

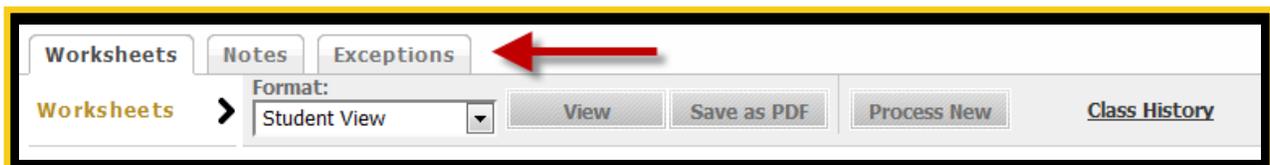
Purpose: This document provides information on how to properly use the “Also Allow” and “Apply Here” exception types in DegreeWorks.

General Overview

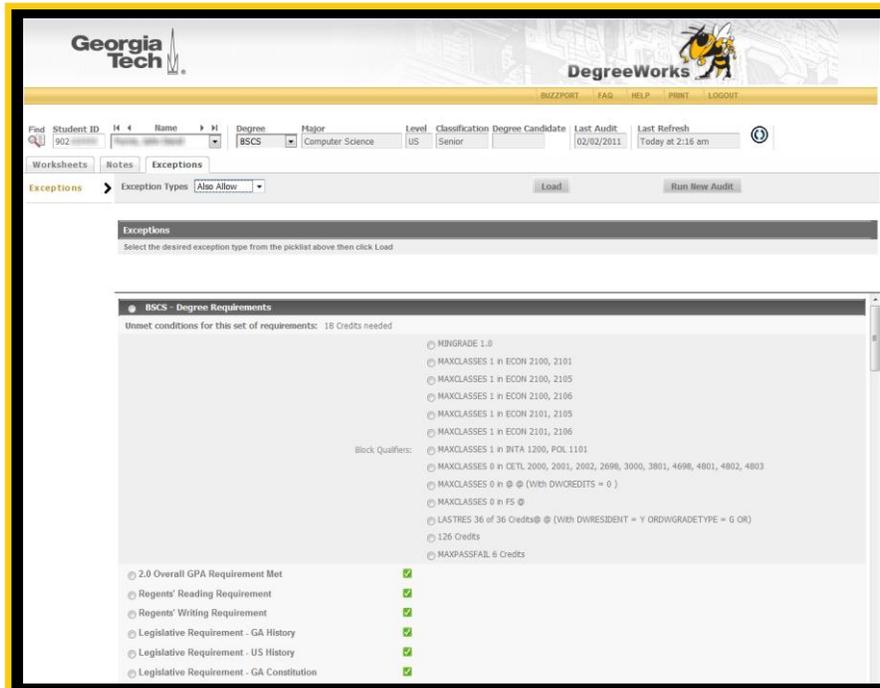
- Exceptions should not be performed until a course is in-progress or has already been completed
- Access to the “Exceptions” tab has only been given to key users in each department
- Once added, exceptions can only be removed by the Office of the Registrar
- All exceptions will be monitored by the Office of the Registrar 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 program

Performing Exceptions

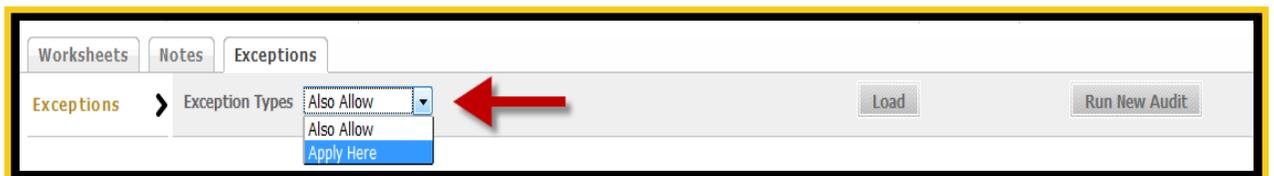
- 1) To perform an exception for a student you will need to click on the “Exceptions” tab located at the top of the audit.



- 2) You will now be at the main exceptions screen where you will be able to select the type of exception you would like to perform and the specific requirement you are applying the exception to.



- 3) At the top of this screen will be a drop-down box that will allow you to select the type of exception you would like to perform.



Overview of Exception Types

- Also Allow** – Also Allow is used when a course rule needs to allow more choices. Typically, you will decide to let the student use a non-standard course to satisfy a requirement. Therefore, Also Allow exceptions are typically made after the student has already taken the course or the course is currently in-progress. **Even though a course has been added to a requirement by an Also Allow exception, that course IS NOT locked to that requirement. DegreeWorks will still run its “best fit” process to determine the best requirement for the course to apply to.**

- **Apply Here** – This exception is used when a course should be applied to a specific course rule. Typically, you will decide to allow the student to use a non-standard course to satisfy a requirement. **This exception WILL lock a class to a requirement, meaning that class will always remain in that requirement even if the “best fit” process finds a better match within another requirement.**
- 4) Once you have selected the type of exception you would like to perform, click the “Load” button to display the exception input fields.

The screenshot shows the 'Exceptions' tab in the Degreeworks system. The 'Exception Types' dropdown menu is set to 'Apply Here'. To the right of the dropdown, there is a 'Load' button and a 'Run New Audit' button. A red arrow points to the 'Load' button.

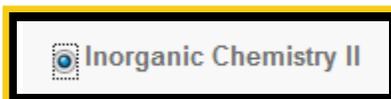
- 5) Enter the Subject and Course Number for the course you would like to apply. The next line contains multiple drop-down boxes that provide a way to fine tune the course being applied, but these should never be used.

The screenshot shows the 'Apply Here a specific class' form. The 'Apply Subject' and 'Number' fields are highlighted with a red box. Below these fields, there are three 'With' dropdown menus, all of which are set to 'NOT USED'. There is also a 'Description' field and an 'Add Exception' button.

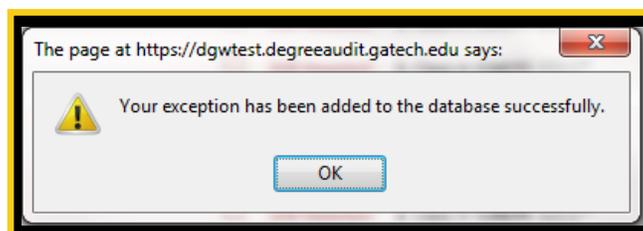
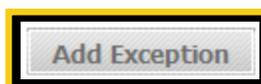
- 6) All exceptions will have the option of entering a description. This allows the Office of the Registrar to enter special notes for unique exceptions they may perform. When performing the Also Allow or Apply Here exception, please leave this field blank and a default description will show on the audit. The default description should be adequate for almost all exceptions, but if you feel further explanation is needed, use the Notes tool to add a note that contains this explanation.

Description **Leave Blank**

- 7) Once you have selected the exception type and entered all of the required parameters for that exception, you will need to select the appropriate requirement where you would like to apply the exception. This can easily be done by clicking the radio button that is to the left of every requirement.



- 8) After selecting the requirement, click the **“Add Exception”** button to complete the process and add the exception to the audit. You should receive a message stating that the exception has been added successfully.



- 9) Now that the exception has been added you will need to click the **“Run New Audit”** button to generate a new audit that contains the newly added exception.
- 10) If you now click on the **“Worksheets”** tab, you will notice that the exception now displays on the worksheet and will be visible to the student. Displayed under the requirement where the exception was applied will be the name of the person who created the exception, the date it was created, the type of exception that was performed and the default description. You will also notice there is now a new section at the bottom of the audit labeled **“Exceptions”** which will house a list of all the exceptions that were performed for this student.



What If

Look Ahead

<input type="checkbox"/> Quantitative Analysis	Still Needed: 1 Class in CHEM 2211*
<input type="checkbox"/> Organic Chemistry I	Still Needed: 1 Class in CHEM 2311*
<input type="checkbox"/> Organic Chemistry II	Still Needed: 1 Class in CHEM 2312*
<input type="checkbox"/> Inorganic Chemistry II	Still Needed: 1 Class in CHEM 3111* or 4512
Exception By: Rosser, Stephen L On: 02/07/2011 Apply Here : Apply CHEM 4512 here.	
<input type="checkbox"/> Analytical Chemistry	Still Needed: 1 Class in CHEM 3211*
<input type="checkbox"/> Synthesis Lab II	Still Needed: 1 Class in CHEM 3380*
<input type="checkbox"/> Physical Chemistry I	Still Needed: 1 Class in CHEM 3411*
<input type="checkbox"/> Physical Chemistry II	Still Needed: 1 Class in CHEM 3412*
<input type="checkbox"/> Physical Chem Lab I	Still Needed: 1 Class in CHEM 3481*
<input type="checkbox"/> Biochemistry Elective	Still Needed: 1 Class in CHEM 3511* or 4511* or 4512*
<input type="checkbox"/> Advanced Chemistry Lab	Still Needed: 1 Class in CHEM 4684*
<input type="checkbox"/> Chemistry Electives	Still Needed: 6 Credits in CHEM 3482* or 4@ or 6@ Except CHEM 4681* or 4699
<input type="checkbox"/> Technical Electives	Still Needed: 6 credits at the 3000-4000 level selected from the Colleges of Science, Engineering, or Computing.
BSICHEM - Electives Academic Year: Academic Year 2010-2011	
GPA: 0.00	
<input type="checkbox"/> FREE ELECTIVES	GT 1000 GT Freshman Seminar JP (1) Fall 2010
Still Needed: 11 credits in Free Electives are required.	
Not Counted Credits Applied: 0 Classes Applied: 1	
ET NOGT No Georgia Tech Credit Awarded T 0 Fall 2010	
Satisfied by: GAPAME3 - *Advanced Placement, Col Board	
Exceptions	
Type	Description
Apply Here	Apply CHEM 4512 here.
Date	Who
02/07/2011	Rosser, Stephen L
Block	Enforced
RA000160	Yes