

Exception Types

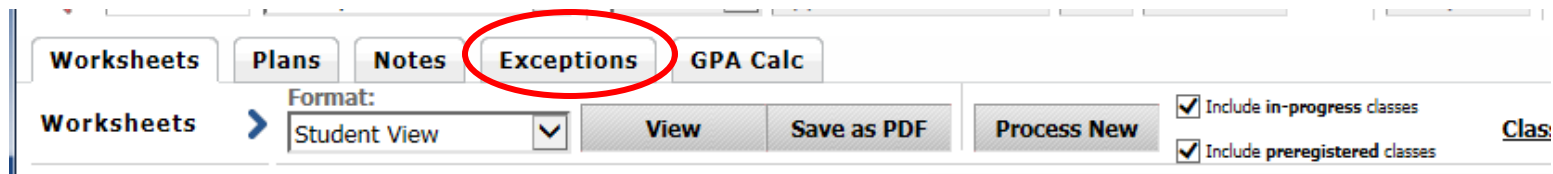
| Exception Type | Description | Example | Who can Enter |
|--|---|--|--|
| Apply Here | Use when you need to move a course from one place in an audit to another. Apply Here can be applied before or after the alternate course is taken. | Transfer Course TRNS 1000 can apply as a major requirement. | Record's Department, UAC advisors and Faculty advisors |
| Force Complete | Forces a requirement to be met when there is no substitution available. | A waived course. Lower grade accepted. Caution: Force Complete forces the credit to be fulfilled also! | Record's Department only. Advisors please add a NOTE and notify the Record's Department if this option is needed. Force Complete is only used prior to awarding a student's degree. |
| Remove Course and/or Change Limit | Use for partially completed requirements. Similar to a Force Complete exception, one or more additional exceptions may be required if credits are modified (either up or down). | Student needs 8 credits of Foreign Language instead of 11. | Record's Department only. Advisors if you have questions regarding this type please contact the Record's Department. |

General Rules When Using Exceptions

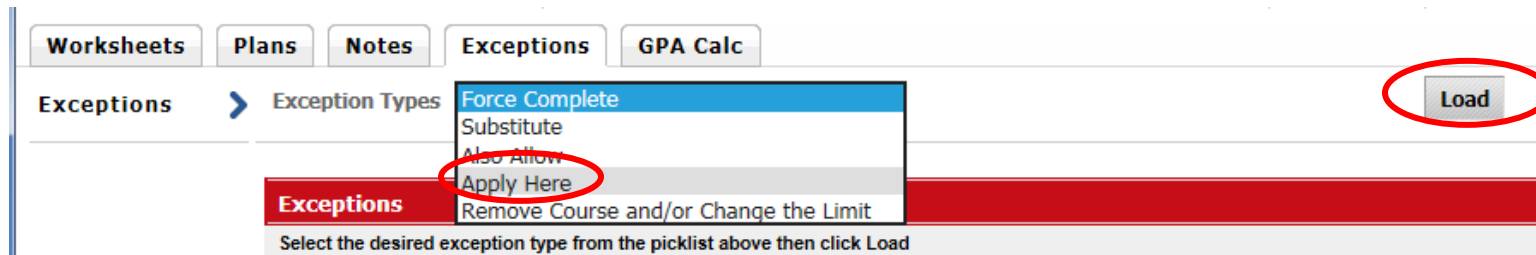
- Access to the “Exceptions” tab has only been given to those who need to enter exceptions in the UAC and in Major Departments and who have had training.
- If you need access and training please contact us at DegreeWorks@lamar.edu.
- All exceptions will be monitored by the Record’s Office on a regular basis to ensure curricular integrity and accuracy.
- Exceptions will remain for a student with terms of absence, but will disappear if the student changes his/her major or program.

Instruction for Using Exceptions

1. When in the selected student's worksheet, click the Exceptions Tab.

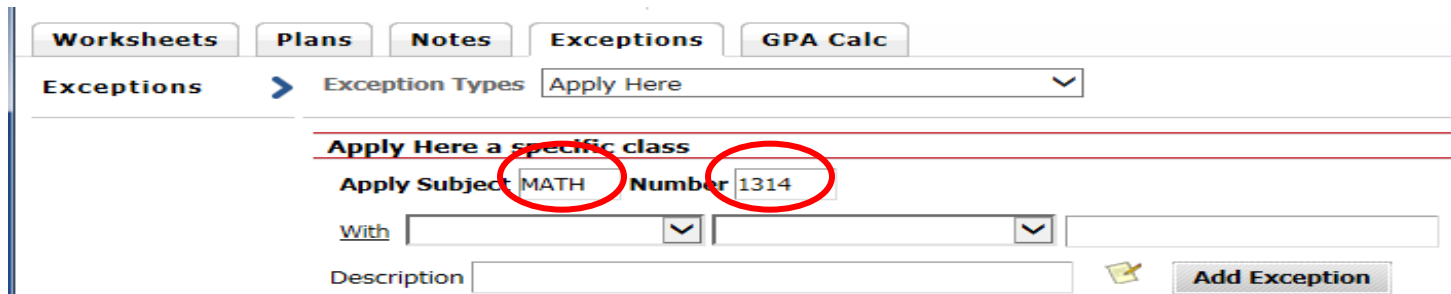


2. Select “Apply Here” from the Exception Types picklist then click Load.



Instructions for Using “Apply Here”

1. Select the course that you are allowing to be applied to a program requirement by scrolling to that course and clicking the subject abbreviation and number of the course, if found in the Electives block. That course will then populate into the Apply Subject boxes. If not found in the Elective block, you will need to type the subject and number in the Apply Subject boxes.



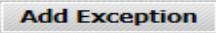
Worksheets Plans Notes Exceptions GPA Calc

Exceptions > Exception Types Apply Here

Apply Here a specific class

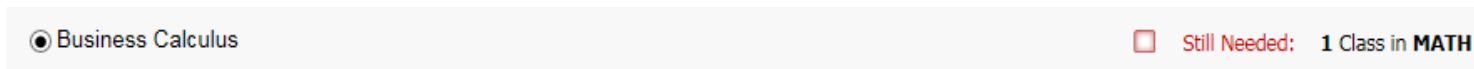
Apply Subject **MATH** Number **1314**

With [] []

Description [] 

| Electives | |
|----------------------|---|
| MATH 1314 (T) | COLLEGE ALGEBRA |
| Satisfied by: | MATH1314 - COLLEGE ALGEBRA - Angelina College |
| PSYC 2301 (T) | GENERAL PSYCHOLOGY |
| Satisfied by: | PSYC2301 - GEN PSY - Angelina College |

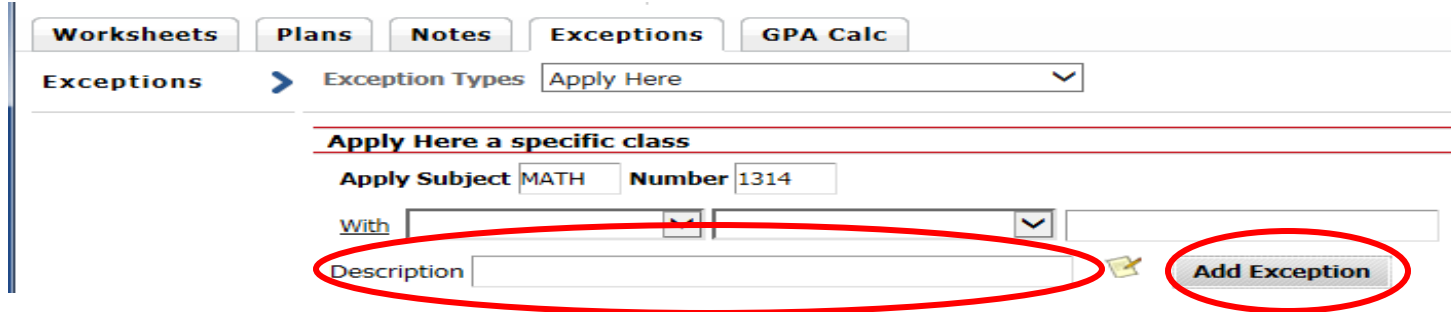
2. Scroll to where in your program requirements you want that course to be applied and click on the radio button.



Business Calculus Still Needed: 1 Class in MATH

Instructions for Using “Apply Here” continued

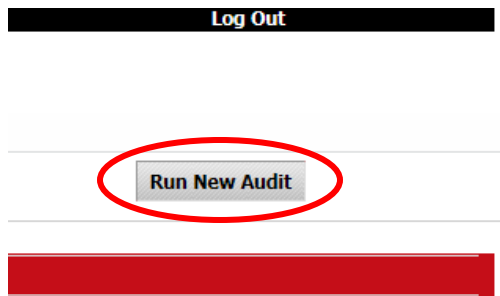
3. Add a description into the Description field, then click “Add Exception”.



The screenshot shows a web interface with tabs for Worksheets, Plans, Notes, Exceptions, and GPA Calc. The 'Exceptions' tab is active, and the 'Exception Types' dropdown is set to 'Apply Here'. Below this, there is a section titled 'Apply Here a specific class' with fields for 'Apply Subject' (MATH) and 'Number' (1314). A 'With' dropdown menu is visible. The 'Description' text input field and the 'Add Exception' button are both circled in red.

Example of description: *Dr. Smith approved MATH 1314 for MATH 1316*

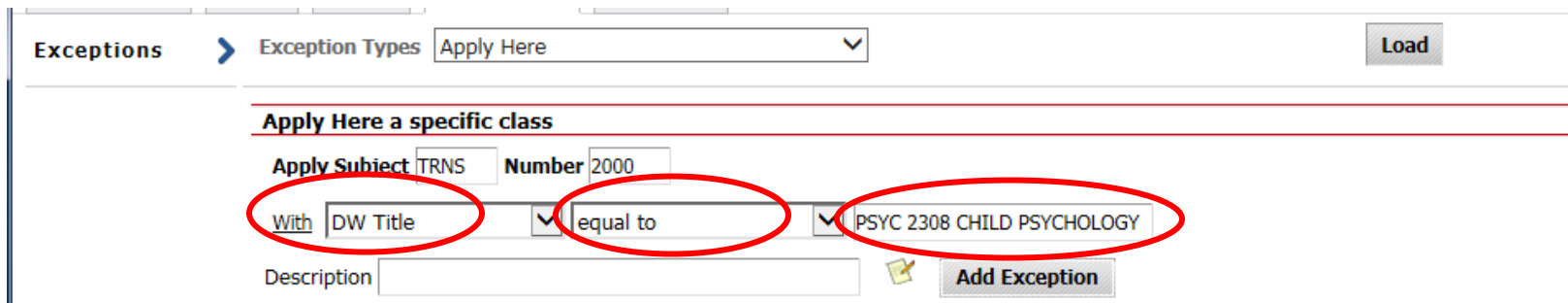
4. You will see a message stating “your exception has been added to the database successfully”. Click “OK”.
5. To assure the exception appears correctly, you can either click “Run New Audit” found on the right hand side of the page or go back to the student’s worksheet and click “Process New”.



The screenshot shows a sidebar menu with a 'Log Out' button at the top. Below it, the 'Run New Audit' button is circled in red.

Instructions for Using “Apply Here” continued

Note: When using Apply Here for a transfer course that has a TRNS subject abbreviation or a special topics course, add more detail to the With options to ensure only one TRNS course is used as an exception.



Exceptions > Exception Types

Apply Here a specific class

Apply Subject Number

With

Description

Don't forget do the following:

- Add DW Title
- Add equal to
- Copy and paste the title into the empty box field-check for spaces before and after title.

Example of title highlighted below

| | |
|---------------|---|
| Satisfied by: | PHED1164 - AEROBIC CONDITION - Lamar State College-Orange |
| TRNS 2000 | PSYC 2308 CHILD PSYCHOLOGY |
| Satisfied by: | PSYC2308 - CHILD PSYCHOLOGY - Lamar State College-Orange |
| TRNS 2000 | BIO 2450 GENETICS |
| Satisfied by: | BIO2450 - GENETICS - Texas State University-San Mar |

Instructions for Removing an Exception

If you try making an Exception and it does not work, you can remove the Exceptions.

- 1. In the Exceptions tab, scroll down to the very bottom of the screen to find the Exception you made. Click the radio button of the Exception you want to remove.**

| Exceptions | | | |
|----------------------------------|-------------|------------|------------------|
| Type | Description | Date | Who |
| <input type="radio"/> Apply Here | TEST | 05/31/2017 | Rather, Summer B |

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- 2. At the top of the screen Click “Remove Exception”.**