

How to Enter Student Exceptions

This guide will explain how to enter exceptions in Degree works. For more explanations on what each exception is, and what it does, see [Exception Types](#).

Step-by-step guides

- [Entering an exception](#)
- [Removing an exception](#)

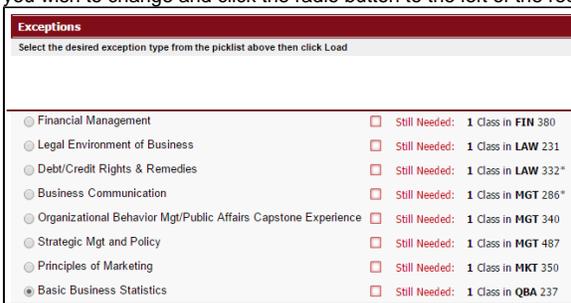
Entering an exception

1. Open Degree Works Advising and log in.
2. Open the degree audit of the student for which you wish to enter an exception.
3. Click on the **Exceptions** tab.



The screenshot shows the top navigation bar of the Degree Works system. The 'Exceptions' tab is highlighted in blue. Other tabs include 'Audits', 'Planner', 'Plans', 'Notes', 'Petitions', 'GPA Calc', and 'Admin'. The main content area shows student information: Student ID 10015456, Name Registrar, Office of the Registrar, Degree BS, Major Accounting (BS/MACC), Level UG, Classification Freshman, Last Audit 02/23/2015, and Last Refresh 09/16/2014 at 2:31 am.

4. The "exception" view of the degree audit will open. Scroll down to the portion of the degree audit you wish to change and click the radio button to the left of the requirement to change.



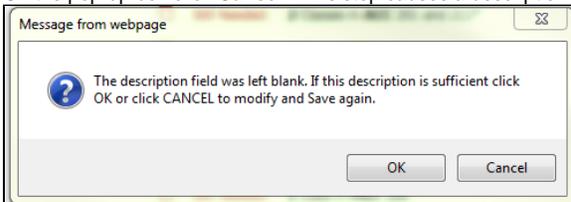
The screenshot shows the 'Exceptions' view. At the top, it says 'Select the desired exception type from the picklist above then click Load'. Below this is a list of requirements, each with a radio button and a 'Still Needed' status. The requirements are: Financial Management (1 Class in FIN 380), Legal Environment of Business (1 Class in LAW 231), Debt/Credit Rights & Remedies (1 Class in LAW 332*), Business Communication (1 Class in MGT 286*), Organizational Behavior Mgt/Public Affairs Capstone Experience (1 Class in MGT 340), Strategic Mgt and Policy (1 Class in MGT 487), Principles of Marketing (1 Class in MKT 350), and Basic Business Statistics (1 Class in QBA 237). The 'Basic Business Statistics' radio button is selected.

5. Go up to the **Exception Types** drop-down menu (under the tabs) and select the type of exception you wish to process. See the "[Degree Works Exception Types](#)" page for additional information on the various types of exceptions. Click Load.



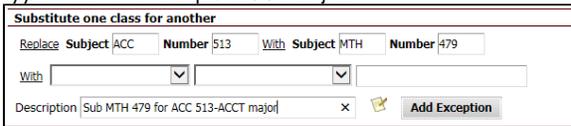
The screenshot shows the 'Exception Types' drop-down menu. The menu is open, showing 'Force Complete' as the selected option. There is a 'Load' button to the right of the menu.

6. Fill out the exception fields as applicable. See the "[Degree Works Exception Types](#)" Experts page for additional information about how the various fields are used in each exception.
7. Click in the **Description** field. Make sure the field is blank and click **Add Exception**.
8. On the pop-up box click **Cancel**. This step causes a description to fill.



The screenshot shows a message box from the webpage. The message says: 'The description field was left blank. If this description is sufficient click OK or click CANCEL to modify and Save again.' There are 'OK' and 'Cancel' buttons at the bottom.

9. At the end of the description, add any additional information needed. Also add "-and the major it applies to." For example -ACCT major.



The screenshot shows the 'Substitute one class for another' form. It has fields for 'Replace Subject ACC', 'Number 513', 'With Subject MTH', and 'Number 479'. There is a 'Description' field containing 'Sub MTH 479 for ACC 513-ACCT major' and an 'Add Exception' button.

10. The "Description" field used in exceptions is 50 characters long. There may be instances where you wish to provide internal documentation as to why an exception was made. You can use "Exception Details" for this. It is optional. If you wish to use it, click the notepad icon to the left of



the "Add Exception" button. This will open the Exceptions Details box. Here you can type additional text up to 220 characters. When finished, Click **OK**. This message will not be viewable to those who only have a "Student" user role, but will be viewable to non-student roles.

Related articles:

- [How to Add a Person Item](#)
- [How to Edit a People Block](#)
- [How to Edit a Person Item](#)
- [How to Remove a Person Item from a People Block](#)
- [How to Reorder the Person Items of a People Block](#)

It will be viewable as a pop-up hint over the description.

The first screenshot shows a form titled "Apply Here a specific class". It has fields for "Apply Subject" and "Number", a "With" dropdown menu, and a "Description" text area. There is an "Add Exception" button. The second screenshot is a dialog box titled "Exception Details" with the text "Enter details for this exception" and "This is additional documentation I wish to provide. We approved this due to _____". It has "OK" and "Cancel" buttons.

11. Click **Add Exception**.
12. You will get the following dialog box. Click **OK**.

The screenshot shows a "Message from webpage" dialog box with a yellow warning icon and the text "Your exception has been added to the database successfully." There is an "OK" button.

13. On the right side click on **Run New Audit**. Make sure the class is applying as expected.

The screenshot shows a degree audit interface. On the left, there is a section for "Additional Accounting Electives". On the right, there is a section for "MTH 479" with a red square icon. Below it, it says "Still Needed: 2 Classes in ACC 504* or 506* or 524* or 525* or 532 or 555* or 556". Under "Exception:", there is a radio button selected for "Substitution : Acct Mjr - Sub MTH 479 for ACC 513".

Removing an exception

1. Open Degree Works Advising and log in.
2. Open the degree audit of the student for which you wish to enter an exception.
3. Click on the **Exceptions** tab.

The screenshot shows the degree audit interface with the "Exceptions" tab selected. It displays a table with columns for "Student ID", "Name", "Degree", "Major", "Level", "Classification", "Last Audit", and "Last Refresh". The first row shows "MTH 479" under the "Exceptions" column.

4. The "exception" view of the degree audit will open. Scroll down and find the exception you wish to remove and click the radio button to the left of it. You cannot edit an exception. To correct a mistake, you must delete the old exception and enter a new exception.

The screenshot shows the "MTH 479" exception view. It has a red square icon and the text "Still Needed: 2 Classes in ACC 504* or 506* or 524* or 525* or 532 or 555* or 556". Under "Exception:", there is a radio button selected for "Substitution : Acct Mjr - Sub MTH 479 for ACC 513".

5. Click **Remove Exception**.

The screenshot shows the "Remove Exception" button in the interface.

6. You will get the following dialog box. Click **OK**.

The screenshot shows a "Message from webpage" dialog box with a yellow warning icon and the text "Your exception has been removed from the database successfully." There is an "OK" button.

7. On the right side click on **Run New Audit**. Make sure the exception was removed.