

Entering a Course Directive (Updated 2/1/2022)

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

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](#)

Search Criteria

Advisement Override: begins with []

Description: begins with []

Selection Code: = []

Selection Data: begins with [0123456]

Override Operation Code: = []

Academic Institution: begins with []

Academic Career: begins with []

Academic Program: begins with []

Academic Plan: begins with []

Academic Sub-Plan: begins with []

Include History Correct History Case Sensitive

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 select the link corresponding to the one you wish to access.

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

Search Criteria

Advisement Override: begins with []

Description: begins with []

Selection Code: = []

Selection Data: begins with [████████]

Override Operation Code: = []

Academic Institution: begins with []

Academic Career: begins with []

Academic Program: begins with []

Academic Plan: begins with []

Academic Sub-Plan: begins with []

Include History Correct History Case Sensitive

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

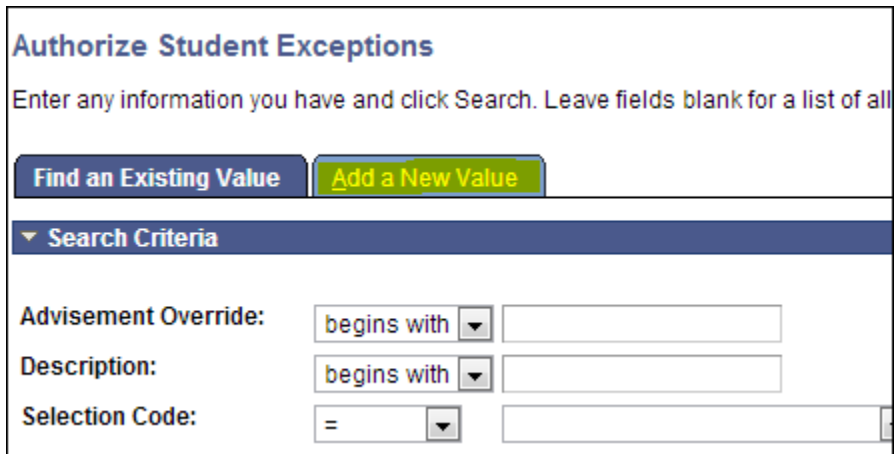
Search Results

View All First 1-5 of 6 Las

Advisement Override	Description	Selection Code	Selection Data	Override Operation Code	Academic Institution	Academic Career	Academic Program	Academic Plan	Academic Sub-Plan
000006219	2529680 PRVM 811=TRANS SEL	Student	██████	Directive	UKANS	GRDK	MEDG	CLNRSGM-MS	(blank)
000006220	2529680 PRVM 803/809=ELECT	Student	██████	Directive	UKANS	GRDK	MEDG	CLNRSGM-MS	(blank)
000009415	2529680 BIOS 820=BIOS 715	Student	██████	Directive	UKANS	GRDK	MEDG	CLNRSGM-MS	(blank)
000009555	Waive BIOS715	Student	██████	Change	UKANS	GRDK	MEDG	(blank)	(blank)
000009677	Waive BIOS 715/875	Student	██████	Directive	UKANS	GRDK	MEDG	CLNRSGM-MS	(blank)

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1. **Adding New Exceptions:** Use the same navigation as above and select the “Add New Value” tab (highlighted below).



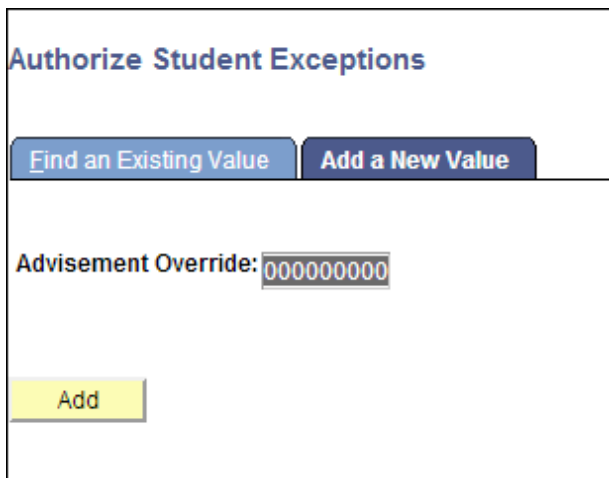
Authorize Student Exceptions
Enter any information you have and click Search. Leave fields blank for a list of all

Find an Existing Value **Add a New Value**

▼ **Search Criteria**

Advisement Override: begins with [] []
Description: begins with [] []
Selection Code: = [] []

2. Select the “Add” button. Do not change the number value next to “Advisement Override”; the system will number it for you.



Authorize Student Exceptions

Find an Existing Value **Add a New Value**

Advisement Override: 00000000

Add

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Completing Your Exception

Authorize Student Exceptions

Find | View All First 1 of 1 Last

Advisement Override: 000001998 User ID: Mark Pickerel

'Effective Date: 09/10/2009 'Status: Active

'Description: POLS0668=NON-WEST Short Description: POLS0668=N

Long Description: POLS 668 fulfills a Category II major requirement per Amy Lampe (9/10/09--kdc)

Override Detail

'Academic Institution: UKANS University of Kansas

'Academic Career: UGDL Undergraduate

Academic Program: CLASU Liberal Arts Undergraduate [Create Exception](#)

Academic Plan: HISTA-BA HistoryBA

Academic Sub-Plan:

'Selection Code: Student

'Selection Data:

'Operation Code: Course Directive

Save Notify Add Update/Display Include History Correct History

Click on “Correct History” to Edit an Existing One

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.

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- 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. Select the "Create Exception" link to the right. This will produce the next screen.

Authorize Student Exceptions

Direct Courses to		
Requirement Group:	<input type="text" value="200096"/>	History Bachelor of Arts
Requirement:	<input type="text" value="200000642"/>	History Categories
Line Nbr:	<input type="text" value="0020"/>	History Category II

Directed Courses		1 of 1
'Course Sequence:	<input type="text" value="0001"/>	'Directive Type: <input type="text" value="Substitute"/>
Course Source:	<input type="text" value="Course Offerings"/>	<input type="button" value="Search"/>
Subject:	Catalog:	
Course ID:	Offer Nbr:	
Term:	<input type="text"/>	
Directed Units:	Min Grade Points/Unit:	<input type="text"/>
Directed Courses:		
Course Topic ID:	<input type="text"/>	


<input type="button" value="OK"/>	<input type="button" value="Cancel"/>	<input type="button" value="Apply"/>
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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:

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Student Course Directive Search

Academic Institution: University of Kansas

Subject Area:  Political Science

Catalog Nbr

Description

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.**

Course Selection

Find First 1-3 of 3 Last								
Course Information		Additional Information						
		Subject	Catalog Nbr	Course Name	Course ID	Artic Term	Official Grade	Units Earned
1	<input checked="" type="checkbox"/>	ENGL	101	Composition	111771	4069	A	3.00
2	<input checked="" type="checkbox"/>	ENGL	102	Critical Reading and Writing	111798	4069	B	3.00
3	<input checked="" type="checkbox"/>	ENGL	102	Critical Reading and Writing	111798	4069	A	3.00

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):

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Authorize Student Exceptions

Requirement Group:	<input type="text" value="200096"/>	<input type="button" value="🔍"/>	History Bachelor of Arts
Requirement:	<input type="text" value="200000642"/>	<input type="button" value="🔍"/>	History Categories
Line Nbr:	<input type="text" value="0020"/>	<input type="button" value="🔍"/>	History Category II

Select the "+" (Plus) to Add More Courses

Directed Courses		1 of 1		
'Course Sequence:	<input type="text" value="0001"/>	'Directive Type:	<input type="text" value="Substitute"/>	
Course Source:	<input type="text" value="Enrollment"/>	<input type="button" value="Search"/>	<input type="button" value="+"/> <input type="button" value="-"/>	
Subject:	POLS	Catalog:	668	Reform in Contemporary China
Course ID:	270683	Offer Nbr:	1	
Grade:		Units:	3.00	
Session:	1	Section:	1000	Class Nbr: 40087
Term:	<input type="text" value="4099"/>	2009 Fall		
Directed Units:	<input type="text"/>	Min Grade Points/Unit:		<input type="text"/>
Directed Courses:	<input type="text"/>			
Course Topic ID:	<input type="text"/>			

<input type="button" value="OK"/>	<input type="button" value="Cancel"/>	<input type="button" value="Apply"/>
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- 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.
- 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.
- +/-:** Select 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.**
- Select "OK" to complete the exception, or select the plus sign in the upper right to direct another course to/from this requirement.

Entering a Course Directive (Updated 2/1/2022)

Authorize Student Exceptions

Find | View All First 1 of 1 Last

Advisement Override: 000001998 **User ID:** Mark Pickerel

Effective Date: 09/10/2009 **Status:** Active

Description: POLS0668=NON-WEST **Short Description:** POLS0668=N

Long Description: POLS 668 fulfills a Category II major requirement per Amy Lampe (9/10/09--kdc)

Override Detail

Academic Institution: UKANS University of Kansas

Academic Career: UGDL Undergraduate

Academic Program: CLASU Liberal Arts Undergraduate [Create Exception](#)

Academic Plan: HISTA-BA HistoryBA

Academic Sub-Plan:

Selection Code: Student

Selection Data:

Operation Code: Course Directive

Save Notify
Add Update/Display Include History Correct History

18. **IMPORTANT:** Select "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:

History Category II [\(Hide\)](#) Error?

History Category II (3879) (Rq#200000642 Ln#0020)

Course	Title	Term	Hrs	Grade	Campus/Xfer	Upper/Lower	Status
Comments: POLS 668 fulfills a Category II major requirement per Amy Lampe (9/10/09--kdc)							
HIST 399	The Samurai	Spring 2009	3	B	KULC	Upper	<input checked="" type="checkbox"/> Graded
HIST 584	Modern China	Fall 2009	3		KULC	Upper	<input checked="" type="checkbox"/> Enrolled
POLS 668	Reform in Contemporary China	Fall 2009	3		KULC	Upper	<input checked="" type="checkbox"/> Enrolled