


Exceptions in uAchieve

How to Change the Catalog of a Major

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

Student: Jin, Jadon / A14439981 Audits ▾ Courses ▾ Comments Transfer Evaluations **Exceptions** Profile ▾

Triton, Joe 
REVELLE - CS26 - Computer Science (BS)

[Request Audit](#)

Prepared On: 11/09/2018 11:30 AM PID


Program Code: RECS26X Catalog Year: Fall 2017

[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.

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	AC	R			REJ-REHUMC					
2	XC	S			REJ-REHUMC	HUM 3				<input type="checkbox"/>
3	XM	R	U	GS for HUM 3	REHUMC					<input type="checkbox"/>

Once the choose an exception type page loads, select the exception type of "Change Catalog – 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
 Major Catalog change	MC
Add a Marker	MK

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 process of updating the catalog year in the 'Add Major Catalog change' form. The form includes fields for Academic Level, Catalog No., CatYT/ACatYT, Memo, Authorized By, and Date. A dropdown menu for 'CatYT/ACatYT' is shown with a list of catalog years from Fall 2014 to Summer III 2019. A red arrow points to the 'Save' button in the final screenshot.

The Audit now lists the exception as well as showing the added course in the allowable courses.

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▲ #	Code	A	R	Note	Pseudo Name	Course	Rcourse	Auth Code	Edit	Delete
1	AC	R			REJ-REHUMC				⚠	
2	XC	S			REJ-REHUMC	HUM 3			✍	<input type="checkbox"/>
3	XM	R	U	GS for HUM 3	REHUMC				✍	<input type="checkbox"/>
4	MC	Y			UN				✍	<input type="checkbox"/>

Red arrows point to the 'Add Exception' button and the 'Delete' button in the table.