



# DegreeWorks Exceptions Manager Training

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# Exception Types

Exception Type	Description	Example
Force Complete	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.	<ol style="list-style-type: none"> <li>Exempt from WorkKeys Written Exam (College of Business).</li> <li>A course is no longer offered so it is waived.</li> </ol> Caution: Force Complete forces the credit to be fulfilled also!
Substitute	Used to substitute one course for another. Substitution can be applied before or after the alternate course is taken.	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.
Also Allow	Use when you wish to expand the course options available for a specific requirement. In many instances this is a better option than using the Substitute exception. Also Allow can be applied before or after the alternate course is taken.	Use to add advisor approved electives.
Apply Here	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.	Transfer Course Elec 100 can apply as major requirement.
Remove Course and/or Change Limit	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).	Student needs 8 credits of Foreign Language instead of 11.



# 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.



Worksheets Notes **Exceptions** GPA Calc

Worksheets > Format: Student View View Process New

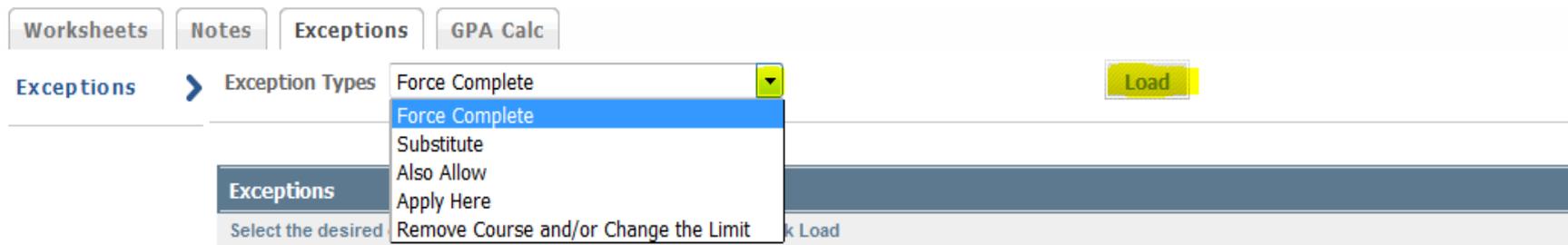
Include in-progress classes

Include preregistered classes

[Classes by Term](#)

What If

2. Select the desired exception type from the picklist then click Load.



Worksheets Notes Exceptions GPA Calc

Exceptions > Exception Types Force Complete Force Complete Substitute Also Allow Apply Here Remove Course and/or Change the Limit

Load

Select the desired Exception Type



## 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”.

Worksheets
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Exceptions
➤ Exception Types Force Complete
Load
Remove Exception

Force Complete a rule or qualifier

Description

Course no longer offered.

Add Exception

<input type="radio"/> Elements of Organic Chemistry	<input type="checkbox"/> Still Needed: 1 Class in <b>CHMY 211</b>
<input type="radio"/> Soils	<input checked="" type="checkbox"/> <b>ENSC 245IN (IP)</b>
<input type="radio"/> Biometry or Introduction to Statistics	<input type="checkbox"/> Still Needed: 1 Class in <b>BIOB 318</b> or <b>STAT 216Q*</b>
<input type="radio"/> Field Crop Production	<input type="checkbox"/> Still Needed: 1 Class in <b>AGSC 341</b>
<input type="radio"/> Forages	<input checked="" type="checkbox"/> <b>AGSC 342 (IP)</b>
<input checked="" type="radio"/> Concepts of Plant Pathology	<input type="checkbox"/> Still Needed: 1 Class in <b>BIOM 421</b>
<input type="radio"/> Nutrient Cycling	<input type="checkbox"/> Still Needed: 1 Class in <b>ENSC 351</b>

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 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”.

Worksheets
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Exceptions
Exception Types

Substitute

Load
Remove Exception

**Substitute one class for another**

Replace Subject STAT Number 216Q With Subject BIOB Number 318

Description  Add Exception

<input type="radio"/> Macroeconomics and Microeconomics	<input type="checkbox"/>	( 2 Classes in ECNS 202* and 204IS* ) or
<input type="radio"/> Honors Economics	<input type="checkbox"/>	( 1 Class in ECNS 251IS )
<input type="radio"/> Survey of Calculus or Higher Level Calculus Course	<input checked="" type="checkbox"/>	M 161Q
<input checked="" type="radio"/> Introduction to Statistics	<input type="checkbox"/>	Still Needed: 1 Class in STAT 216Q*
<input type="radio"/> Intern Statistical Concepts or Bus Research Mthds	<input type="checkbox"/>	Still Needed: 1 Class in BMGT 240IS or STAT 217Q

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”.



## 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.

Worksheets | Notes | Exceptions | GPA Calc

Exceptions > Exception Types

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**Also Allow a class to meet a requirement**

Allow Subject  Number

With

Description

<b>MGMT 204</b>	Introduction to Business	B+	3	2011 Spring
<b>PSYX 1001S</b>	Intro to Psychology	C	3	2010 Fall
<b>PSYX 235D</b>	Contemp Issues in Human Sexual	C	3	2011 Spring
<b>US 101US</b>	First Year Seminar	B-	3	2010 Fall

2. Scroll to where in your program requirements you want that course to be applied and click on the radial button.

<input type="radio"/> Aviation Regulations/Professional Conduct	<input type="checkbox"/>	Still Needed: 1 Class in AVFT 263
AVFT 282 is Optional		
<input type="radio"/> Introduction to Computers	<input checked="" type="checkbox"/>	CAPP 120 (IP)
<input checked="" type="radio"/> Interpersonal Communication	<input type="checkbox"/>	Still Needed: 1 Class in COMM 135



## 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.

### Also Allow a class to meet a requirement

Allow Subject  Number   
 With  equal to   
 Description

Electives				Credits
<b>ELEC 100 (T)</b>	Fitness Programs	TA	1	2011 Spring
Satisfied by: PE132 - Whitworth University				
<b>ELEC 100 (T)</b>	Computer Science I	TA-	3	2011 Spring
Satisfied by: CS171 - Whitworth University				
<b>ELEC 100 (T)</b>	Elementary Spanish II	TA-	4	2011 Spring
Satisfied by: SN102 - Whitworth University				



## 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.

Worksheets | Notes | Exceptions | GPA Calc

Exceptions > Exception Types Apply Here [v] [Load] [Remove Exception]

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Apply Here a specific class

Apply Subject **ELEC** Number **100IS**

With [ ] [ ] [ ]

Description [ ] [Add Exception]

Electives					Cred
<b>AG 101</b>	Intro to Ag & Env Resources	P	1		2010 Fall
<b>ARNR 100</b>	Intro Animal Science	B	3		2011 Spring
<b>ELEC 100 (T)</b>	Personal Economics	TA	3		2010 Fall
Satisfied by: CFS 120 - Idaho State University					
<b>ELEC 100IS (T)</b>	Applied Economics	TA	3		2010 Fall
Satisfied by: MKT 115 - Eastern Idaho Technical Colleg					

2. Scroll to where in your program requirements you want that course to be applied and click on the radial button.

<input type="radio"/> College Chemistry II	<input checked="" type="checkbox"/>	CHMY 143
<input checked="" type="radio"/> Economic Way of Thinking	<input type="checkbox"/>	Still Needed: 1 Class in ECNS 101IS
<input type="radio"/> Math for Liberal Arts	<input checked="" type="checkbox"/>	M 145Q



## 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.

### Apply Here a specific class

Apply Subject  Number

With

Description

Electives				Credits
<b>AG 101</b>	Intro to Ag & Env Resources	P	1	2010 Fall
<b>ARNR 100</b>	Intro Animal Science	B	3	2011 Spring
<b>ELEC 100 (T)</b>	Personal Economics	TA	3	2010 Fall
<b>Satisfied by:</b> CFS120 - Idaho State University				
<b>ELEC 100IS (T)</b>	Applied Economics	TA	3	2010 Fall
<b>Satisfied by:</b> MKT115 - Eastern Idaho Technical Colleg				



## 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”.

### Remove Course and/or Change the Limit

Remove Subject  Number

Change Limit to  Classes

Description

<input type="radio"/> Foreign Language Requirement	<input type="checkbox"/>	<b>Still Needed:</b> Choose from 1 of the following:
<input type="radio"/> Arabic	<input type="checkbox"/>	( 3 Classes in <b>ARAB</b> 101 and 102D and 201 ) or
<input checked="" type="radio"/> Chinese	<input type="checkbox"/>	( 3 Classes in <b>CHIN</b> 101 and 102D and 201D ) or
<input type="radio"/> French	<input type="checkbox"/>	( 3 Classes in <b>FRCH</b> 101 and 102D and 201D ) or
<input type="radio"/> German	<input type="checkbox"/>	( 3 Classes in <b>GRMN</b> 101 and 102D and 201D ) or
<input type="radio"/> Japanese	<input type="checkbox"/>	( 3 Classes in <b>JPNS</b> 101 and 102D and 201D ) or
<input type="radio"/> Spanish	<input type="checkbox"/>	( 3 Classes in <b>SPNS</b> 101 and 102D and 201D )

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.

Exceptions		
Type	Description	Date
<input checked="" type="radio"/> Substitution	Replace M 145Q with Math 170Q	10/17/2012
<input type="radio"/> Substitution	Replace EGEN 115 with ME 117	10/17/2012

2. At the top of the screen Click "Remove Exception".

Exception Types	Also Allow <input type="text"/>	<input type="button" value="Load"/>	<input type="button" value="Remove Exception"/>
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- **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.**