

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.	For this example, we click on the ARH 315 Pair link. A new UAccess window automatically opens to the exceptions page.

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: [Create Exception](#)

Academic Plan:

Academic Sub-Plan:

*Selection Code: Student

*Selection Data: 03179571

*Operation Code: Course Directive

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

Authorize Student Exceptions

Direct Courses to

Requirement Group: 000507 General Education

Requirement: 000000528 GE Tier II

Line Nbr: 0010 Tier II Arts

Directed Courses 1-2 of 2

Course Sequence: 0001 *Directive Type: Exclude

Course Source: Course Offerings

Subject: ARH Catalog: 315 Surv Baroque+Rococo Art

Course ID: 008062 Offer Nbr: 1

Term:

Course Topic ID:

Course Sequence: 0002 *Directive Type: Substitute

Course Source: Transfer Courses

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>
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 4 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: BA in Economics

Requirement: Economics Major

Line Nbr: Economics Core I

Directed Courses 1 of 1

Course Sequence: 0001 *Directive Type:

Course Source:

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.

Exceptions

618 BA in Economics

853 Economics Major

10 Economics Core I

*Directive Type:

Catalog: 1TR

Offer Nbr: 1

Units: 2.00

Group: 3

Fall 2010

Min Grade Points/Unit:

Message

Warning: ELCR 1TR (Model=1, Group=3, Seq=1) was already used here:
 Minor in Business Administration (RG1473)
 Business Administration Minor (R2846)
 4. Option I: Economics (R2846/L30)
 Advisement Override: 000083337

Step	Action
12.	<p data-bbox="358 249 1406 415">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 data-bbox="358 449 1365 512">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 data-bbox="358 546 1422 709">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>