

Exceptions in uAchieve

How to add a course to a sub requirement

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

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ERC - CH25 - Chemistry (BS) Request Audit

Prepared On: 04/18/2019 01:14 PM PID: _____
Program Code: ERCCH25X Catalog Year: Fall 2018

Audit Results Enter Exception Mode

From the audit, open the requirement you want to add the course to. Select the green + on the appropriate sub requirement to open 'Add Course from Select from' window

Lower Division Requirements ✎ ⚡

ERND/WIP: 3 requirements
NEEDS: 4 requirements

- 1) Chemistry ✎ ⚡
 - FA18 CHEM 6A 4.00 A-
 - WI19 CHEM 6B 4.00 A+
 - SP19 CHEM 6C 4.00 WIP
- 2) Chemistry Lab ✎ ⚡
 - SP19 CHEM 7L 4.00 WIP
- 3) Physics ✎ ⚡
 - FA18 PHYS 2A 4.00 B+
 - NEEDS: 2 Courses
 - COURSES: + - =
 - PHYS 2B, 2C OR 2D
- 4) Physics Lab ✎ ⚡
 - NEEDS: 1 Course
 - COURSES: + - =
 - PHYS 2BL, 2CL, 2DL

Once the "Add Course Exception" window opens, select the class from the list presented to add a course to the sub requirement list.

Open All Sections Close All Sections

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

Lower Division Requirements 3 requirements

ERND/WIP: 3 requirements
NEEDS: 4 requirements

- 3) Physics ✎ ⚡
 - FA18 PHYS 2A 4.00 B+
 - NEEDS: 2 Courses
 - COURSES:
 - PHYS 2B, 2C OR 2D

Legend

- ✔ Complete
- 📅 Planned
- ⋮ In Progress
- ✘ Unfulfilled

Add Course Exception

Subrequirement: Physics

1. Add Course 2. Verify & Save

Find the course you want to use: Course Adding .

Dept	Course	
		+

OR Select a student course:

- (4 Hours) INPR +
- Intro/Differential Equations
- 201703
- PHYS 1A** +
- (4 Hours) TP +
- Mechanics
- 201901
- PHYS 2A** +
- (4 Hours) B+ +
- Physics-Mechanics

Select at least one course Cancel

Clicking on the green plus removes it from the list and adds it as the course being added, click next.

Open All Sections Close All Sections

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

▼ **✖ Lower Division Requirements**

ERND/WIP: 3 requirements

NEEDS: 4 requirements

✖ 3) Physics

FA18	PHYS 2A	4.00	B+
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NEEDS: 2 Courses

COURSES:
PHYS 2B, 2C OR 2D

Legend

- ✓ Complete
- 📅 Planned
- 🔄 In Progress
- ✖ Unfulfilled

Add Course Exception

Subrequirement
Physics

1. Add Course 2. Verify & Save

Find the course you want to use:

Dept	Course	
		+

Course Adding :
PHYS 1A
Add Date
(4 Hours)TP
Mechanics

OR Select a student course:

- 201903
- MATH 20D
(4 Hours) INPR
Intro/Differential Equations
- 201703
- 201901
- PHYS 2A
(4 Hours) B+
Physics-Mechanics

Next Cancel

Fill in appropriate information and click “Save & Run Audit”.

Open All Sections Close All Sections

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED

▼ **✖ Lower Division Requirements**

ERND/WIP: 3 requirements

NEEDS: 4 requirements

✖ 3) Physics

FA18	PHYS 2A	4.00	B+
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NEEDS: 2 Courses

COURSES:
PHYS 2B, 2C OR 2D

Legend

- ✓ Complete
- 📅 Planned
- 🔄 In Progress
- ✖ Unfulfilled

Add Course Exception

Subrequirement
Physics

1. Add Course 2. Verify & Save

[Need to modify the subrequirement? Click here.](#)

Course Adding :
PHYS 1A
Not Taken
(4 Hours)TP
Mechanics

Into:
Physics
Using pseudo of CH-LDPHYS

Restrict to this Degree Program. Restrict to this Requirement.

Audit Note

This appears on the audit
(Maximum characters: 27)

Memo

This is documentation
(Maximum characters: 255)

Authorized by: KDK Date: 04/18/2019
(Maximum characters: 30)

Back **Save & Run Audit** Save & Add Exception Cancel

The audit note shows and the course is now fulfilling a requirement.

▼ ✖ **Lower Division Requirements**

ERND/WIP: 3 requirements

NEEDS: 4 requirements

☐ 1) Chemistry

FA18	CHEM 6A	4.00	A-
WI19	CHEM 6B	4.00	A+
SP19	CHEM 6C	4.00	WIP

☐ 2) Chemistry Lab

SP19	CHEM 7L	4.00	WIP
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✖ 3) Physics

Exception: This appears on the audit

SP17	PHYS 1A	4.00	TP
FA18	PHYS 2A	4.00	B+

NEEDS: 1 Course

COURSES: PHYS 2B, 2C OR 2D

✖ 4) Physics Lab

NEEDS: 1 Course

COURSES: PHYS 2BL, 2CL, 2DL