

Pre FA10 students

How to move a Pre FA10 student into uAchieve

uAchieve is encoded for FA10 and forward. This how-to will show you how move a student from pre-FA10 into uAchieve.

Students whose catalog is from before the FA10 quarter will receive this messaging:

Audits cannot be self generated by students enrolled prior to Fall 2010 as these catalogs do not exist in the degree audit system. Please contact your departmental or college advisor for assistance.

Before you follow the exception steps for a primary catalog change, there **MUST** be consultation and agreement among the students **College, Major & Minor** (if applicable) that the selected catalog is appropriate, it is important that this is a collaborative process as curriculum can be different each year and some catalog years may not be accurate/appropriate.

To allow uAchieve to recognize this student, you will have to enter an exception to change their catalog to FA10 or later. First step is to open the students record in uAchieve and click on the exceptions tab. Once in the exceptions area, select the blue “Add Exception” button.

Find a Student | Petition Entry | Exception Entry for Colleges | Students ▾ | Batch | Program Mappings | Reports | Security ▾

Student: Chen, Jennie / A05556865 | Audits ▾ | Courses ▾ | Comments | Transfer Evaluations | **Exceptions** | Profile ▾

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	U	PC-BICD overlap elect	PC26-ELECTIVE					<input type="checkbox"/>
2	XS	R	S	BI-Psync 133 overlap elect	BI35-ELECTIVE					
3	XS	R	S	BI-CD 100 overlap	BI-GENETICS					
4	AU	R		PC26	PC26-REJRESRCH					<input type="checkbox"/>
5	XI	S	R	Repeated w/ DX		BIPN100				<input type="checkbox"/>

From the list of all exceptions, select “Change Primary Catalog”.

Choose an Exception Type

[Return to list of exceptions](#)

Change Catalog - Warren PC/AS	X3
Change Primary Catalog	XY
Delete Course	XD

Once the “Add Change Primary window screen loads, select the Catalog you want to associate to the student from the drop down titled “CatYT/ACatYT. And select blue “Save” button.

Academic Level	Catalog No.	CatYT/ACatYT	Memo	Authorized By	Date
UN	0	Fall 2013	Pre FA10 changed to FA13 per email	REGKDK	01/25/2019

The student will now be able to open their audit.

Conduct any exceptions required to adjust the students audit to account for any changes in catalogs.

