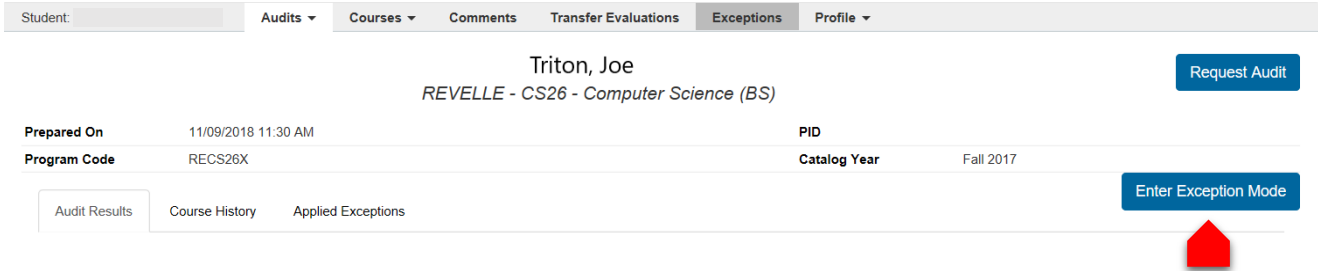


## Editing a completed requirement in uAchieve

### How to edit a requirement without

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



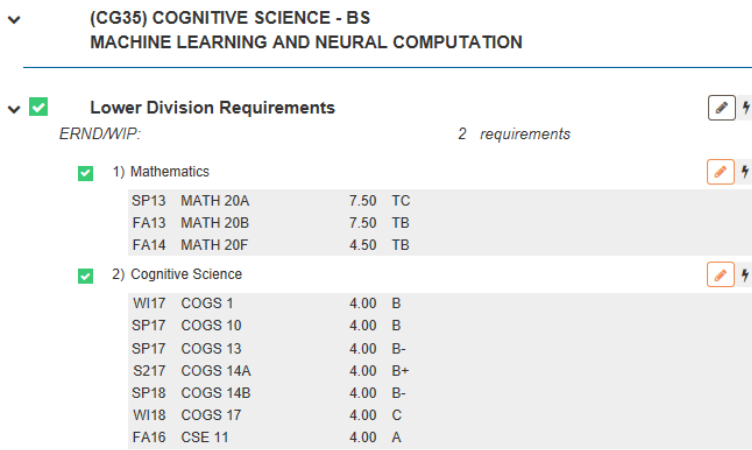
Student: Triton, Joe  
REVELLE - CS26 - Computer Science (BS)

Prepared On: 11/09/2018 11:30 AM  
Program Code: RECS26X  
PID  
Catalog Year: Fall 2017



Audit Results | Course History | Applied Exceptions

Request Audit | Enter Exception Mode



When a requirement is fulfilled, the  buttons disappear. To make an exception to a requirement like this, click on the corresponding lightning bolt. In this example we will edit the LD Math.





(CG35) COGNITIVE SCIENCE - BS  
MACHINE LEARNING AND NEURAL COMPUTATION

Lower Division Requirements  

ERND/WIP: 2 requirements

1) Mathematics  

SP13	MATH 20A	7.50	TC
FA13	MATH 20B	7.50	TB
FA14	MATH 20F	4.50	TB


2) Cognitive Science  

WI17	COGS 1	4.00	B
SP17	COGS 10	4.00	B
SP17	COGS 13	4.00	B-
S217	COGS 14A	4.00	B+
SP18	COGS 14B	4.00	B-
WI18	COGS 17	4.00	C
FA16	CSE 11	4.00	A

This takes you to the full list of all exceptions. Select the exception you want to perform.

### Choose an Exception Type

[Return to list of exceptions](#)

Description	Exception Code
Add Course 	AU
Add a Marker	MK
Allow P/NP, S and D Grades	PN
CISIS Repeat Code Exception	XI

Remove the prepopulated Degree program (Dprog) and Requirement Name. You will notice that since we clicked on the lightning bolt associated with the Lower Division Math requirement, the CG-LDMATH pseudo-course is prefilled.

Add Add Course	
Dprog	<input type="text" value="DELETE"/> ⚡
Requirement Name	<input type="text" value="DELETE"/> ⚡
Pseudo-Course Name	<input type="text" value="CG-LDMATH"/> ⚡
Note	<input type="text"/>
Required Sub-reqs (req level) or Courses (sub-req)	<input type="text" value="0"/>
Required hours	<input type="text" value="0.00"/>
Required Count (req level)	<input type="text" value="0"/>
Required GPA	<input type="text" value="0.000"/>
Accept Code 1	<input type="text"/>
Accept Code 2	<input type="text"/>
Reject Code 1	<input type="text"/>
Reject Code 2	<input type="text"/>
Max Hours	<input type="text" value="0.00"/>

Once you have entered your information for the exception, click on the blue “Enter & Run Audit” button to complete the exception.