


Exceptions in uAchieve

How to Change the Catalog of a 2nd Major

Run and open an audit for the student, click on the 'Exceptions' button.

Student: To, Emily Jinq / A12089992 Audits ▾ Courses ▾ Comments Transfer Evaluations **Exceptions** Profile ▾

Triton, Joe 
TMC - PC30 - Psychology - Spec in Dev Psyc - BS

[Request Audit](#)

Prepared On: 11/09/2018 10:00 AM PID
Program Code: TMGPC30X Catalog Year: Fall 2014


Audit Results Course History Applied Exceptions [Enter Exception Mode](#)

You land on the Exceptions page, from here you can see, edit, add and delete the student's current exceptions. Click the "Add Exceptions button.

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Exceptions

Exceptions to requirements/subrequirements. Adding or deleting exceptions deletes them from the student's academic record.

 [Add Exception](#) [Delete](#)

select all/select none

#	Code	A	R	Note	Pseudo Name	Course	Rcourse	Auth Code	Edit	Delete
1	AU	R			TMC-B-SOC-U					<input type="checkbox"/>
2	AU	R			PC30-FORMAL					<input type="checkbox"/>
3	XR	R	R	Met w/ PSYC 117	PC-RESEARCH EXP					<input type="checkbox"/>
4	FC	S	P			MATH103B	MA32-52UD			<input type="checkbox"/>
5	FC	S	P	Addtl units for M065		EDS 190	M065-ELECTIVE			<input type="checkbox"/>

Once the choose an exception type page loads, select the exception type of "Change Catalog – 2nd Major".

Choose an Exception Type

[Return to list of exceptions](#)

Description	Exception Code
Add Course	AU
 Catalog Change - 2nd Major	C5
Event and Audit Notes	EV
Exam	EX
Force Course	FC

1. Click the “CatYT/ACatYT” drop down
2. Select the new catalog year and enter any Memo (does not show on Audit)
3. Click “Save”.

The screenshots illustrate the steps to update the catalog year in the 'Add Catalog Change - 2nd Major' form. The form includes fields for Academic Level, Catalog No., CatYT/ACatYT, Memo, Authorized By, and Date. A 'Save' button is located at the bottom right of the form.

You are returned to the exceptions page. The exception will now be listed as the last exception. Click the “Edit” button to review

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6	C5	Y			UN					<input type="checkbox"/>