

UC San Diego

UACHIEVE EXCEPTION EXCEPTIONS

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This document was created to assist with the idiosyncrasies inherent in different software systems and the various systems they interact with: Spacing, Naming Convention, Capitalization, etc.

Note: Individually run audits are purged after 7 days. This has several purposes: to ensure students are looking at the most up to date information available and to alleviate server storage space. Batch audits are saved for 7 days by default but can be set to 14, 30 or 90 days in the batch definition settings.

COURSE NAMING CONVENTION

The course field is sensitive to spacing and capitalization - blanks are meaningful:

LLLL###LL - where the first 4 characters are for the course subject, followed by the course number, followed by any letter suffixes for the course number.

POLI113A – 4 letters, 3 numbers, 1 letter – 0 Spaces

MATH 10A – 4 letters, 1 space, 2 numbers, 1 letter

LISL 1D – 4 letters, 2 spaces, 1 number, 1 letter

MGT 5 – 3 letters, 3 spaces, 1 number

If either the course subject or course number are shorter than the allotted characters enter blank spaces. When entering the course number, if the number is less than 3 characters long, leave the blank spaces in front of the other numbers. You do not need to enter spaces for any course number letter suffixes if they do not exist. All letters must be in upper case.

The screenshot shows the 'Add Course Exception' form. At the top, it says 'Subrequirement: Capstone Seminar'. Below that are two buttons: '1. Add Course' and '2. Verify & Save'. A section titled 'Find the course you want to use:' contains a 'Course Adding:' label and a table with 'Dept' and 'Course' columns. The 'Dept' column has a dropdown with 'MATH' selected. The 'Course' column has a dropdown with '10A' selected and a green '+' button to its right. To the right of the table, the text 'MATH(Space)10A' is displayed. Below this is a section 'OR Select a student course:' with a dropdown menu showing '201603'. A red arrow points from the '10A' dropdown to the 'MATH(Space)10A' text. Another red arrow points from the 'MATH(Space)10A' text to the 'MATH 10A' text in the 'Add Course' dropdown menu. The 'Add Course' dropdown menu is open, showing 'MATH 10A' as the selected option. Below the dropdown are fields for 'Replacement Course', 'Match Control' (set to 'Default'), and 'Year Term Range'. At the bottom are buttons for 'Add To List', 'Return', and 'Remove'. A 'select all/select none' option is also visible.

CAPITALIZATION

Input fields are case sensitive. Enter all information into the system in ALL CAPS.

EVENTS

COURSE FIELDS

WAIVERS

Add Enter Event Or Audit Notes

Event

Ye **Add Enter Event Or Audit Notes**

Ho Event

As Ye **Add Enter Event Or Audit Notes**

No Ho Event

Me As Ye **Add Enter Event Or Audit Notes**

No Hc Event

Au Me As Ye **Add Enter Event Or Audit Notes**

Da Me No Hc Event

Au Me At Ye **Add Enter Event Or Audit Notes**

Da Me No Hc Event

Me As Ye **Add Enter Event Or Audit Notes**

Not Ho Event

Da Me As Year/Term

No Hours

Assign Condition Code

Note

Au Memo

Da Authorized By

Date

Add Course Exception

Subrequirement
Capstone Seminar

1. Add Course 2. Verify & Save

Find the course you want to use: *Course Adding :*

Dept	Course	
<input type="text" value="MAT-"/>	<input type="text" value="10A"/>	<input type="button" value="+"/>

OR Select a student course:
201603

A
E
E
2
A
A
E
E
2
B
B
2

Add Course

Course

Replacement Course

Match Control

Year Term Range

select all/select none

Add Enter Exam Waiver

Exam or Proficiency

Ye **Add Enter Exam Waiver**

Ho Exam or Proficiency

As Ye **Add Enter Exam Waiver**

No Ho Exam or Proficiency

Me As Ye **Add Enter Exam Waiver**

No Ho Exam or Proficiency

Au Me As Ye **Add Enter Exam Waiver**

Da Me No Ho Exam or Proficiency

Au Me No Ho Exam or Proficiency

Da Me No Ho Exam or Proficiency

Au Me No Ho Exam or Proficiency

Da Me As Year/Term

No Hours

Assign Condition Code

Note

Au Memo

Da Authorized By

Date

DISAPPEARING



The length of a courses title may move the green plus sign for adding a course out of view. To bring them into view, click on the gray slider and move the view to the right:

Add Course Exception

Subrequirement
LD Language
2 yrs College level Span or Portuguese

1. Add Course 2. Verify & Save

Find the course you want to use: Course Adding :

Dept	Course	
<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>

OR Select a student course:

- 201603
- BILD 22
(4 Hours) A
Human Nutrition
- 201701
- CHEM 11
(4 Hours) C
The Periodic Table
- 201601
- DOC 1

Add Course Exception

Subrequirement
LD Language
2 yrs College level Span or Portuguese

1. Add Course 2. Verify & Save

Find the course you want to use: Course Adding :

Dept	Course	
<input type="text"/>	<input type="text"/>	<input type="button" value="+"/>

OR Select a student course:

- 303
- BILD 22
(4 Hours) A
Human Nutrition
- 701
- CHEM 11
(4 Hours) C
Periodic Table
- 301

ACCESSING PSEUDO-COURSES

To uncover all of the requirements pseudo courses, click into the end of the “Pseudo-Course Name” area. Begin backspacing. As you progress along, the various available pseudo-courses will appear:

The image displays four overlapping screenshots of the 'Add Add Course' form, illustrating the process of accessing pseudo-courses by backspacing in the 'Pseudo-Course Name' field.

Form Fields:

- Dprog:** ERCIS34X
- Requirement Name:** IS34-UDX
- Pseudo-Course Name:** IS34-REQMGT
- Note:** (Empty)
- Required Sub-reqs (req level) or Courses (sub-req):** 0

Sequence of Screenshots:

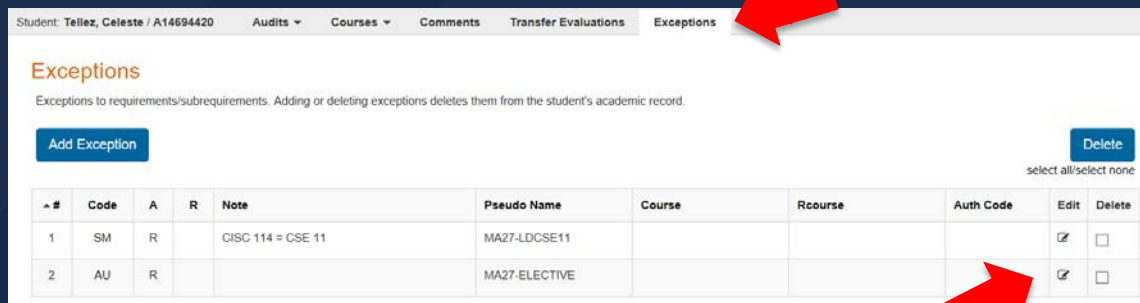
- Screenshot 1:** Shows the initial state with 'Pseudo-Course Name' set to 'IS34-REQMGT'.
- Screenshot 2:** Shows the user backspacing to 'IS34-REQMG'. The 'Note' field begins to display suggestions: 'IS34-REQMGT'.
- Screenshot 3:** Shows the user backspacing to 'IS34-RE'. The 'Note' field suggestions are updated to 'IS34-REJREQDMGT' and 'IS34-REQMGT'.
- Screenshot 4:** Shows the user backspacing to 'IS34-REJREQDMGT'. The 'Note' field suggestions are updated to 'IS34-REJREQDMGT', 'IS34-REQMGT', and 'IS34MAJX'.

INCREASE REQUIREMENT COUNT

Most degree program requirements courses have a default “Max Count” of 99. Some degree requirements specifically set these to lower values.

If your Add/ Swap / Modify exception does not work as expected, this max count may need to be increased by the number of courses you are adding.

To accomplish this, click the exceptions tab (A). Once your exceptions load click the edit button (B). When edit window opens, enter a 1 (or # of courses being added) in the “Max Count/U SECT” box (C). Click save and then run a new audit.



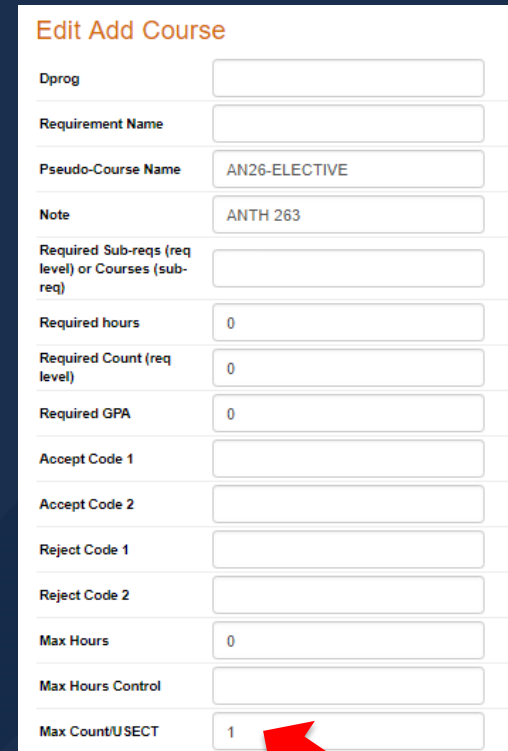
Student: Tellez, Celeste / A14694420 Audits ▾ Courses ▾ Comments Transfer Evaluations **Exceptions**

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	SM	R		CISC 114 = CSE 11	MA27-LDCSE11				<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	AU	R			MA27-ELECTIVE				<input checked="" type="checkbox"/>	<input type="checkbox"/>



Edit Add Course

Dprog

Requirement Name

Pseudo-Course Name

Note

Required Sub-reqs (req level) or Courses (sub-req)

Required hours

Required Count (req level)

Required GPA

Accept Code 1

Accept Code 2

Reject Code 1

Reject Code 2

Max Hours

Max Hours Control

Max Count/U SECT

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