Tips for entering Exceptions in uAchieve

Many of the most common exceptions can be entered directly on the audit including Adding, deleting, swapping, and forcing courses. You can even Increase/Decrease required sub-requirements, hours, course count and GPA. To begin any of these, open the audit and select the “Enter Exceptions mode” button.

Once you enter the exceptions mode, click the “Open All Sections” to show all the places you can enter an exception.

Selecting the lightning bolt will take you to advanced exceptions. WHERE you click on the lightning bolt will tell the system where to add the exception i.e.; clicking on the Upper Division requirement vs the Lower Division requirement will perform the advanced exception on the Upper Division requirement

Use the Force and Edit buttons directly on the requirement you are wanting to affect

Use the Add, Subtract and Swap buttons directly on the requirement you are wanting to affect
You can also enter and view/edit/delete completed exceptions by selecting the exceptions tab at the top of the page.

To delete a completed exception, select the delete radio button and clicking “Delete”.

Likewise, to edit an exception, click the edit button.

This opens a dialogue box that allows you to make the required edit.