UC Santa Cruz - Office of the Registrar
Academic Information Systems User Information:
AAR Based Student Exception Workshop

The AAR Based Student Exception Workshop is an AIS training for advisers in departments with Academic Advisement Reports available for majors and minors. In this document you will find some of the key topics covered in the workshop.

Personal Information:

Personal Information displays on each of the Academic Advisement Reports: Name, student ID, and icons for service indicators (holds), and student-requested Non-Release of Information (NRI) indicators when applicable. Clicking on any indicator icon will open a new window with its meaning.

It is imperative that all advisors understand and comply with university policy regarding the use of personal information. We are obligated to protect the privacy of the student records to which we have access. For more information about UC Santa Cruz's policy on the privacy of student records, visit the Registrar's website: http://registrar.ucsc.edu/

IMPORTANT INFORMATION:
DO NOT log into My.UCSC.edu for this workshop.
DO NOT enter these made up exceptions in the real system!
You will log into a test database for this workshop.
The data in this database may not be current and recent changes may not be included.

What are student exceptions?
Student exceptions manage changes to students' requirements in the AAR, so that
   students and other advisers are aware of the exception
   and the student's AAR provides complete, up-to-date information.
Exceptions are entered for individual students
   UCSC courses that do not usually satisfy the requirement
   Transfer/test credit that the department approves to satisfy requirements
      (Course to course articulations do not require exceptions.)

Three Types of Exceptions:
Course Directive: direct course(s) to the requirement line
        (UCSC, EAP, and UCDC)
Waiver: waives the whole requirement line
        (full transfer/test credit satisfaction)
Requirement Change: reduces the number of courses required
        (partial transfer/test credit satisfaction)

Pre-Req & Directive: One can also post a course to Other Credit to satisfy an enrollment pre-requisite and create a Course Directive in one simple transaction using the Pre-Req & Directive option. A Pre-Req & Directive is a type of Course Directive.

Decision Tree:
Is the course a UCSC, EAP, or UCDC course?
   Yes – enter a Course Directive.
   No – Is it a Waiver?
Is it transfer, test credit, or a UC extension course that fully satisfies the requirement line?
   Yes – enter a Waiver.
   No – it must be a requirement change.
Is it transfer/test credit, or an extension course that partially satisfies the requirement line?
   Yes – enter a requirement change.

Plan/Subplan Specific:
An exception applies only to that plan (major/minor) or sub-plan (concentration).
If the plan or sub-plan changes, including proposed to declared:
      the exception remains on the original plan/sub-plan.
We only enter exceptions for declared majors/minors.

Navigation:
MyUCSC> One-Click Advising> New/Drop-in Advisees
  Enter Student ID and run the Academic Advisement Report using the more links menu

Long Description:
Displays to student (and staff)
Enter the following: [course] at [institution] satisfies [requirement]
   ARTH 10 at UCLA satisfies the lower-division African diaspora region
   MAT 111 at UCLA satisfies the MATH 11A requirement.

Save/Cancel:
Save and Reprocess AAR: Creates exception, reruns and returns to the AAR
    (requires processing time.)
Save: Creates the exception, returns to the AAR without rerunning the AAR
    (quick, but you won't see the exception until the AAR is reprocessed)
Cancel: Course Directive, Waiver, and Requirement Change –
    Does not create the exception, returns to the AAR
Cancel: Pre-Req & Directive – Clicking Cancel on the Other Credit page does not create the pre-req or exception, and returns to the AAR. Clicking cancel on the Student Exception page does not create the exception, posted Other Credit remains posted.

Questions about Student Exceptions? Contact the Registrar's Advising Team: advsys@ucsc.edu.

EXERCISES:

Course Directive:
Always enter a course directive for UCSC EAP, or UCDC courses
Directs one or more course(s) to the requirement line
    Courses in the Student's UCSC Transcript
    Use the plus sign to enter additional courses
First Course Directive for a given course "steals" the course from other majors/minors
Second Course Directive for a given course shares the course with another major/minor

Course Directive Exercise:
Enter a UCSC course directive (Save and Reprocess AAR)
View the course directive in the AAR
Make a correction to the description.
Delete the course directive.

Waiver:
Used when a requirement line is waived or
Fully satisfied by Transfer/Test Credit
    Single course requirements satisfied by Transfer/Test Credit, or
    Multiple course requirements where all courses are satisfied by Transfer/Test Credit

Waiver Exercise:
Enter a waiver. (Save and Reprocess AAR)
View the waiver in the AAR.
Make a correction to the description.
Delete the waiver.

Requirement Change:
Multiple courses are required and
    Transfer/Test Credit partially satisfies the line
      (satisfies some, but not all of the courses required)
  Enter a requirement change
  Make a correction or add another course.

Requirement Change Exercise:
Enter a requirement change. (Save and Reprocess AAR)
View the requirement change in the AAR.
Make a correction to the description.
Delete the requirement change.

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Pre-Req & Directive Exercise:
Enter a course directive using Pre-Req & Directive (Save and Reprocess AAR)
View the course directive in the AAR.
Confirm that course has been posted in other credit for pre-req satisfaction.
Make a correction to the description.
Delete the Pre-Req & Directive.

Number of Exceptions:
There will be only one of each kind of exception per requirement line.
But you can…
      add more courses to an existing course directive.
      Have both a course directive and requirement change on the same line.

Upper-division Course Sharing:
CEP policy - The student must have
    40 credits in the major and
    25 credits in the minor
    before upper-division courses are eligible for sharing.
The Double Counting section of the AAR can be helpful.
The course will be shared if both departments enter a course directive.
Note: Lower-division requirements automatically share between GEs and all majors.

General Education Exceptions:
CEP must approve all GE exceptions (including DC)
The Registrar's Office enters CEP approved GE exceptions.
Advisers do not have the authority, or AIS access, to enter exceptions
      for GEs or
      for the DC in the major.