

Go to

Click

for Advisee

Under

Click

Click

On the screen, select the requirement to which you are applying the exception.

Then, click on the

The card will open. Select either or

- < Force complete waivers the course or requirement when there is no substitution available.
** Forces the credit to be fulfilled also so be careful when using
- < Substitute changes the required course to the course the student has or will have.

Exceptions are specific to the requirement selected. If you waive a course in one requirement IT WILL NOT AUTOMATICALLY WAIVE IT IN OTHER REQUIREMENTS. You would need to complete an ~~79~~ reW*3A-23(t)5(5)(5)25)-23

Select

Enter the

Enter the _____ or _____ to satisfy the requirement

- Example – Student took a course not on a list of approved electives.

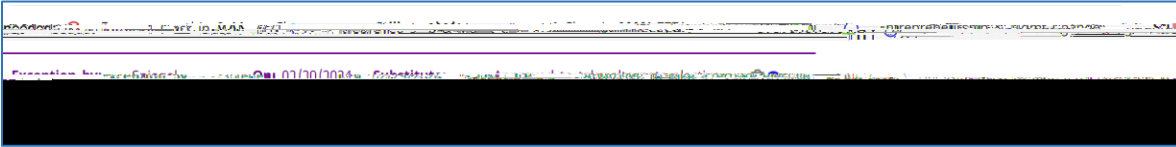
Add _____ and _____. (Students can see these comments.)

Click **ADD Exception**

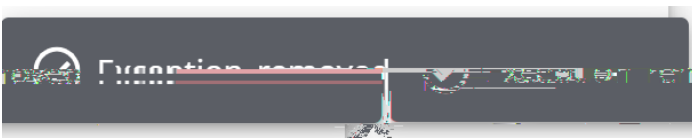
Go to the _____ tab, scroll to the bottom of the screen to

Find the _____ you made.

Click the _____ icon to delete the Exception



Look for



Return to the

Note the Exception is gone

Go to next page for

(not all are in current use as of 02/28/24)

