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Academic Advising

Academic Advisement enables you to set up and track the requirements and rules that a student must satisfy to complete a degree or other objective.

The core function of **Academic Advisement** is the ability to generate a degree audit report. A degree audit report is the evaluation of a student's coursework and grades against the requirements and course lists for the specific program to determine what, if any, requirements still must be met. It provides the analysis of requirements, requirement groups, course lists, restrictions, conditions, and an individual's coursework and grades, known as an **Advisement Report**.

Upon completion of this module, you will be able to:

- Add/Edit Student Exceptions
- Delete exceptions or make them inactive.



Student Exceptions

Use the Authorize Student Exceptions page to create advisement overrides. These overrides are used to create exceptions in the degree audit for a student. The different types of student exceptions are:

- A **Course Directive** authorizes a specific course to satisfy an academic requirement for a particular student. A Course Directive allows you to substitute and/or exclude a course(s) from a given requirement for a student.
- A **Requirement Change** indicates a change to unit and course maximums applicable to a specific academic requirement for a particular student.
- A **Requirement Override** is inactive and will not function.
- A **Requirement Waiver** forgoes the use of a specific existing academic requirement for a particular student. <u>Normally, a requirement change or requirement changes are</u> required each time a Requirement Waiver is used.

Authorize Student Exceptions

Procedure

Navigation: Academic Advisement \rightarrow Student Advisement \rightarrow Authorize Student Exceptions \rightarrow Add a New Value

	ណ៍	$Q_{_{\text{Search}}}$	۵	:	\oslash
Authorize Student Exceptions			ndow Pe	rsonalize	Page
Advisement Override 000540593 User ID: Julie Dupuy					
*Requirement Term Date 08/01/2022 *Status Active > *Description Enter Description Short Description Enter Desc					
"Long Description Enter Description					
Override Details					
*Academic Institution UAZ00 V The University of Arizona					
*Academic Career UGRD Q Undergraduate					
Academic Program UAGSC Q. College of Ag & Life Sciences Create Exception					
Academic Plan (ASCBS Q. Animal Sciences					
Academic Sub-Plan Q					
*Selection Code (Student v					
*Selection Data 23594039 Q. Madelynn Honeycutt					
*Operation Code Course Directive					
🔝 Save 💽 Notify 💽 Add 🍃 Update/Display 🐊 Include History 🝞 Correct History					



Step	Action
1.	Enter the appropriate date for the student's requirement term into the Effective Date field.
	 Effective Date must be entered as the following If the student's requirement term is Fall use: 08/01/XXXX (the year is the student's catalog year) (e.g. 2074 catalog year = 08/01/2007 Effective Date) If the student's requirement term is Spring use: 01/01/XXXX (the year is the student's catalog year) (e.g. 2061 catalog year = 01/01/2006 Effective Date) If the student's requirement term is Summer use: 05/01/XXXX (the year is the student's catalog year) (e.g. 2062 catalog year = 05/01/2006 Effective Date)
2.	Enter today's date and a general description of the exception you are making into the Description field: 07/29/2022 Major Core Sub
3.	Enter today's date, a general description, and any rationale for the exception into the Long Description field: 07/29/2022 Major Core Sub substitution approved by Dr. Smith. For an Animal Science major, (include the Subject, Title, or Theme of the area).
4.	Enter in desired Academic Career (UGRD) or search for desired Academic Career.
5.	Enter in desired Academic Plan or search for desired Academic Plan. Plan is only entered for exceptions to the major or minor.
	* Academic Program will only be populated for students from the 2104 requirement term forward. This will be populated automatically when you enter the Academic Plan.
6.	Enter the student's ID into the Selection Data field.



Step	Action
Step 7.	Action Select your desired Operation Code: Course Directive, Requirement Change or Requirement Waiver. • Course Directive: authorizes a specific course to satisfy an academic requirement for a particular student. A Course Directive allows you to substitute and/or exclude a course(s) from a given requirement for a student. • Requirement Change: indicates a change to unit and course maximums applicable to a specific academic requirement for a particular student. • Requirement Change: indicates a change to unit and course maximums applicable to a specific academic requirement for a particular student. • Select your desired Level: Requirement Group Level, Requirement Level or Requirement Line Level. Requirement (R): This level represents a grouping of requirements. • Requirement (R): This level represents a specific Line Item within a Requirement Group. • Requirement Waiver: forgoes the use of a specific existing academic requirement for a particular student. • Select your desired Level: Requirement Group Level, Requirement Level or Requirement Line Level (L): This level represents a specific Line Item within a specific Requirement. • Requirement Waiver: forgoes the use of a specific existing academic requirement for a particular student. • Requirement Group (RG): This level represents a grouping of requirements. • Requirement Group (RG): This level represents a grouping of requirements. • Requirement Group (RG): This level represents a specific Requirement Level or Requirement Group. Requirement (R): This level repre
8.	Click the Create Exception link.



Creating Exceptions via Course Directive

Course Source: Transfer Credit

Procedure

	ώ	Q_{Search}	۵	:	\otimes
Authorize Student Exceptions Direct Courses to Requirement Group (001097 Q, BS in Animal Sciences Requirement (000015723 Q, Animal Science Core Line Ner (0000 Q, Communications			ndow Per	rsonalize	Page
Directed Courses 0001 *Directive Type Substitute *Gene Course Source Course Offerings Course Offerings Directed Voirse Directed Courses Directed Courses					
Course Topic ID Q Earned Credit Only OK Cancel Apply					

Step	Action
1.	Run an Advisement Report to find the correct Requirement Group, Requirement and Line to direct the new course to.
	Click the Look up Requirement Group (Alt+5) button.
	Click the desired Requirement Group or type in appropriate Requirement Group.
2.	Click the Look up Requirement (Alt+5) button.
	Click the desired Requirement or type in appropriate Requirement.
3.	Click the Look up Line Nbr (Alt+5) button.
4.	
4.	Select your Directive Type: Substitute or Exclude.
	You will select Substitute as your Directive Type if you would like to add a course to a student's Academic Requirements.
	You will select Exclude as your Directive Type if you would like to remove a course from a student's Academic Requirements.
	You will do both if you would like to replace one course with a different course.



Step	Action
5.	 Select your Course Source: Course Offerings, Enrollment, Test Credit or Transfer Courses. Select Course Offerings for courses that the student has not yet taken. Select Enrollment for courses that the student has completed or is enrolled in. Select Test Credit for courses the student has completed via a test
6	Select Transfer Courses for courses the student completed at another institution
6.	Click the Search button.

✓ Override		Authorize Student Exceptions	Q_{Search}	\Diamond	:	\otimes
			New Wir	ndow Pe	ersonaliz	e Page
Student Course Directive Search	l i i i i i i i i i i i i i i i i i i i					
Academic Institution	The University of Arizona					
Subject Area	Q					
Catalog Nbr						
Description						
Search						
Return						

Step	Action
7.	Enter desired Subject or search for all transfer coursework.
	Click the Search button.

〈 Overrid	e						Au	uthor	ize Stu	lent Ex	ceptions	6				ራ	Q Search	₽	: 0
ourse Se	lection																New Wi	ndow Pe	ersonalize Pa
												Find	First (1-3 of 3	() Last				
	Subject	Catalog Nbr	Course Name	Course ID	Artic Term	Official Grade	Units Earned	Transfe Model Nbr	r Transfer Equivalency Group	Transfer Equivalency Seq	Requirement Designation	Equivalent Course Group	Grade Category	Valid Attempt	Repeat				
1 BAdd	ELCR	1TR	ELCR Lower Division Transfer	002985	2164	TA	3.00)	1 5		GEIS		NONE						
2 E+Add	ELCR	1TR	ELCR Lower Division Transfer	002985	2164	TA	3.00		2 1	1			NONE	Y					
	ELCR	1TR	ELCR Lower Division Transfer	002985	2164	TA	4.00)	1 13	1	GENS		NONE	Y					

In this case the **Course Source** chosen is **Transfer Credit**, as we want to substitute a Transfer Course towards a requirement. The above Transfer Courses are noted as ELCR so they are not distinguishable by subject and catalog number. Note that each course has a **Model Nbr**, **Group** and **Seq#**. To determine which course you would like to select, you will look up the courses in the Transfer Credit: Report. The process is the same for a **Test Credit**.



To look up these Transfer Courses, complete the following steps:

Looking up a Student's Transfer Course

Open a new UAccess window by clicking on the New Window hyperlink on the upper right-hand corner of your screen.

Navigation: Campus Community \rightarrow Student Services Center

Student Services Center	ŵ	$Q_{_{\text{Search}}}$	۵	:	\otimes
Student Services Center					-
Enter any information you have and click Search. Leave fields blank for a list of all values.					
Find an Existing Value					
🐨 Search Criteria					
ID[begins with v] 23445266 Campus ID[begins with v] National ID[begins with v] Last Name [begins with v] First Name [begins with v] Casas Sensitive					
Search Clear Basic Search 🕼 Save Search Criteria					

Step	Action
1.	Enter the Student ID in the ID field.
2.	Click the Search button.

			Studer	nt Servic	es Cer	nter		ሴ	Q_{Search}	\Diamond	:	\oslash
Aaike Dergance	ID 2	23591256	* 🏥									
Student Center General Info Admissions	Transfer Credit	Academics	Finances Financia	al Aid								
Aaike Dergance's Student Center												
-												
Academics								Sea	rch for Classes			
My Class Schedule	👪 Deadlines	🔜 D2L										
Shopping Cart My Planner	Fall 2022 S	chedule						Notices	& Holds			
My Planner		Class	Schedule	Grade Replacement	Honors	Class Description	Location	Financial Ai				
Transfer Credit: Report	Regular Academic Session	ACBS 315R- 001 Lecture	TuTh 2:00PM - 3:15PM Henry Koffler Bldg, Rm 216			Psio of Reproduction		Update Eme Enrolled UA Student Aut				
	Regular Academic Session	ACBS 336A- 001 Lecture	TuTh 11:00AM - 12:15PM Centrally Scheduled Request			Applied Animal Nutrition		Student Aut	norization Details	Þ		

Step	Action
3.	In Student Service Center, choose Transfer Credit: Report from dropdown menu.
4.	Click the radio go button to bring up report.



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son Weir		ID 2	23388902	*	(â)			
like Medel Cr	abor condo Dest. 4 - 1	Transfer Credit is subject t	ta abaaaa					
		Transfer Credit is subject t	to change.					
Course Cred	lits							
Model Nbr	1 Posted							
Institution Career	The University of Undergraduate	Arizona Credit Sc Source Ir	ource Type	External Pima Cor	nmunity College			
Program	College of Soc & I							
Group Seq Te	erm Year Incomin Course	Description	Units Grad Taken Input	e Equivalent Course	Units Transferred Grad	e Status	Repeat R Code I	Requirement Designation
1 1 FA	LL 2015 SPA 202	Intermediate Spanish II	4.00 TB	SPAN 202	4.000 TB	Posted		
	LL 2015 SPA 201	Intermediate Spanish I		SPAN 201	4.000 TA	Posted		
	R 2015 SPA 102	Elementary Spanish II		SPAN 102	4.000 TA	Posted		
	LL 2014 SPA 101	Elementary Spanish I Survey of Media	4.00 TA	SPAN 101 ELCR 1TR	4.000 TA	Posted		FIS
		Communication Intro to Reporting &					G	EIS
	LL 2015 JRN 101	Media Wr		JOUR 205	3.000 TA			
	LL 2014 WRT 126	0		ENGL 210	3.000 TA	Posted		
	R 2015 WRT 154	Communications		ENGL 1TF				
	R 2015 WRT 102	Manage Matching B		ENGL 102	3.000 TA	Posted		
	LL 2014 BIO 1271	Diology		NSC 170C1		_		_
	LL 2014 BIO 1601	Phys	4.00 TA	ELCR 1TR			GE	ENS
13 1 SP	R 2017 GENED AGEC A	Agec A	TCR	TRAN AGECA	0.000 TCR	Posted		
14 1 SP	R 2015 CAD 101	Computer Aided Drafting I	4.00 TA		0.000	Rejected	1	
	R 2016 JRN 185	Newspaper Publishing		JOUR 1TF		Posted		
16 1 FA	LL 2016 WRT 206	Short Story Writing History of United	3.00 TB	ENGL 210	0.000 TB	Posted	ERAB	
17 1 FA	LL 2016 HIS 141	States I	3.00 TA	HIST 160C	3.000 TA	Posted		
17 1 FA	LL 2016 HIS 141	States I	3.00 TA	HIST 160C	I 3.000 TA	Posted		
17 1 FA	LL 2016 HIS 141	History of United States I	3.00 TA	HIST 160C	I 3.000 TA	Posted		Stude
		History of United States I	3.00 TA	HIST 160C	1 3.000 TA	Posted		Stude
Model Nbr Institution	2 Posted The University of J	States I Arizona Credit So	ource Type	External				Stude
Model Nbr Institution Career	2 Posted The University of J Undergraduate	States I Arizona Credit So Source Ir	ource Type	External	I 3.000 TA			Stude
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Model Nbr Institution Career Program Group Seq Te	2 Posted The University of J Undergraduate	States I Arizona Credit So Source Ir Behav Sci Description	ource Type nstitution	External College o	f Southern Nevada		Repeat Re Code D	
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Step	Action
5.	This student has Transfer Credit from two schools. Review the transfer courses to find the ELCR 1TR course you would like to substitute. Note the Model , Group , and Sequence number.
6.	Let's select ELCR 1TR: Model 2, Group 7, Sequence 1. Now that you have identified the Transfer Course you wish to substitute, go back to your Authorize Student Exceptions window.



Authorize Student Exception Window

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our	se Se	lection																		rsonalize Pa
															1-3 of 3	Last				
		Subject	Catalog Nbr	Course Name	Course ID	Artic Term	Official Grade	Units Earned	Transf Model Nbr	er Transfer Equivalenc Group	Transfer Equivalency Seq	Requirement Designation	Equivalent Course Group	Grade Category	Valid Attempt	Repeat				
1	Add	ELCR	1TR	ELCR Lower Division Transfer	002985	2164	TA	3	00	1	5 1	GEIS		NONE	Y					
2	E Add	ELCR	1TR	ELCR Lower Division Transfer	002985	2164	TA	3	00	2	7 1			NONE	Y					
-	E+Add	ELCR	1TR	ELCR Lower Division Transfer	002985	2164	TA	4	00	1 1	2 .	GENS		NONE	Y	_				

Step	Action
7.	Click the Add Class button for Model 2, Group 7, Seq. 1 to substitute this Transfer Course.

Override	Authorize Student Exceptions	Ст Q _{Search} Д
		New Window Per
uthorize Student Exceptions		
Direct Courses to		
Requirement Group 001097 Q BS in Animal Sciences		
Requirement 000015733 Q Animal Science Core		
Line Nbr 0030 Q. Communications		
Directed Courses	1 of 1	
	v ⊕ m place Seq	
Subject ELCR Catalog 1TR ELCR Lower Divisi	ion Transfer	
Course ID 002985 Offer Nbr 1		
Grade TA Units 3.00		
Model Nbr 2 Group 7 Seq# 1 Term 2164 Fall 2016		
Directed Units Min Grade Points/Unit		
Directed Courses		
Course Topic ID		
Earned Credit Only		

Step	Action
8.	Click the OK button once you are finished.
	If you would like to add another substitution or exclusion for this student's requirement, Click the Add a new row at row 1 (Alt+7) button.
	*Directive Type Substitute
	Repeat necessary steps.

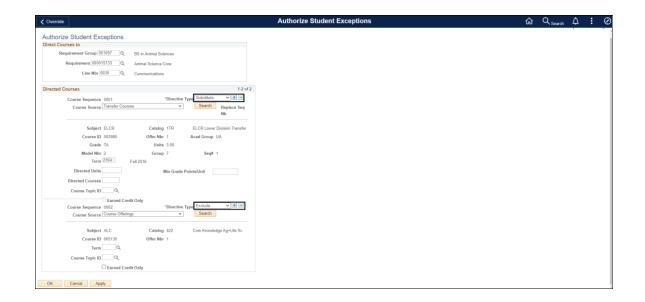


Override	Authorize Student Exceptions	Ω Q _{Search} Δ :
		New Window Person
ithorize Student Exceptions		
	Find View All First (1 of 1) Last	
Advisement Override 000540593 User ID:	Julie Dupuy	
Requirement Term Date 08/01/2022	*Status Active	
	escription Enter Desc	
*Long Description Enter Description	×.	
Override Details		
*Academic Institution UAZ00 V The University of Arizona		
*Academic Career UGRD Q Undergraduate		
Academic Program UAGSC Q College of Ag & Life Science:	Create Exception	
Academic Plan ASCBS Q Animal Sciences		
Academic Sub-Plan		
*Selection Code Student		
*Selection Data [23594039 Q Madelynn Honeycutt		
*Operation Code Course Directive V		
Operation Code Counce Street 4		
Save 😢 Notify 📑 Add 🖉 Update/Disp	ay 🗊 Include History 🗊 Correct History	

Step	Action
9.	Click the Save button.
10.	Run Advisement Report to verify exception is correct. End of Procedure.



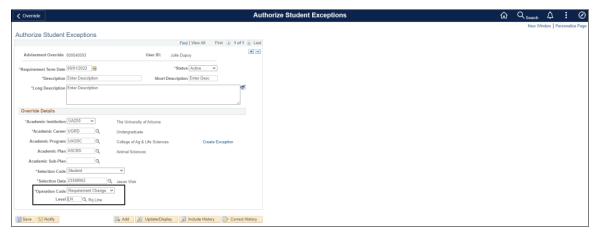
For **Course Directive if you would like to replace one course for another you need to Substitute the course you want to add, add a new row and Exclude the course that you want to replace with the substituted course.



In this example, this is one exception made to one requirement line. The ELCR course is used to replace the ALC 422 course required for the line.

Creating Exceptions via Requirement Change

Procedure





∢ Override		Authorize Student Exceptions	ώ	Q_{Search}	۵	:
				New W	indow Pe	ersonali
Authorize Student Exceptions						
Requirement Line to Change						
Requirement Group 001097 Q BS in	in Animal Sciences					
Requirement 000015733 Q Anim	nal Science Core					
Line Nbr 0045 Q OR 5	5. Economics					
New Values						
Minimum Units	Maximum Units Allowed					
Minimum Courses 2.00	Maximum Courses Allowed					
OK Cancel Apply						

Step	Action
1.	Run an Advisement Report to find the correct Requirement Group, Requirement and Line to make the change to.
	Complete Steps 1-7 of Authorize Student Exceptions and select Requirement Change as the Operation Code, and LN as the Level.
	Click the Look up Requirement Group (Alt+5) button or type in the appropriate Requirement Group.
2.	Click the Look up Requirement (Alt+5) button or type in the appropriate Requirement.
3.	Click the Look up Line Nbr (Alt+5) button or type in the appropriate Requirement Line.
4.	Change the New Values that you would like to update.
5.	Click the OK button.

✓ Override	Αι	uthorize Student Exceptions බි	Q _{Search} \triangle :	: 0
Authorize Student Exceptions			New Window Person	nalize Pa
	Find View All First @ 1 of 1 () Last	A Contraction of the second		
Advisement Override 000540593	User ID: Julie Dupuy	1		
"Requirement Term Date 08/01/2022	*Status Active v			
*Description Enter Description *Long Description Enter Description	Short Description Enter Desc			
Override Details	~~			
*Academic Institution UAZ00 👻	The University of Arizona			
*Academic Career UGRD	Undergraduate			
Academic Program UAGSC	College of Ag & Life Sciences Create Exception			
Academic Plan ASCBS	Animal Sciences			
Academic Sub-Plan				
*Selection Code Student	v			
*Selection Data 23388902	Jason Weir			
*Operation Code Requirement Change	×			
Level LN Q Rq Line				
Save 🗈 Notify	🕞 Add 🛛 🔊 Update/Display 📄 Include History			



Step	Action
6.	Click the Save button.
7.	Run Advisement Report to verify exception is correct. End of Procedure.



Creating Exceptions via Requirement Waiver

	Authorize Student Exceptions	ŵ Q _{search} Д : (
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Authorize Student Exceptions	Find View All First (1 of 1) Last	
	Find View All Prist 1 of 1 Clast	
Advisement Override 000540593 User ID:	Julie Dupuy	
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*Long Description Enter Description	N.	
Override Details	A	
*Academic Institution UAZ00 V The University of Arizona		
"Academic Career UGRD Q Undergraduate		
Academic Program UAGSC Q College of Ag & Life Science	Create Exception	
Academic Plan ASCBS Q Animal Sciences		
Academic Sub-Plan		
*Selection Code Student		
*Selection Data 23388902 Q, Jason Weir		
*Operation Code Requirement Waiver		
Level LN Q, Rq Line		
🕈 Save 🕑 Notify 💽 Add 🗾 Update/Dis	/ D Include History D Correct History	
C Override	Authorize Student Exceptions	ŵ Q _{search} Д : 6
		New Window Personalize Pa
Authorize Student Exceptions		
Requirement Line to Waive		
Requirement Group 001097 Q BS in Animal Sciences		
Requirement 000015733 Q Animal Science Core		
Line Nbr 0030 Communications		

Step	Action
1.	Run an Advisement Report to find the correct Requirement Group, Requirement and Line to waive.
	Complete Steps 1-7 of Authorize Student Exceptions and select Requirement Change as the Operation Code.
	Click the Look up Requirement Group (Alt+5) button or type in the appropriate Requirement Group.
2.	Click the Look up Requirement (Alt+5) button or type in the appropriate Requirement. Click the desired Requirement.
3.	Click the Look up Line Nbr (Alt+5) button or type in the appropriate Requirement Line. Click the desired Requirement Line.



Step	Action
4.	Click the OK button.
	OK

✓ Override	Authorize Student Exceptions	ራ	Q _{Search}	۵	: 0
Authorize Obudant Eventions			New Wi	ndow Pe	rsonalize Pa
Authorize Student Exceptions					
	Find View All First (1 of 1) Last				
Advisement Override 000540593	User ID: Julie Dupuy				
*Requirement Term Date 08/01/2022	"Status Active				
*Description Enter Description	Short Description Enter Desc				
*Long Description Enter Description	×.				
Override Details	A				
*Academic Institution UAZ00 V	The University of Arizona				
*Academic Career UGRD	Undergraduate				
Academic Program UAGSC	College of Ag & Life Sciences Create Exception				
Academic Plan ASCBS	Animal Sciences				
Academic Sub-Plan					
*Selection Code Student	v				
*Selection Data 23388902	Jason Weir				
*Operation Code Requirement Waiver	▼				
Level LN Q Rq Line					
🚮 Save 🗈 Notify	🚡 Add 😥 Update/Display 👂 Include History 🚺 Correct History				

Step	Action
5.	Click the Save button.
6.	Run Advisement Report to verify exception is correct. End of Procedure.

Important Note:

**When making exceptions to students' degree audits, as soon as you click the "Create Exception" link, for all types of exceptions, the exception number is saved in the system. This means that if you don't finish creating the exception, it will be in the system with an assigned number, but the exception will be blank. If you identify a blank exception, which is an exception that has no information in the "Create Exception" page please finish the exception if it is needed or delete the exception.

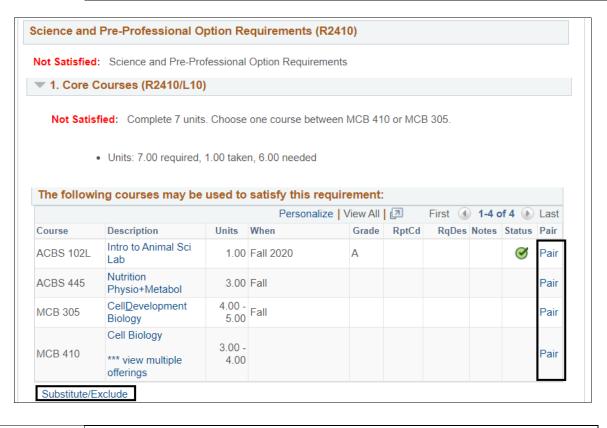


Using the Online Advisement Report to Enter Course Directive Exceptions

Creating course directive exceptions from the online advisement report saves time and eliminates the need to gather disparate pieces of information: requirement term, career, program, plan, and student ID information on the first page of the exception; and requirement group, requirement, and line numbers on the second page of the exception.

Navigation: Academic Advisement > Student Advisement > Request Advisement Report

Step	Action
1.	Generate an ADVIP advisement report for the student you need to enter exceptions for.
2.	Scroll to the area of the advisement report you want to make an exception to.



3.	Notice that next to each course is a "Pair" link and below the course list is a
	"Substitute/Exclude" link.
	• Pair: Clicking the Pair link will create a course directive exception that
	excludes the course associated with the link you clicked. The exception will also generate a line for you to choose which course you want to direct to the line.
	• Substitute/Exclude: Clicking Substitute/Exclude will create a course directive exception that allows you to substitute or exclude a course. No course is paired with the exception automatically if you choose this option.



	Authorize Student Exceptions	C Q Search C E New Window Persona
Authorize Student Exceptions		THEM WITHOW PERSON
	View All First 🚯 1 of 1 🛞 Last	
Advisement Override 000000000 User ID: Julie Dupuy	* -	
*Requirement Term Date 03/24/2020 📧 *Status	Active 🗸	
*Description Short Description		
Long Description	e e	
Override Details		
*Academic Institution UAZ00 The University of Arizona		
"Academic Career UGRD Q Undergraduate		
Academic Program UAGSC Q College of Ag & Life Sciences	Create Exception	
Academic Plan ASCBS Q Animal Sciences		
Academic Sub-Plan		
*Selection Code Student		
*Selection Data 23591256		
*Operation Code Course Directive V		
🖫 Save 😢 Notify	nclude History 🔯 Correct History	

Step	Action
5. Notice that the Requirement Term Date, Career, and Selection Data fields a automatically filled out for you. The Description and Long Description fi both required. None of the items under "Override Details" need to be input major is chosen that information will also populate for you (please see upce example).	
	Note: The description does not appear on the advising report; however, if searching for an exception via description this is the field it will search, and this is also the description that appears in the search results. The Long Description does appear on the online advising report, so use it to include pertinent data regarding your exception. Examples include the date you enter the exception, name of transfer course, reason for exception, etc.
6.	Once you have input your Description and Long Description click Create Exception .



	Authorize Student Exceptions	ŵ Q _{Search} Д : 🤅
		New Window Personalize F
thorize Student Exceptions		
ect Courses to		
Requirement Group 001236 Q Option in Science and Pre-Prof		
Requirement 000002410 Q Science and Pre-Professional		
Line Nbr 0010 Q. Core		
ected Courses 1-2 of 2		
course sequence even		
Course Source Course Offerings V Search Replace Seq		
Subject ACBS Catalog 445 Nutrition Physio+Metabol		
Course ID 006701 Offer Nbr 1		
Term		
Course Topic ID		
Earned Credit Only		
Course Sequence 0002 *Directive Type Substitute • + =		
Course Source Course Offerings		
Subject Catalog		
Course ID Offer Nbr		
Term		
Directed Units Min Grade Points/Unit 1.00		
Directed Courses		
Course Topic ID		
Course Topic ID <		
Carried Crean Only		
X Cancel Apply		

Step	Action
7.	Notice that the requirement group, requirement, and line numbers have auto-filled for you. Further, the class that was selected to pair is already set to exclude. Now you just need to select your Course Source for the Substitute and choose the appropriate course for your exception.
8.	Once you have completed and saved your exception you can simply close the UAccess window and return to the advisement to enter more exceptions or to refresh the report.
	To enter more exceptions just follow the same process by clicking Substitute or Pair where you want to enter you exception. Please note that new exceptions won't appear on the advising report until you have refreshed it.
	To refresh the advising report scroll to the bottom of the report and click on " Return to Report Request ." Next, click " Process Request " to generate a new online advising report that will be up to date with the exceptions you just made.
9.	The process works the same when using the Substitute/Exclude link. The only difference is you don't have a course that is automatically excluded.



Not Satisfied	: Science and Pre-Pro	ofessional	Option Requirer	ments					
1. Core C	ourses (R2410/L10)							
Not Satis	fied: Complete 7 units	s Choose	one course bet	ween MCB 41	0 or MCF	3 305			
		. 0110000			0 01 11/01				
	 Units: 7.00 required, 	1.00 take	n, 6.00 needed						
	,		.,						
The followi	ng courses may be	used to	satisfy this re	equirement:					
			Personali	ize View All	Л	First (1-4 c	of 4 🕟	Last
Course	Description	Units	When	Grade	RptCd	RqDes	Notes	Status	Pair
ACBS 102L	Intro to Animal Sci Lab	1.00	Fall 2020	А				Ø	Pair
	Nutrition	3.00	Fall						Pair
ACBS 445	Physio+Metabol								Pair
ACBS 445 MCB 305	Cell <u>D</u> evelopment Biology	4.00 - 5.00	Fall						Pair

Authorize S	tudent Exceptions	tudent Exceptions 分	tudent Exceptions 🟠 🔍 Search		tudent Exceptions $\widehat{\omega} \circ Q_{\text{search}} \widehat{\Delta}$:	tudent Exceptions $\widehat{\Omega} {\mathbb Q}_{\text{Search}} \widehat{\Delta} $	tudent Exceptions $\widehat{a} \circ \bigcirc_{\text{Search}} \widehat{\Delta}$:
Authorize Student Exceptions			New	New Window F	New Window Persona	New Window Personal	New Window Personaliz
Find View All First ④ 1 of 1 ④ Last							
Advisement Override 000000000 User ID: Julie Dupuy							
*Requirement Term Date 08/24/2020 🕑 *Status Active 🗸							
*Description Short Description							
*Long Description							
Override Details							
*Academic Institution UAZ00 v The University of Arizona							
*Academic Career UGRD Q Undergraduate							
Academic Program UAGSC Q College of Ag & Life Sciences Create Exception							
Academic Plan ASCBS Q. Animal Sciences Academic Sub-Plan Q.							
*Selection Code (Student V							
*Selection Data 23591256							
*Operation Code Course Directive							
📸 Save 🔁 Notify 🕞 Add 🔎 Update/Display 🐊 Include History 🦃 Correct History							

Step	Action
10.	Notice how this time the program and plan information pulls in to the exception since it is needed for an exception to the major.



		l	Au	uthorize Student Exceptions	uthorize Student Exceptions 💮	uthorize Student Exceptions ගි Q _{Seard}	uthorize Student Exceptions $\widehat{\mbox{\scarch}}$ Q $_{{ m Search}}$ $\widehat{\mbox{\scarch}}$	uthorize Student Exceptions $\widehat{\Omega}$ Q _{search} A :
								New Window Person
Authorize Student Exceptions								
Requirement Group 001236 Q Requirement 000002410 Q Line Nbr 0010 Q	Option in Science and Pre-Prof Science and Pre-Professional							
Directed Courses	Core	1 0	of 1					
Course Sequence 0001 Course Source Course Offering	*Directive Type Subst 75 V Sea							
Subject	Catalog							
Course ID	Offer Nbr							
Term Q. Directed Units Directed Courses	Min Grade Points/Unit	1.00						
Course Topic ID	it Only							
OK Cancel Apply								

Step	Action
11.	Once you click Create Exception, you'll see that, again, the requirement group, requirement, and line number have all populated with the correct information. However, no course is automatically excluded. At this point you are ready to substitute or exclude courses to the line.



ceptions				
618 Q				
618 🔍	BA in Econom	ICS		
853 🔍	Economics M	ajor		
10 🔍	Economics C	Message		×
*Directive	Type: Subst	Warning: ELCR 1TR (Model=1, Group=3, Seq=1 Minor in Business Administration (RG1473) Business Administration Minor (R2846) 4. Option I: Economics (R2846/L30) Advisement Override: 000083337	1) was already used here:	
Catalog:	1TR			
Offer Nbr:	1	ок		
Units:	2.00			
Group:	3			
Fall 2010				
Min Grade P	oints/Unit:			

Step	Action
12.	If the course (i.e. course offering, enrollment, test, or transfer) is already being used in an active exception you will get a warning message telling you where the course has already been used and what the corresponding advisement override number is. This is just a warning, so you can still click okay and save your exception and have it apply to the advising report. If you do not want to use the course in your exception you can either select a different course or delete the exception.
	Note: This warning references the advising report and searches for exceptions that are being <i>applied</i> to the advising report. So if you are inputting multiple exceptions at once without refreshing the report you will not see this error, nor will you see this warning if the course was used in an exception that is not being applied (e.g. the course was used in an exception to a major that the student dropped).



Looking up a Student's Exceptions

To look up a student's exceptions navigate to: Academic Advisement \rightarrow Student Advisement \rightarrow Authorize Student Exceptions

<			Authorize Student Exceptions	Q_{Search}	\Diamond	:	\oslash
						New Wi	ndow
Authorize Student E	xceptions						
Enter any information you	have and click Search. Leave	e fields blank for a list of all va	lues.				
Find an Existing Value	Add a New Value						
Search Criteria							
Advisement Override	begins with 🗸						
Description	begins with 🗸						
Selection Code	= ~	\sim					
Selection Data	begins with 🗸 23791952	Q					
Override Operation Code	= ~	~					
Academic Institution	begins with V	Q					
Academic Career	begins with 🗸	Q					
Academic Program	begins with 🗸	Q					
Academic Plan	begins with V	Q					
Academic Sub-Plan	begins with V	Q					
Advisor ID	begins with 🗸						
🗆 Include History 🔽	Correct History Case S	Sensitive					
_							
Search Clear	Basic Search 🔯 Save Se	earch Criteria					

Step	Action
1.	Select Student as the Selection Code.
2.	In the Selection Data field, enter the Student ID that you wish to look up.
3.	Check the Correct History box to allow you to make changes to the student's exceptions that you are looking up.
4.	Click Search. Search This will bring up a list of all the Exceptions that this Student has. Select the one that you wish to view, change or delete.



Deleting an Exception

To delete an Exception, first you will need to **Look up the Student's Exception** that you want to delete by following the steps above.

Once you have opened the exception that you want to delete, follow these steps:

<					Authorize	e Stu
Authorize Student Exc	entions					
dunonze Student Exc	eptions			Find View All	First 🕢 1 of 1	
Advisement Override 00054	40598	U	lser ID: Jul	ie Dupuy		+ -
*Requirement Term Date 05/16	5/2022 🔀			Status Active	~	
*Description Enter			Short Desc	ription Enter Desc		
*Long Description Enter	r Description				×.	
					li	
Override Details	100 ····					
*Academic Institution UAZC		The University of a	Arizona			
Academic Program USBS		College of Soc & I	Rehav Sci	Creat	e Exception	
Academic Plan ISCB		Information Scien		Citta	C Exception	
Academic Sub-Plan	Q					
*Selection Code Stude	lent	~				
*Selection Data 2379	1952	2				
"Operation Code Court	rse Directive	~				
🔚 Save 🔯 Return to Search	Votify	📑 Add 🛛 🗾 U	pdate/Display	Include Histo	y Correct H	istory

Step	Action
1.	To delete this exception, you first need to click on the Correct History button on the
	bottom right of the first page.
2.	Once you are in Correct History mode, go to the top right of the page and click the blue minus button \square .
3.	A Delete Confirmation message will appear asking if you want to delete current/selected row. Click ok.
4.	Click Save.
5.	The Exception is now Deleted. End of Procedure.

Making an Exception Inactive

To an Exception inactive removes it from a student's advisement report but keeps it in the system to be edited at a later date.

Once you have opened the exception that you want to make inactive, follow these steps:



Authorize Student Exceptions Field Veer All First @ 1 of 1 @ Last Advisement Override 000540597 User ID: Julie Dupuy *Requirement Term Dass @r102022 @ *Statiss Active *Comp Description Inter *Short Description Inter *Comp Description Inter *Academic Discription Inter *Academic Discription Inter *Academic Date @r10202 College of Soc & Behav Sol Create Exception Academic Data @r10180 *Selection Code @usder *	✓ My Homepage	Authorize Student Exceptions	ର Q _{Search} ଯ
Find () Yew All Fint () 1 of () Last Advisement Override 000540597 User ID: Julie Dupuy "Requirement Term Date (0516)0222 () "Status Active	Authorize Student Exceptions		New Window
Advisement Overrice USER III: Jule Duppy "Requirement Term Date 66/10/202 **Status Active ** "Description Enter Description here **Status Active ** "Long Description Enter Description here ** **Cademic Institution Enter Description here ** **Academic Institution Undergraduate *Academic Para Togram Undergraduate Academic Plan ISSES College of Soc & Behav Sol Create Exception Academic Plan ISSES Information Science * *Selection Code Suder ** * *Selection Data 22791952 Q *			
"Description Enter Description here "Long Description Enter Description here "Academic Institution Academic Institution "Selection Code Statemic Institution "Selection Data 23791952	Advisement Override 000540597 U	ser ID: Julie Dupuy	
*Long Description Enter Description here Override Details *Academic Institution *Academic Institution *Academic Career UBBSC Q Undergraduate Academic Program UBBSC Q Information Science Academic Plan [SCBS Q Information Science Information Science Academic Caser V *Selection Code Statemation *Selection Data 233791952 Q V		Active	
*Academic Institution UIA200 V *Academic Institution UIA200 V *Academic Carreer UIGRD Q Undergraduate Academic Program UISBSC Q College of Soc & Behav Sci Academic Plan IISCBS Q Information Science Academic Sub-Plan Q * *Selection Code Student ✓ *Selection Data 23/31952 Q			
*Academic Career UGRD Q. Undergraduate Academic Program USBSC Q. College of Soc & Behav Sci Create Exception Academic Plan INformation Science Information Science Information Science Academic Sub-Plan Q. * * *Selection Data 233791952 Q. *	Override Details		
Academic Program USBSC Q College of Soc & Behav Sci Create Exception Academic Plan Information Science Information Science Academic Sub-Plan Q *Selection Code Student V *Selection Data 23791952 Q	*Academic Institution UAZ00 V The University of A	lrizona	
Academic Plan [ISCBS] Q Information Science Academic Sub-Plan Q *Selection Code Student ~ *Selection Data 23371952 Q	*Academic Career UGRD Q Undergraduate		
Academic Sub-Plan Q *Selection Code Student *Selection Data 23371952 Q	Academic Program USBSC Q College of Soc & I	Behav Sci Create Exception	
*Selection Code Student V *Selection Data 23391952 Q	Academic Plan ISCBS Q Information Science	ie in the second s	
"Selection Data 23791952 Q	Academic Sub-Plan		
	*Selection Code Student		
"Oneration Code Course Directive	*Selection Data 23791952		
	🔚 Save 🔯 Return to Search 👘 Previous in List 🚛 Next in	List 😢 Notify 📑 Add 🗾 Update/Display 🗊 Include History 🌔 Correct History	

Step	Action
1.	To make this exception inactive, you first need to click on the Correct History
	button on the bottom right of the first page.
2.	Once you are in Correct History mode, go to the Status field top right of the page and click the down arrow to select Inactive.
3.	Click Save.
4.	The Exception is now Inactive. End of Procedure.



Viewing all exception created on a student's Advisement Report

The UA Exceptions Summary page was created to display all exceptions that have been made to a student's advisement report. The page is broken into requirement groups to where to exceptions have been made. Every section displays all relevant information for each exception. The Advisement Override number, in each box, is a link to the exception where any edits can be made.

Navigation:

Academic Advisement \rightarrow Student Advisement \rightarrow UA Exception Summary

UA Exce	otions Summary	Q_{Search}	۵	:	Ø
UA Exceptions Summary Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value	-			New W	findow'
ID begins with v 23701952 Campos ID begins with v Antonia ID Begins with v Last Name Begins with v First Name Begins with v First Name Begins with v					
Case Sensitive Search Clear Basic Search 🖉 Save Search Criteria					

Step	Action
1.	Enter the student ID in the ID field and hit search.
	Search

		UA Student Exceptions Summary	$\widehat{\mathbf{A}} \circ \mathbf{Q}_{\text{search}} \widehat{\mathbf{A}}$
			New Window Personalize P
IA Student Exceptions	Summary		
edric Henderson	23791952		
Requirement Line		Find First () 1-2 of 2 () Last	
Reg Group 001709 Requiremen	t 000002924 Line 0010 Descr 1. C	ore I (R2924/L10)	
Exception(s)		Find First 🕢 1-2 of 2 🕢 Last	
Override 000540597	Descr test	Operation Course Directive	
Career UGRD Prog USBSC	Plan ISCBS	Eff Date 05/16/2022 User JEPSENH	
Course ISTA 130	Type Exclude	Source Course Offerings	
Override 000540597 Long Descr test	Descr test	Operation Course Directive	
Career UGRD Prog USBSC	Plan ISCBS	Eff Date 05/16/2022 User JEPSENH	
Course ARE 1TR	Type Substitute	Source Transfer Courses	
Ext Crse ART 1035	Model 2 Group 2 Seg# 1		
Reg Group 001709 Requiremen	t 000002924 Line 0030 Descr 2. C	vre II (R2924/L30)	
Exception(s)		Find First () 1-2 of 2 () Last	
Override 000540598 Long Descr test	Descr test	Operation Course Directive	
Career UGRD Prog USBSC	Plan ISCBS	Eff Date 05/16/2022 User JEPSENH	
Course ISTA 100	Type Exclude	Source Course Offerings	



Step	Action
1.	To edit an exception from the Exception Summary Page, click on the Override number link. A new window will pop up with the Authorize Student Exception page, for that exception.
2.	Click the Correct History button before making edits.
3.	Once you are in Correct History mode, make any necessary edits.
4.	Click Save.
5.	End of Procedure.



Appendix

Exception Help Guide

Desired Exception	UAccess Exception Code to Use
To add an additional course to an existing requirement in a major or minor	Course Directive
To exclude a course from an existing requirement in a major or minor	Course Directive
To make a course substitution of one course for another course to a requirement in a major or minor	Course Directive Substitution Course Directive Exclusion
To waive a course from a requirement in a major or minor	Requirement or Requirement Line Change to change the requirement
	AND
	Course Directive to exclude that course from the requirement
To waive hours from a requirement in a major or minor	Requirement or Requirement Line Change to change the course count or the required hours
To waive an entire Requirement or Requirement Line	Requirement Waiver
To split units between two Requirements or Requirement Lines	Eg. A student transfers in a 6 unit course and you want to use 3 units in the student's Major and 3 units in Gen. Ed.
	Course Directive to direct the course to the student's Major (this directs all 6 units)
	AND
	Requirement or Requirement Line Change (to waive 3 units in Gen. Ed. These 3 units were fulfilled with the 6 unit class that you directed to their Major)