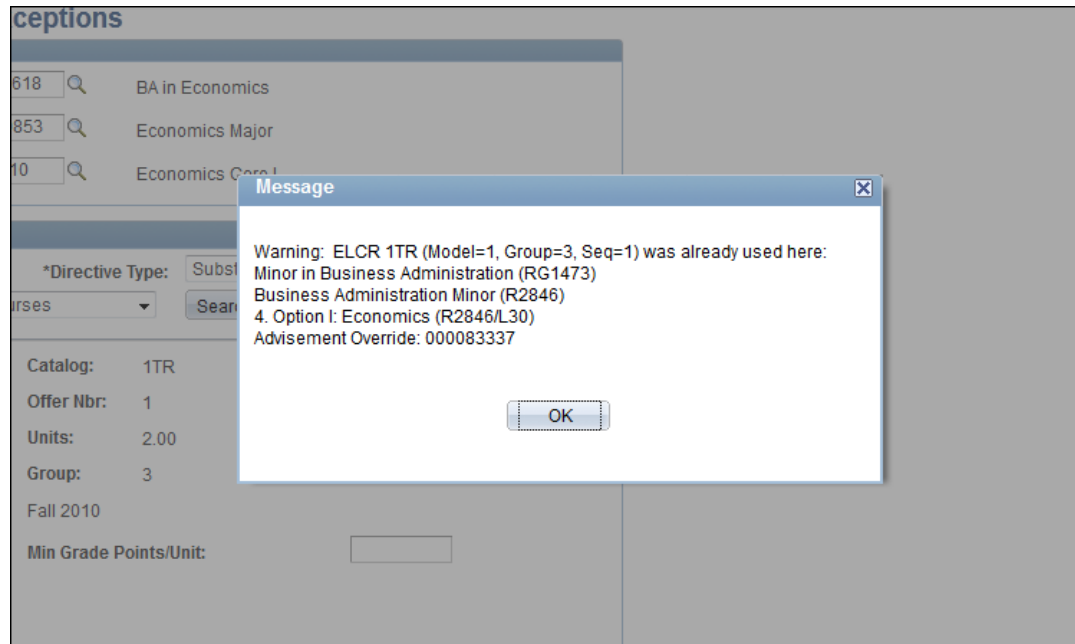
Directed Units: Min Grade Points/Unit:

Directed Courses:

Course Topic ID:



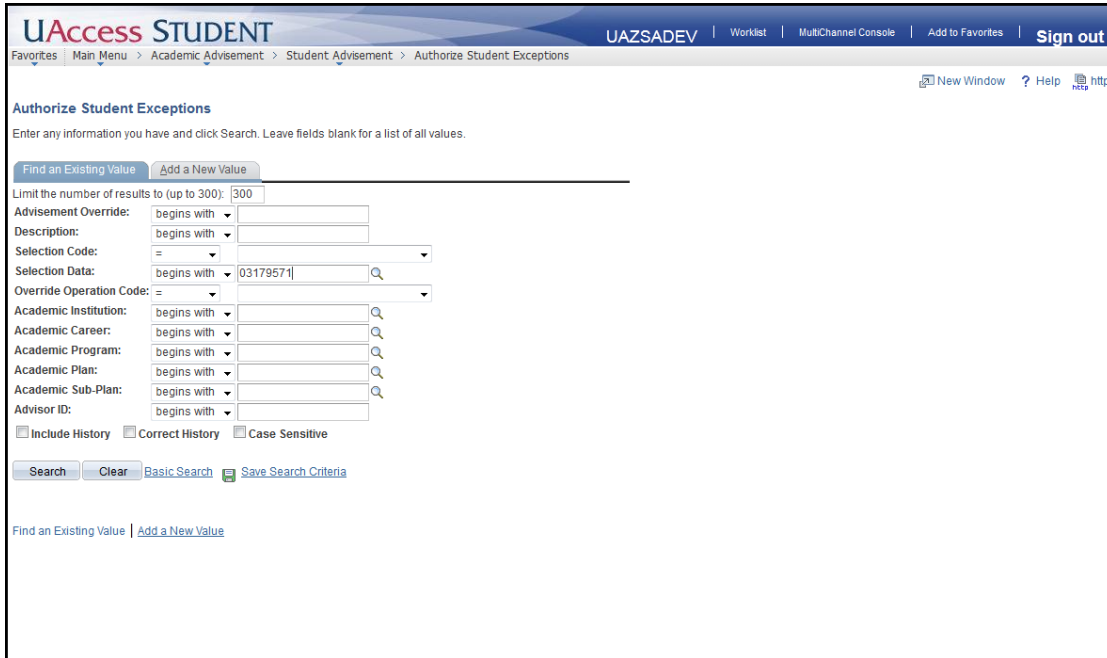
Step	Action
11.	Once you click Create Exception you'll see that, again, the requirement group, requirement, and line number have all populated with the correct information. However, no course is automatically excluded. At this point you are ready to substitute or exclude courses to the line.

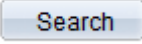


Step	Action
12.	<p>If the course (i.e. course offering, enrollment, test, or transfer) is already being used in an active exception you will get a warning message telling you where the course has already been used and what the corresponding advisement override number is. This is just a warning, so you can still click okay and save your exception and have it apply to the advising report.</p> <p>If you do not want to use the course in your exception you can either select a different course or delete the exception.</p> <p>Note: This warning references the advising report and searches for exceptions that are being <i>applied</i> to the advising report. So if you are inputting multiple exceptions at once without refreshing the report you will not see this error, nor will you see this warning if the course was used in an exception that is not being applied (e.g. the course was used in an exception to a major that the student dropped).</p>

Looking up a Student's Exceptions

To look up a student's exceptions navigate to:
Academic Advisement → Student Advisement → Authorize Student Exceptions



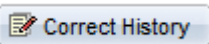

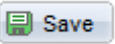
Step	Action
1.	Select Student as the Selection Code.
2.	In the Selection Data field, enter the Student ID that you wish to look up.
3.	Check the Correct History box to allow you to make changes to the student's exceptions that you are looking up. <input checked="" type="checkbox"/> Correct History
4.	Click Search.  This will bring up a list of all the Exceptions that this Student has. Select the one that you wish to view, change or delete.



Deleting an Exception

To delete an Exception, first you will need to **Look up the Student's Exception** that you want to delete by following the steps above.

Once you have opened the exception that you want to delete, follow these steps:

Step	Action
1.	To delete this exception, you first need to click on the Correct History button on the bottom right of the first page. 
2.	Once you are in Correct History mode, go to the top right of the page and click the blue minus button  .
3.	Click Save. 
4.	The Exception is now Deleted. End of Procedure.



Viewing Converted Transfer Credit, Test Credit and UA to UA Course Substitutions

Converted Course Substitutions (CS/CR) made to Transfer Credit, Test Credit, and UA Courses from DARS will be viewable in the following ways in UAccess. Although you can view course articulation on the Transfer Course Summary page, only the below pages will all you to find the original DARS articulation (e.g. PSYCT006) for students with converted transfer/test coursework.

Navigation:

To view exceptions made to **Transfer Course Credits** converted from DARS:

- Records and Enrollment → Transfer Credit Evaluation → Course Credits – Automated

To view exceptions made to **Test Credits** converted from DARS:

- Records and Enrollment → Transfer Credit Evaluation → Test Credits – Automated

To view exceptions made to **UA Courses** converted from DARS:

- Academic Advisement → Student Advisement → Create Course Substitution

To view all other exceptions, non CS/CR

- Academic Advisement → Student Advisement → Authorize Student Exception



Appendix

Exception Help Guide

Desired Exception	UAccess Exception Code to Use
To add an additional course to an existing requirement in a major or minor	Course Directive
To exclude a course from an existing requirement in a major or minor	Course Directive
To make a course substitution of one course for another course to a requirement in a major or minor	Course Directive Substitution Course Directive Exclusion
To waive a course from a requirement in a major or minor	Requirement or Requirement Line Change to change the requirement AND Course Directive to exclude that course from the requirement
To waive hours from a requirement in a major or minor	Requirement or Requirement Line Change to change the course count or the required hours
To waive an entire Requirement or Requirement Line	Requirement Waiver
To split units between two Requirements or Requirement Lines	Eg. A student transfers in a 6 unit course and you want to use 3 units in the student's Major and 3 units in Gen. Ed. Course Directive to direct the course to the student's Major (this directs all 6 units) AND Requirement or Requirement Line Change (to waive 3 units in Gen. Ed. These 3 units were fulfilled with the 6 unit class that you directed to their Major)