

# Entering Student Exceptions in AIS

## Tutorial

Audience: Academic Advisers

### Summary:

This document describes how to enter student exceptions through a student's Academic Advisement Report when requirements have been waived, or when non-standard articulations have been approved

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## Table of Contents

Introduction .....	3
A Note About Personal Information .....	3
Understanding Student Exceptions.....	4
Deciding What Kind of Exception to Enter .....	4
Course Directives .....	5
Course Directive Examples .....	5
Substituting a UCSC Course for the Requirement .....	5
Using an EAP Course to Satisfy the Requirement.....	5
Substituting a Course for Requirements in Two Different Majors.....	6
Student Exception Process .....	7
Editing or Deleting a Course Directive.....	11
Waivers .....	13
Waiver Examples.....	13
One Transfer Course Satisfies Both Courses on the Requirement Line.....	13
A UC Extension Course is Used to Fulfill a Requirement .....	13
Demonstrated Proficiency Allows a Requirement to be Waived .....	14
Waiver Process .....	14
Editing or Deleting a Waiver .....	16
Requirement Changes.....	19
Requirement Change Examples .....	19
Transfer Course Fulfills a Course Requirement but Not Its Lab Requirement .....	19
One of Six Courses Needed to Fulfill a Requirement is Waived .....	20
Requirement Change Process.....	20
Pre-Req and Directive.....	23

# Introduction

Student Exceptions is a custom component of the Degree Audit functionality in the UCSC implementation of Oracle Campus Solutions 9.0 (Academic Information Systems). Student Exceptions manages exceptions to degree requirements and displays information to students and academic advisors.

Academic advisers enter exceptions for student requirements through the Academic Advisement Report (AAR). The exceptions are then displayed in the Academic, What-If, and Planner Advisement Reports.

## A Note About 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/>

# Understanding Student Exceptions

Entering student exceptions in a student's AAR may be necessary when requirements are waived, or non-standard articulations are approved. Because there are varying reasons for substitutions and requirement changes, and because the structure of requirements themselves may vary, there is more than one way to enter student exceptions.

There are 3 different types of student exceptions:

- Course directives
- Waivers
- Requirement changes

Pre-Req & Directive is a fourth type of exception, for Other Credit courses. This option allows you to 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.

## Deciding What Kind of Exception to Enter

Before you enter a student exception, you will need to make a decision - which category does your student exception fall into?

- Is the course a UCSC, EAP, UCSC extension course appearing on the UCSC transcript, or UCDC course?
  - Yes - enter a Course Directive.
  - No - Is it a Waiver?
- Is it transfer, test credit, or a UCSC extension course not appearing on the UCSC transcript, that fully satisfies the requirement line?
  - Yes - enter a Waiver.
  - No - it must be a requirement change.
- Is it transfer, test credit, or a UCSC extension course not appearing on the UCSC transcript, that partially satisfies the requirement line?
  - Yes - enter a requirement change.

The next sections explain when and how to enter course directive, waivers, and requirement changes through the Academic Advisement Report.

# Course Directives

Course Directives are the most common student exception entered. Use a course directive when the course that you want to substitute appears on the UCSC transcript, including EAP and UCDC courses. Always use a Course Directive if you can; but they are not used for transfer courses.

Course Directives are also used for upper division course sharing.


## Course Directive Examples

### Substituting a UCSC Course for the Requirement

A Computer Science BS student has taken Math 11A and received an A+. Because of their exemplary grade, they are allowed to substitute Math 11A in place of the Math 19A requirement. Since this is UCSC coursework, we use a Course Directive to enter the exception.

#### ▼ MATH 19A




⚠ **Not Satisfied:** MATH 19A (R483, L10)

create exception... 

• Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:


Course	Description	Units	When	Grade	Status	Course Type
MATH 19A	<a href="#">Calc: Sci, Engin, Math</a>	5.00				
MATH 20A	<a href="#">Honors Calculus</a>	5.00				

View All |  First  Last 

### Using an EAP Course to Satisfy the Requirement

An Environmental Studies BA student takes a UCSC EAP approved Ecology course while abroad in New Zealand. It is approved by the ENVS department to count as the Natural Science Based elective requirement for the major. Since this is EAP coursework, we use a Course Directive to enter the exception.




**⚠ Not Satisfied:** One Natural Sciences Based Elective (R525, L6)

create exception... 

- Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Course Type
BIOE 151A	<a href="#">Ecol Field Methods</a>	5.00				
BIOE 151B	<a href="#">Ecol Fld Mthds Lab</a>	5.00				
BIOE 151C	<a href="#">Terrestrial Ecosys</a>	5.00				
BIOE 151D	<a href="#">Conserv/Practice</a>	5.00				
ENVS 104A	<a href="#">Intro Field Methods</a>	5.00				
ENVS 106A	<a href="#">Natural Hist Birds</a>	5.00				
ENVS 107A	<a href="#">Nat Hist Field Qtr</a>	5.00				
ENVS 107B	<a href="#">Nat Hist Field Qtr</a>	5.00				
ENVS 107C	<a href="#">Nat Hist Field Qtr</a>	5.00				
ENVS 108	<a href="#">General Entomology</a>	5.00				

View All |  First  Last 


### Substituting a Course for Requirements in Two Different Majors

A Psychology BA & Sociology BA double major has met with the advisor of each department and has worked out that they will be able to use SOCY 103B to satisfy a requirement for each major. In order to course-share, a course directive will can be entered by each advisor on their respective requirement lines.

SOCY 103B for PSYC Outside Course Requirement (R334, L10):

#### Outside Courses




**⚠ Not Satisfied:** This requirement verifies that at least one approved outside course has been taken - list available at <http://psych.ucsc.edu/> . (R334, L10)

create exception... 

- Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Grade	Status	Course Type
<a href="#">View Course List</a>	Outside Courses			

View All |  First  Last 

SOCY 103B for SOCY 103B Course Requirement (R265, L10):

▼ **SOCY 103B**

⚠ **Not Satisfied:** SOCY 103B (R265, L10)

create exception... ⌵ Ⓜ

- Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Course Type
SOCY 103B	<a href="#">Logic Soc Inquiry</a>	5.00				

View All | First Last

## Student Exception Process

In this example, a student exception is entered for a Computer Science BS student to substitute TIM 194-01F, completed in F12 at UCSC with grade A+, for CMPE 110 (R123, L20).

1. Run Student's AAR.
2. Locate requirement for exception - (R123, L20).
3. From the Create Exception drop-down menu, select Course Directive and click Go.

▼ **CMPE 110 or CMPE 112**

⚠ **Not Satisfied:** CMPE 110 or CMPE 112 (R123, L20)

• Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Course Type
CMPE 110	<a href="#">Computer Architect</a>	5.00				
CMPE 112	<a href="#">Comp &amp; Game Arch</a>	5.00				

View All | First Last

create exception. ⌵ Ⓜ

**Course Directive**

Requirement Change



Requirement Waiver

create exception...




- The Authorize Student Exceptions form appears:

### Authorize Student Exceptions



**Description**

**Advisement Override:** 000000000   
**Long Description:**  

**Direct Courses to**

**Requirement Group:**   CMPSBS Upper-division  
**Requirement:**   CMPSBS UD Computer Engineering  
**Line Nbr:**   CMPE 110 or CMPE 112

**Directed Courses** 1 of 1

**\*Course Sequence:**       **\*Directive Type:** Substitute    
**Course Source:** Enrollment


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**Subject:**                      **Catalog:**  
**Course ID:**                      **Offer Nbr:**  
**Grade:**                              **Units:**  
**Session:**                      **Section:**                      **Class Nbr:**

**Term:**

**Directed Units:**       **Min Grade Points/Unit:**

**Directed Courses:**

**Course Topic ID:**  

- Enter the Long Description to describe the substitution. Include the subject and catalog number of the course you are using as a substitution, the institution (if not UCSC) and the requirement you are satisfying. Example: TIM 194-0F has been approved by Department Chair to substitute for CMPE 110.
- Click the Search button.



- Once you have clicked search, a new page appears that will let you search for the desired course. Enter the subject area and click search.

**Student Course Directive Search**

Academic Institution: UC Santa Cruz

Subject Area:

Catalog Nbr

Description

- A list of all TIM courses that this student took now appears, along with the grade received and the quarter when the class was taken. Select the desired course by clicking on the check box, verify that the student has received a passing grade and click return.

This will return you to the Authorize Student Exceptions Page. Notice that information about the selected course is now displayed in the exception.

### Authorize Student Exceptions

**Description**

Advisement Override: 000000000 🗑️

Long Description:  📄

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**Direct Courses to**

Requirement Group:  🔍 CMPSBS Upper-division

Requirement:  🔍 CMPSBS UD Computer Engineering

Line Nbr:  🔍 CMPE 110 or CMPE 112

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**Directed Courses** 1 of 1

\*Course Sequence:  \*Directive Type: Substitute ⊕ ⊖

Course Source: Enrollment Search

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Subject:	TIM	Catalog:	194F	Group Tutorial
Course ID:	101248	Offer Nbr:	1	
Grade:	A+	Units:	2.00	
Session:	IND	Section:	01	Class Nbr: 20031
Term:	<input type="text" value="2128"/>	2012 Fall Quarter		
Directed Units:	<input type="text"/>	Min Grade Points/Unit:	<input type="text"/>	
Directed Courses:	<input type="text"/>			
Course Topic ID:	<input type="text"/>			

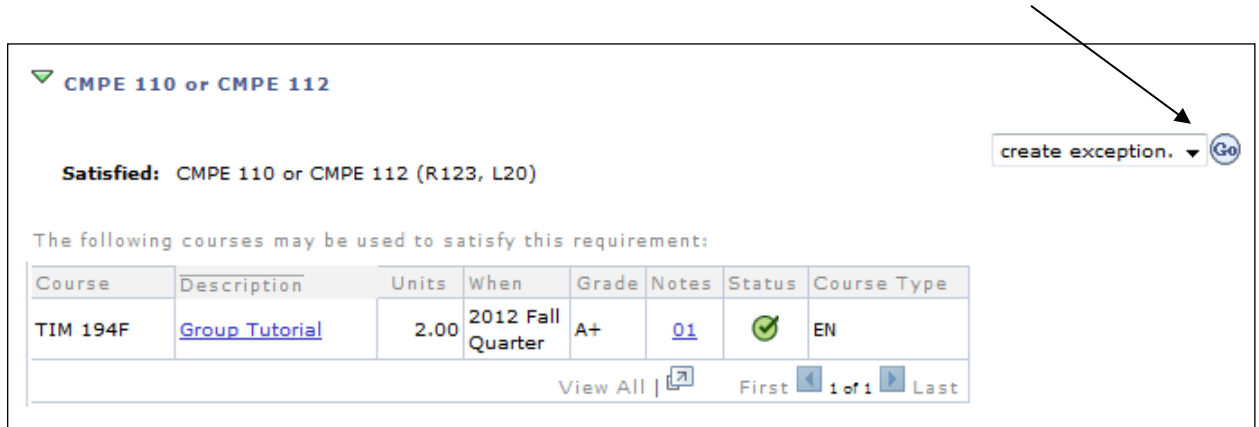
Save and Reprocess AAR
Save
Cancel

9. If you would like to apply more than one course to this requirement, click the plus sign in the directed courses section to add additional courses.
10. Click Save and Reprocess AAR. When the AAR appears, notice that the requirement is now displaying as satisfied with the exception you have entered. If you click Save instead, the system will create the exception and return to the AAR without reprocessing the AAR data. This can save time if you have several exceptions to enter on this AAR. You can reprocess and check your work after entering all of your exceptions. If you click cancel, the exception will not be created and you will return to the AAR.

## Editing or Deleting a Course Directive

To edit or delete this directive through the AAR:

1. Select Course Directive from the create exception drop-down menu for the requirement, and click Go.



▼ **CMPE 110 or CMPE 112**

**Satisfied:** CMPE 110 or CMPE 112 (R123, L20)

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status	Course Type
TIM 194F	<a href="#">Group Tutorial</a>	2.00	2012 Fall Quarter	A+	<a href="#">01</a>	✓	EN

View All | First 1 of 1 Last

2. This will return you to the Authorize Student Exceptions page; the course directive information appears there.

### Authorize Student Exceptions

**Description**

Advisement Override: 00000000

Long Description: Substitute ~~CMPE 107~~ for requirement

**Direct Courses to**

Requirement Group: 002395 GE Gen Ed Requirements

Requirement: 000000962 ROBOBS DC

Line Nbr: 0010 CMPE 185

**Directed Courses** 1 of 1

\*Course Sequence: 0001 \*Directive Type: Substitute

Course Source: Enrollment Search

**To Edit the Course Directive:**

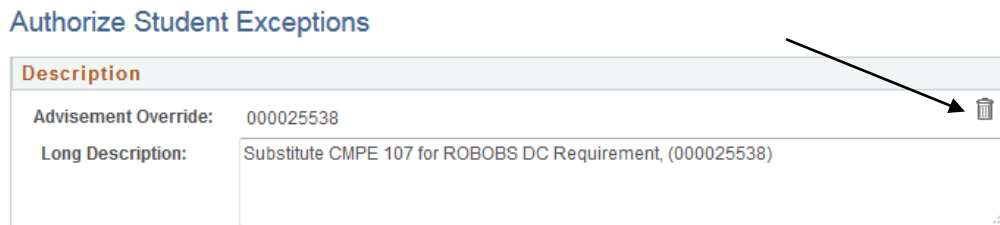
1. Make your changes to the course directive information on the page.
2. Click the Return and Reprocess AAR button at the bottom of the page.



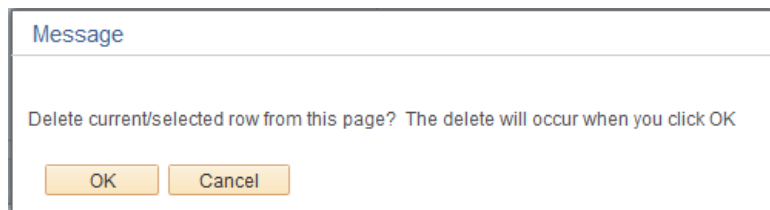
When the AAR appears, the exception for this requirement includes your modification.

**To Delete the Course Directive:**

1. Click the Trash Can icon near the top of the Authorize Student Exceptions page.



2. A warning message appears: Click OK to delete the exception



3. The exception is now deleted. Click the Return and Reprocess AAR button to finalize the transaction.



When the AAR appears, the course directive is gone, and the requirement is no longer satisfied.

# Waivers

Waivers may be used for three purposes-

- Only one course is required by that line of the requirement, and transfer credit, test credit, or UC extension courses not appearing on the UCSC transcript are being used to satisfy the requirement line.
- More than one course is required by that line of the requirement, and transfer credit, test credit, or UCSC extension courses not appearing on the UCSC transcript are being used to satisfy the requirement line.
- Waiving requirement line.

In all cases, what determines the use of the waiver is whether you are satisfying the requirement with courses that are not in the UCSC transcript, and to what extent are you satisfying the requirement with your exception. If after your exception is entered, the requirement will be **satisfied in its entirety** by courses that are not in the UCSC transcript, you will use a waiver.


## Waiver Examples

### One Transfer Course Satisfies Both Courses on the Requirement Line

A Computer Engineering BS student has transferred into UCSC having completed CS 20J at Cabrillo College. This course articulates to CMPE 12A and 12L at UCSC. Since **both** courses of the requirement line (R37, L10), are being satisfied with transfer credit from another institution, a waiver will be used to enter the student exception. After the waiver is entered, the requirement will be satisfied in its entirety.

#### ▼ CMPE 12 & 12L




⚠ **Not Satisfied:** CMPE 12 and CMPE 12L (R37, L10)

create exception... 

- Courses: 2 required, 0 taken, 2 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Course Type
CMPE 12	<a href="#">Com Sys/Assmby Lan</a>	5.00				
CMPE 12L	<a href="#">Comp Sys/Lang Lab</a>	2.00				

View All |  First  Last 

### A UC Extension Course is Used to Fulfill a Requirement

A Psychology BA student has taken PSYC 100 through UC Extension. In this case, PSYC 100 is not the last class the student needs to fulfill their graduation requirements. As such, the

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Last Update: 11/01/2016

course and grade will not appear on their UCSC transcript and waiver will be entered in the student’s AAR for the exception. Note that PSYC 100 is an Extension course, not a UCSC course, and it is a single course requirement on a single line, (R910, L10). After the waiver is entered, the requirement will be satisfied in its entirety.

▼ PSYC 100

⚠ **Not Satisfied:** PSYC 100 (R910, L10)

create exception... ⌵ Ⓜ

- Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Course Type
PSYC 100	<a href="#">Research Methods</a>	7.00				

View All | First Last

### Demonstrated Proficiency Allows a Requirement to be Waived

A Language Studies BA student with a Spanish concentration has demonstrated a language proficiency at a level the department deems high enough to waive their Spanish 6 language requirement. Note that SPAN 6 is a single course requirement on a single requirement line (R1043, L10). After the waiver is entered, the requirement will be satisfied in its entirety.

▼ SPAN 6

⚠ **Not Satisfied:** SPAN 6 (R1043, L10)

create exception... ⌵ Ⓜ

- Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

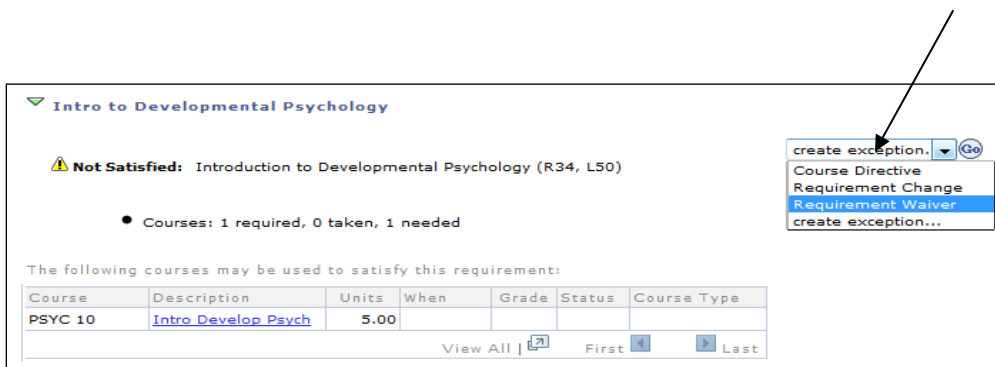
Course	Description	Units	When	Grade	Status	Course Type
SPAN 6	<a href="#">Spanish: Second Year</a>	5.00				
SPHS 6	<a href="#">SpanHeritageSpeakers</a>	5.00				

View All | First Last

### Waiver Process

Enter a student exception for a Psychology BA student, in the Intensive concentration, to substitute PSC 1, completed in 2010 at UC Davis with grade B, for PSYC 10 (R34, L50).

1. Run Student’s AAR.
2. Locate requirement for exception - (R34 L210).
3. From the Create Exception drop-down menu, select Requirement Waiver and click Go.



4. Enter the Long Description to describe the substitution. Include the subject and catalog number of the course you are using as a substitution, the institution (if not UCSC) and the requirement you are satisfying. For example, PCS 1 taken at UC Davis has been approved to articulate to PSYC 10.

### Authorize Student Exceptions

**Description**

**Advisement Override:** 000016321 🗑

**Long Description:** PCS 1 taken at UC Davis has been approved to articulate to PSYC 10. (000016321) 📝

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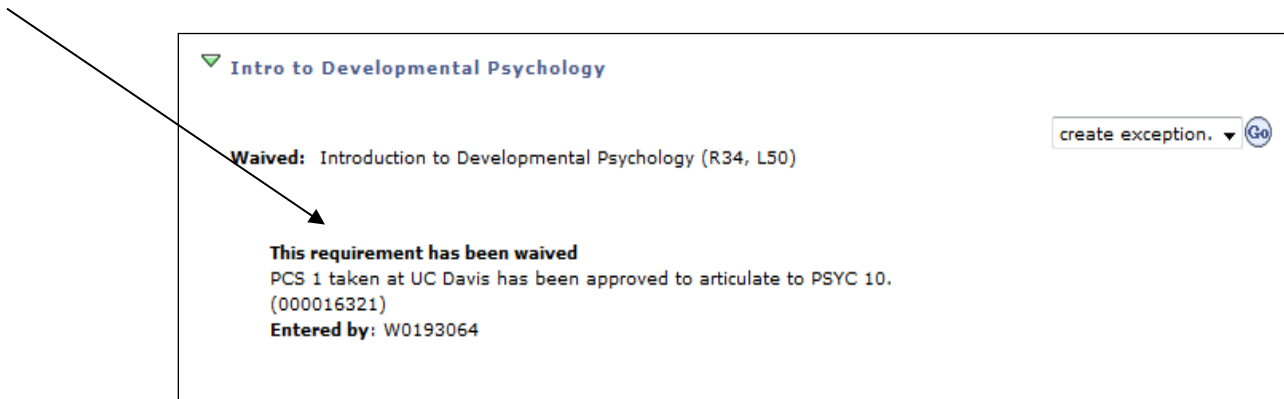
**Requirement Line to Waive**

**Requirement Group:**  🔍 PSYCBA Lower-division Reqs

**Requirement:**  🔍 PSYCBA Lower Division Reqs

**Line Nbr:**  🔍 Intro to Developmental Psych

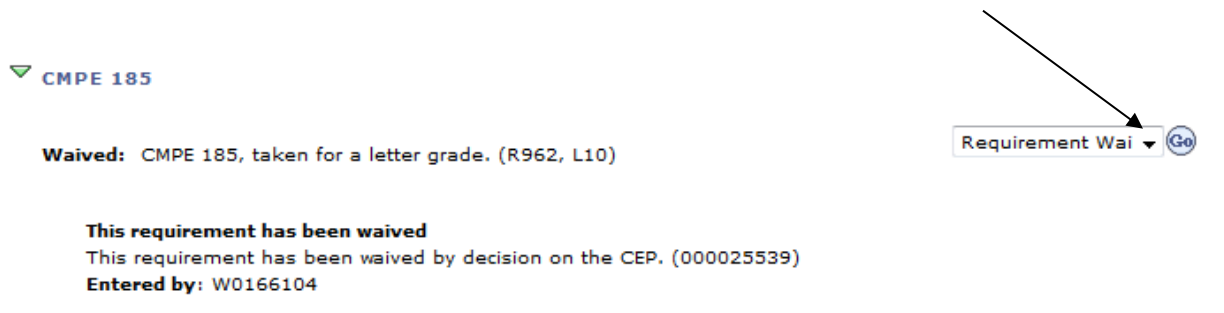
5. Click Save and Reprocess AAR. The requirement is now displaying as satisfied. The waiver you have entered and the long description text appears on the student's AAR, alerting them of the substitution..



## Editing or Deleting a Waiver

To edit or delete a waiver through the AAR:

1. Select Requirement Waiver from the create exception drop-down menu for the requirement, and click Go.






- The Authorize Student Exceptions page appears; the waiver information is on display there.

**Authorize Student Exceptions**


**Description**


Advisement Override: 000025539 


Long Description: 

This requirement has been waived by decision on the CEP. (000025539)

**Requirement Line to Waive**

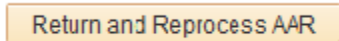
Requirement Group:   GE Gen Ed Requirements

Requirement:   ROBOBS DC

Line Nbr:   CMPE 185

**To Edit the Waiver:**

- Make your changes to the waiver information on the page.
- Click the Return and Reprocess AAR button at the bottom of the page.



When the AAR appears, the exception for this requirement includes your modification.

**To Delete the Waiver:**

- Click the Trash Can icon near the top of the Authorize Student Exceptions page.
- A warning message appears: Click OK to delete the waiver.

**Message**

Delete current/selected row from this page? The delete will occur when you click OK

3. The waiver is now deleted. Click the Return and Reprocess AAR button to finalize the transaction.

Return and Reprocess AAR

When the AAR appears, the waiver is gone, and the requirement is no longer satisfied.

# Requirement Changes

Requirement Changes may be used for two purposes-

- More than one course is required by the requirement line: transfer credit, test credit, or UCSC extension courses not appearing on the UCSC transcript are being used to satisfy some, but not all of the courses required.
- More than one course is required by the requirement line, and your department has approved a reduction of some, but not all of the courses required.

What determines the use of the requirement change is the extent of which you are satisfying the requirement with courses that are not in the UCSC transcript. Unlike a waiver, a requirement change is used when partial satisfaction takes place.


## Requirement Change Examples

### Transfer Course Fulfills a Course Requirement but Not Its Lab Requirement

A Computer Engineering BS student transfers from UC Davis where they took ESC 60. After department review, it was determined this course was equivalent to CMPS 12A, but not 12L, as ESC 60 did not have a lab component. Therefore, the student needs an exception entered so that their CMPS 12A requirement shows as satisfied, but the 12L component remains required. A requirement change would be used to accomplish this.

#### ▼ CMPE 12 & 12L




⚠ **Not Satisfied:** CMPE 12 and CMPE 12L (R37, L10)

create exception... 

- Courses: 2 required, 0 taken, 2 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Course Type
CMPE 12	<a href="#">Com Sys/Assmblly Lan</a>	5.00				
CMPE 12L	<a href="#">Comp Sys/Lang Lab</a>	2.00				

View All |  First  Last 

### One of Six Courses Needed to Fulfill a Requirement is Waived

An Art BA student has had one of the 6 upper division studio courses required for their major waived based on a review of their personal portfolio submitted to the Department Chair. After the student exception is entered the requirement will only be partially satisfied. The student will still need to complete 5 more courses to fully satisfy the requirement line (R62, L20). This is why we use a Requirement Change.

▼ **Six Upper-division Studio Courses**

⚠ **Not Satisfied:** Six Upper-division Studio Courses (R62, L20)

create exception... Ⓜ

- Courses: 6 required, 0 taken, 6 needed

The following courses may be used to satisfy this requirement:

Course	Description	Grade	Status	Course Type
<a href="#">View Course List</a>	Six Upper-div Studio Courses			

View All | First 1 of 1 Last

### Requirement Change Process

Enter a student exception for an Art BA student to waive 2 of their 6 upper division studio requirements based on review of their portfolio by the Department Chair (R62).

1. Run Student's AAR.
2. Locate requirement for exception - (R62, L20).
3. From the Create Exception drop-down menu, select Requirement Change and click Go.

The screenshot shows the 'ARTBA Upper-division Studio' requirement page. It displays a 'Not Satisfied' status for 'ART BA Upper-division Studio Course Requirement (R62)'. Underneath, the 'Six Upper-division Studio Courses' requirement is also shown as 'Not Satisfied'. A 'create exception...' button is visible, and a dropdown menu is open, showing options: 'Course Directive', 'Requirement Change' (highlighted), 'Requirement Waiver', and 'create exception...'. An arrow points from the top right towards the dropdown menu.

4. In the Authorize Student Exceptions screen, enter the Long Description to describe the substitution. For example, Two of the six upper division studio courses have been waived based on review of student portfolio by Curriculum Chair.
5. Change Minimum Courses. To do so, subtract how many courses you are waiving or substituting from the total number of courses required listed in the Minimum Courses box. In our case this would be 6 (original total of requirements) – 2 (total we are waiving) = 4 (new total of requirements expected of student).

### Authorize Student Exceptions

**Description**

**Advisement Override:**  🗑️  
**Long Description:**  📝

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**Requirement Line to Change**

**Requirement Group:**  🔍 ARTBA Upper-division Reqs  
**Requirement:**  🔍 ARTBA Upper-div Studio  
**Line Nbr:**  🔍 Six Upper-div Studio Courses

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**New Values**

**Minimum Units:**  **Maximum Units Allowed:**   
**Minimum Courses:**  **Maximum Courses Allowed:**

6. Click Save and Reprocess AAR. Notice the long description text appears on the student's AAR alerting them of the requirement change.

**Six Upper-division Studio Courses**

**⚠ Not Satisfied:** Six Upper-division Studio Courses (R62, L20) create exception.

**Note 01: Required units or courses have been changed.**

**This requirement has been changed**  
 Minimum Courses changed from 6 to 4  
 Two of the six upper division studio courses have been waived based on review of student portfolio by Curriculum Chair. (000016320)  
**Entered by:** W0193064

- Courses: 4 required, 0 taken, 4 needed

The following courses may be used to satisfy this requirement:

Course	Description	Grade	Status	Course Type
<a href="#">View Course List</a>	Six Upper-div Studio Courses			

View All | First 1 of 1 Last

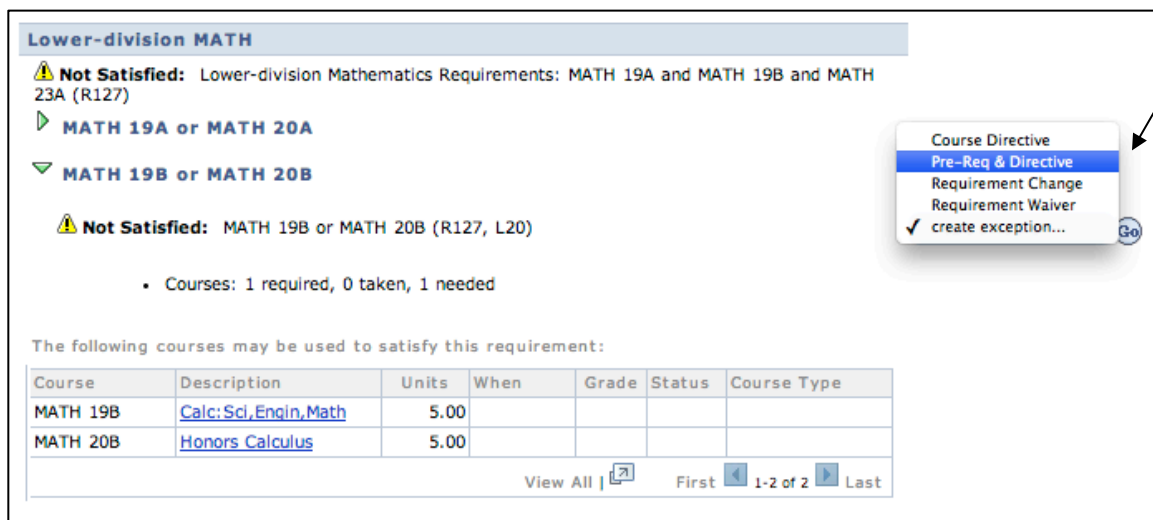
7. To edit, or to delete this directive, select Requirement Change from the Create Exception drop-down menu located at the requirement, and click Go. This will return you to the Authorize Student Exceptions Page for your student exception.
8. On the Authorize Student Exceptions Page:
  - a. Either make your changes and click Save and Reprocess AAR, or click on the Trash Can Icon to delete the student exception.
  - b. The system will ask you to confirm that you want to delete the exception. Click ok.
  - c. Once the exception has been deleted, click Save and Reprocess AAR to finalize the transaction.

# Pre-Req and Directive

Advisers may enter a Student Exception to post a course to Other Credit (to satisfy enrollment pre-requisites) and create a Course Directive in the student's AAR on one simple transaction.

For example: A Computer Science BS student has taken Math 5B at Cabrillo Community College. It is equivalent to MATH 19B for enrollment pre-requisites, and can also be used to satisfy the MATH 19B requirement in the student's major (R127, L20). Use the Pre-Req & Directive option to simultaneously post the course to the student's Other Credit and AAR.

1. Run Student's AAR.
2. Locate Requirement for exception. (R127, L20)
3. From the Create Exception drop-down menu, select Pre-Req & Directive and click Go.



**Lower-division MATH**

**⚠ Not Satisfied:** Lower-division Mathematics Requirements: MATH 19A and MATH 19B and MATH 23A (R127)

▶ **MATH 19A or MATH 20A**


▼ **MATH 19B or MATH 20B**


**⚠ Not Satisfied:** MATH 19B or MATH 20B (R127, L20)

• Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Course Type
MATH 19B	<a href="#">Calc: Sci, Engin, Math</a>	5.00				
MATH 20B	<a href="#">Honors Calculus</a>	5.00				

View All |  First 1-2 of 2 Last

Course Directive  
Pre-Req & Directive  
Requirement Change  
Requirement Waiver  
✓ create exception... 

4. Once you click Go, the system will navigate to the Other Credit Quick Posting page.
5. Enter the subject area and catalog number of the course you wish to post to other credit as a satisfied enrollment pre-requisite and direct to satisfy the requirement. Click on the Search button.

Other Credit

ID: 9876543      Sammy Slug

**Post Other Credit Course(s)**

Enter Course ID, or Subject and Catalog Nbr, and click Search.

Course ID:       Approved:

Subject Area:        Status:

Catalog Nbr:

Post	Subject Area	Catalog Nbr	Course ID	Course Offering Nbr	Description	Effective Date
1	MATH	19B	025316	1	Calc:Sci,Engin,Math	08/29/2010

- a) To post the course to Other Credit, click on the post-it icon. The course will be posted to other credit and will satisfy enrollment pre-requisites. The system will navigate to the Authorize Student Exceptions page.