Locating/Creating Your Exception

1. **Finding Existing Exceptions**: Go to the Navigation: *Academic Advising -> Student Advisement-> Authorize Student Exceptions*. Use the “Search” screen to find your student using the highlighted field (see below).

![Authorize Student Exceptions](image)

2. Enter the emplid of your student in the “Selection Data” field, and press “Enter”. Either a list of available exceptions will appear below, or the system will take you to the only exception the student has. If you get a list like below, find and click on the link corresponding to the one you wish to access.

![Find an Existing Value](image)
1. **Adding New Exceptions**: Use the same navigation as above, and click on the “Add New Value” tab (highlighted below).

![Authorize Student Exceptions](image)

2. Click on the “Add” button. Do not change the number value next to “Advisement Override”; the system will number it for you.
### Enter a Course Directive

**Completing Your Exception**

#### Authorize Student Exceptions

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Description</th>
<th>Status</th>
<th>Operation Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/2000</td>
<td>POLS 888</td>
<td>Active</td>
<td>Course Directive</td>
</tr>
<tr>
<td>Short Description</td>
<td>POLS 888= Non-West</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Long Description</td>
<td>POLS 888 fulfills a Category II major requirement per Amy Lambe (9/1/00-9/14)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Override Detail**

- **Academic Institution**: UKANS (University of Kansas)
- **Academic Career**: UGDL (Undergraduate)
- **Academic Program**: CLASU (Liberal Arts Undergraduate)
- **Academic Plan**: HISTA-BA (History BA)
- **Selection Code**: Student
- **Selection Data**: [Emplid]+[Last Name]+[First Name]+[Email]

1. **Effective Date/Description/Long Description**: The effective date is the first day the exception is valid, so use the first day the exception will go/has gone into effect. Then type in the short description and long description, complete with who approved it in the appropriate fields. **IMPORTANT**: If the exception will display on the DPR, the Long Description is the field that will display on the DPR. The Short Description will auto-complete.

2. **Academic Career/Program/Plan/Sub-Plan**: Once the descriptions are typed into the upper part of the form, select the appropriate career, program, and plan for the student in which the requirement you are creating the exception for “lives”. In this example, the student has a HISTA-BA plan, so you would need to select UGDL career and CLASU program first. **NOTE**: If a General Education requirement for the program is involved, you may need to omit entering the academic plan. Please contact SIS if you are unsure.

3. **Selection Code/Selection Data**: Use the “Selection Code” dropdown to determine who will be affected by the exception. You can select a program, a primary plan, student group or student. Type in the student’s 7-digit emplid if you are selecting a student.

4. **Operation Code**: Select an Operation Code that best matches your exception. In this example, you need to select “Course Directive”. Here are descriptions of the different codes:
   a. **Course Directive**: You can add or remove a particular course or courses to and from a requirement line by selecting this.
   b. **Requirement Change (ONLY SIS)**: You can ask SIS to change the minimum units/minimum hours (and sometimes the maximum units/courses, if you select a requirement or requirement line item) a requirement or requirement group needs to be satisfied.
   c. **Requirement Override (ONLY SIS)**: You can ask SIS to override one requirement or requirement group with another one to be selected in the “Create Exception” page.
d. **Requirement Waiver**: You can waive a requirement group, a requirement, or a requirement line here. If you waive it, no courses or satisfied conditions will be needed to satisfy it.

5. Click on the “Create Exception” link to the right. This will produce the next screen.

**Authorize Student Exceptions**

![Image of Authorize Student Exceptions form]

6. **Requirement Group**: Select the appropriate Requirement Group (there will most likely be only one, it will be selected by effective date using the student’s Requirement Term). Use the magnifying glass if you don’t know which number to type here.

7. **Requirement**: Select the appropriate Requirement. Use the magnifying glass if you don’t know which number to type here.

8. **Requirement Line**: Select the appropriate Requirement Line. You need to select a Requirement Line for the exception to work. Use the magnifying glass if you don’t know which number to type here.

9. **Directive Type**: Select “Substitute” if you want the course to go into the requirement, and select “Exclude” if you want the course taken out of the requirement.

10. **Course Source**: Select “Enrollment” if you want to use a KU course in this exception, and select “Test Credit” or “Transfer Courses” if you want to use a transfer course or test credit.

11. Click on “Search” after the “Course Source” is selected to find the course you are directing. This will take you to the screen below:
12. Type in the name of the subject for which you are searching, and hit “Enter” or click “Search”. **NOTE: Don’t bother with any other blanks except “Subject” in this area.**

13. Click on the checkbox of the course that applies to your exception. If you do not find your course here, you may need to check for “Transfer Credit” and “Test Credit” course sources. You can click on the highlighted tabs below to get more information about the courses, e.g. transfer credit model number or group, if you need it.

### Course Selection

<table>
<thead>
<tr>
<th>Subject</th>
<th>Catalog Nbr</th>
<th>Course Name</th>
<th>Course ID</th>
<th>Artic Term</th>
<th>Official Grade</th>
<th>Units Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL</td>
<td>101</td>
<td>Composition</td>
<td>111771</td>
<td>4069</td>
<td>A</td>
<td>3.00</td>
</tr>
<tr>
<td>ENGL</td>
<td>102</td>
<td>Critical Reading and Writing</td>
<td>111798</td>
<td>4069</td>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>ENGL</td>
<td>102</td>
<td>Critical Reading and Writing</td>
<td>111798</td>
<td>4069</td>
<td>A</td>
<td>3.00</td>
</tr>
</tbody>
</table>

Selecting a course will take you to back to the screen below with the course information populated (see sample below with POLS 668 selected as an example):
14. **Directed Units**: Type in a number of directed units if it is less than the units taken. Otherwise, leave it blank. You can leave the Directed Courses field blank as well.

15. **Min Grade Points/Unit**: Type in a minimum point value if you are creating the directive for an in-progress course. This way, if the student gets below the minimum point value, the course will not plug into the requirement.

16. **+/−**: Click on the plus or minus sign to add or remove courses from this directive. **NOTE: You can only have one Course Directive per requirement line. You can add or remove all courses to this Course Directive using the “+/-” buttons; make sure all courses to be added or removed to/from a given requirement line are in one Course Directive.**

17. Click on “OK” to complete the exception, or click on the plus sign in the upper right to direct another course to/from this requirement.
18. IMPORTANT: Click on “Save” to save the exception. If you choose to exit this screen without saving, the exception will not be stored in the system.

19. If you run a Degree Progress Report, it will display the Long Description you typed in the requirement line course grid as follows: