DegreeWorks Exceptions Manager Training

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## Exception Types

<table>
<thead>
<tr>
<th>Exception Type</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Force Complete</td>
<td>Forces a requirement to be met when there is no substitution available. May need to be used in combination with ‘Remove Course and/or Change Limit’ in order to modify credits.</td>
<td>1. Exempt from WorkKeys Written Exam (College of Business). 2. A course is no longer offered so it is waived. Caution: Force Complete forces the credit to be fulfilled also!</td>
</tr>
<tr>
<td>Substitute</td>
<td>Used to substitute one course for another. Substitution can be applied before or after the alternate course is taken.</td>
<td>A student has completed most of the coursework at another institution but not received equivalency credit. They shouldn’t have to take the original class but should take another instead.</td>
</tr>
<tr>
<td>Also Allow</td>
<td>Use when you wish to expand the course options available for a specific requirement. In many instances this is a better option that using the Substitute exception. Also Allow can be applied before or after the alternate course is taken.</td>
<td>Use to add advisor approved electives.</td>
</tr>
<tr>
<td>Apply Here</td>
<td>Use when you need to move a course from one place in an audit to another. Apply Here can be applied before or after the alternate course is taken.</td>
<td>Transfer Course Elec 100 can apply as major requirement.</td>
</tr>
<tr>
<td>Remove Course and/or Change Limit</td>
<td>Use for partially completed requirements. Similar to a Force Complete exception, one or more additional exceptions may be required if credits are modified (either up or down).</td>
<td>Student needs 8 credits of Foreign Language instead of 11.</td>
</tr>
</tbody>
</table>
General Rules When Using Exceptions

• Access to the “Exceptions” tab has only been given to Exceptions Managers in each department who have attended Exceptions Manager Training.

• All exceptions will be monitored by the Office of the Registrar on a regular basis to ensure curricular integrity and accuracy.

• Exceptions will remain for a student with terms of absence, but will disappear if the student changes his/her major or program.
Instructions for Using Exceptions

1. When in the selected student’s worksheet, click Exceptions.

2. Select the desired exception type from the picklist then click Load.
Instructions for Using “Force Complete”

Caution: Force Complete forces the credit to be fulfilled! Force Complete should most often be used in combination with Change Limit to assure the credits are fulfilled elsewhere.

1. Select the program requirement that you are allowing to be fulfilled by scrolling to that requirement and clicking the radial button. Type in a description, then click “Add Exception”.

2. You will see a message stating “your exception has been added to the database successfully”. Click “OK”.

3. To assure the exception appears correctly, you can either click on “Run New Audit” or go back to the student’s worksheet and click “Process New”.

- For example, if you are allowing the credit to be fulfilled for a course that is no longer offered, you would type in “Course no longer offered” and click “Add Exception.”

- After submitting the exception, you will receive a confirmation message stating “your exception has been added to the database successfully.”

- To verify the exception has been applied correctly, you can click on “Run New Audit” or go back to the student’s worksheet and click “Process New” to see the changes reflected.
Instructions for Using “Substitute”

1. Select the program requirement that you are allowing a substitution for by scrolling to that requirement and clicking the radial button. Type in the course abbreviation and number of the course that you want to Replace, and the course abbreviation and number of the course that it will be replaced With. Add a description into the Description field, then click “Add Exception”.

2. You will see a message stating “your exception has been added to the database successfully”. Click “OK”.

3. To assure the exception appears correctly, you can either click “Run New Audit” or go back to the student’s worksheet and click “Process New”.

4. Worksheets | Notes | Exceptions | GPA Calc
5. Exceptions
6. Exception Types: Substitute
7. Substitute one class for another
8. Replace Subject STAT Number 216Q With Subject BIOL Number 318
9. Description
10. (2 Classes in ECNS 202* and 204IS*) or
11. (1 Class in ECNS 251IS)
12. M 161Q
13. Still Needed: 1 Class in STAT 216Q
14. Still Needed: 1 Class in BMGT 240IS or STAT 217Q
Instructions for Using “Also Allow”

1. Select the course that you are allowing to be applied to a program requirement by scrolling to that course and clicking the subject abbreviation and number of the course. That course will then populate into the Allow Subject boxes.

2. Scroll to where in your program requirements you want that course to be applied and click on the radial button.
Instructions for Using “Also Allow”, continued

3. Add a description into the Description field, then click “Add Exception”.

4. You will see a message stating “your exception has been added to the database successfully”. Click “OK”.

5. To assure the exception appears correctly, you can either click “Run New Audit” or go back to the student’s worksheet and click “Process New”.

**Note:** When using Also Allow for a transfer course that has an ELEC subject abbreviation, add more detail to the With options to ensure only one ELEC course is used as an exception.

Example: Selecting Allow Subject ELEC 100 With the DW Title equal to Computer Science I tells the system to pull only the ELEC with that specific title into the program requirements.
Instructions for Using “Apply Here”

1. Select the course that you are allowing to be applied to a program requirement by scrolling to that course and clicking the subject abbreviation and number of the course. That course will then populate into the Apply Subject boxes.

2. Scroll to where in your program requirements you want that course to be applied and click on the radial button.
Instructions for Using “Apply Here”, continued

3. Add a description into the Description field, then click “Add Exception”.

4. You will see a message stating “your exception has been added to the database successfully”. Click “OK”.

5. To assure the exception appears correctly, you can either click “Run New Audit” or go back to the student’s worksheet and click “Process New”.

Note: When using Apply Here for a transfer course that has an ELEC subject abbreviation, add more detail to the With options to ensure only one ELEC course is used as an exception.
Example: Selecting Allow Subject ELEC 100 With the DW Title equal to Personal Economics tells the system to pull only the ELEC with that specific title into the program requirements.
Instructions for Using “Remove Course and/or Change the Limit”

1. Select the course that you are removing and/or changing the limit of by scrolling to that requirement and clicking the radial button. Type the course abbreviation and number into the Remove Subject boxes and/or Change Limit to boxes. Add a description into the Description field, then click “Add Exception”.

2. You will see a message stating “your exception has been added to the database successfully”. Click “OK”.

3. To assure the exception appears correctly, you can either click on “Run New Audit” or go back to the student’s worksheet and click “Process New”.
Instructions for Removing an Exception

If you try making an Exception and it does not work, you can remove the Exception.

1. In the Exceptions tab, scroll down to the very bottom of the screen to find the Exception you made. Click the radial button of the Exception you want to remove.

2. At the top of the screen Click “Remove Exception”.

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Substitution</td>
<td>Replace M 145Q with Math 170Q</td>
<td>10/17/2012</td>
</tr>
<tr>
<td>Substitution</td>
<td>Replace EGEN 115 with ME 117</td>
<td>10/17/2012</td>
</tr>
</tbody>
</table>
• If you find yourself performing the same exceptions on MSU courses for multiple students, contact the Registrar’s Office DegreeWorks team to suggest adding the requirement for all students.

• If you find yourself performing the same exceptions for transfer students, contact the Admission’s Office to submit a Direct Equivalency Form to have that course from your department be submitted as direct equivalency.