Student Exceptions is a custom component of the Degree Audit functionality in the UCSC implementation of Oracle Campus Solutions 9.0 (Academic Information Systems) that manages exceptions to degree requirements and displays information to students and academic advisors. Student Exceptions are displayed in Academic Advisement, What-If, and Planner Advisement Reports.

**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/

### I. 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:

1. Course Directives
2. Waivers
3. Requirement Changes

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

**Decision Tree:**

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 on 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.

For more information, we have included some examples below.

**1. Course Directives**

Course Directives are the most common student exception entered. Always use a Course Directive if you can. Course directives are used for all courses that appear on the UCSC transcript, including EAP and UCDC courses.

Course directives are also used for upper division course sharing.

Examples:

A. 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](image)

The following courses may be used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
<th>Course Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 19A</td>
<td>Calc:Sci.Engin.Mach</td>
<td>5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 20A</td>
<td>Honors Calculus</td>
<td>5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Not Satisfied:</th>
<th>One Natural Sciences Based Elective (R525, L6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses:</td>
<td>1 required, 0 taken, 1 needed</td>
</tr>
</tbody>
</table>

The following courses may be used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
<th>Course Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>BJOE 151A</td>
<td>Ecol Field Methods</td>
<td>5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BJOE 151B</td>
<td>Ecol Field Meths Lab</td>
<td>5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BJOE 151C</td>
<td>Terrestrial Ecosys</td>
<td>5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BJOE 151D</td>
<td>Conserv Practice</td>
<td>5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENVS 104A</td>
<td>Intro Field Methods</td>
<td>5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENVS 106A</td>
<td>Natural Hist Birds</td>
<td>5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENVS 107A</td>
<td>Nat Hist Field Qtr</td>
<td>5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENVS 107B</td>
<td>Nat Hist Field Qtr</td>
<td>5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENVS 107C</td>
<td>Nat Hist Field Qtr</td>
<td>5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENVS 108</td>
<td>General Entomology</td>
<td>5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. 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):

<table>
<thead>
<tr>
<th>Not Satisfied:</th>
<th>This requirement verifies that at least one approved outside course has been taken - list available at <a href="http://psych.ucsc.edu/">http://psych.ucsc.edu/</a> (R334, L10)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses:</td>
<td>1 required, 0 taken, 1 needed</td>
</tr>
</tbody>
</table>

The following courses may be used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Grade</th>
<th>Status</th>
<th>Course Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Course List</td>
<td>Outside Courses</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Questions about Student Exceptions? Contact the Registrar’s Advising Team: advsys@ucsc.edu. Revised 02/04/2014
SOCY 103B for SOCY 103B Course Requirement (R265, L10):

- **NOT SATISFIED:** SOCY 103B (R265, L10)
  - Courses: 1 required, 0 taken, 1 needed

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
<th>Course Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOCY 103B</td>
<td>Logic Soc Inquiry</td>
<td>5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. **Waivers:**

Waivers may be used for three purposes:

a. 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.

b. 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.

c. 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.
Examples:

A. 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)

- Courses: 2 required, 0 taken, 2 needed
```

The following courses may be used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
<th>Course Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPE 12</td>
<td>Comp Sys/Assemble Lan</td>
<td>5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMPE 12L</td>
<td>Comp Sys/Lang Lab</td>
<td>2.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. 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 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)

- Courses: 1 required, 0 taken, 1 needed
```

The following courses may be used to satisfy this requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
<th>Course Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC 100</td>
<td>Research Methods</td>
<td>7.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

\[
\text{SPAN 6} \\
\text{Not Satisfied: SPAN 6 (R1043, L10)} \\
\text{Courses: 1 required, 0 taken, 1 needed}
\]

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
<th>Course Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPAN 6</td>
<td>Spanish: Second Year</td>
<td>5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPHS 5</td>
<td>SpanHeritageSpeakers</td>
<td>5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Requirement Changes

Requirement Changes may be used for two purposes:

a. More than one course is required by the requirement line, and 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.

b. 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.

Again, in both cases, 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.
A. 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)

- Courses: 2 required, 0 taken, 2 needed

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
<th>Course Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMPE 12</td>
<td>Com. Sys/Assembly Lan</td>
<td>5.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CMPE 12L</td>
<td>Comp. Sys/Lang Lab</td>
<td>2.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. 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)

- Courses: 6 required, 0 taken, 6 needed

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Grade</th>
<th>Status</th>
<th>Course Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Course List</td>
<td>Six Upper-div Studio Courses</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
II. Entering Student Exceptions

Once a decision has been made as to which type of student exception needs to be entered, follow the associated instructions below. It is important to note that all student exceptions, no matter the type, are now entered directly within the student’s AAR.

1. Course Directives –

Example: Enter a student exception for a Computer Science BS student to substitute TIM 194-01F, completed in F12 at UCSC with grade A+, for CMPE 110 (R123, L20).

   a. Run Student’s AAR.
   b. Locate requirement for exception - (R123, L20).
   c. From the Create Exception drop-down menu, select Course Directive and click Go.

   ![Create Exception Screen]

   d. 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.

Questions about Student Exceptions? Contact the Registrar’s Advising Team: advsys@ucsc.edu
Revised 02/04/2014
Authorize Student Exceptions

e. Click Search

Questions about Student Exceptions? Contact the Registrar’s Advising Team: advsys@ucsc.edu, 9 of 19
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f. Once you have clicked search, a new page will appear that will let you search for the desired course. Enter the subject area and click search.

g. 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.
h. 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.

i. Click Save and Reprocess AAR and notice the requirement is now displaying as satisfied (see the graphic on the next page) with the exception you have entered. If you click Save, 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. 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.

Questions about Student Exceptions? Contact the Registrar’s Advising Team: advsys@ucsc.edu. Revised 02/04/2014
j. To edit or delete this directive, select Course Directive from the create exception drop-down menu for the requirement, and click Go. This will return you to the Authorize Student Exceptions Page.

k. On the Authorize Student Exceptions Page, either make your changes and click Save and Reprocess AAR, or click on the trash can icon to delete the student exception. The system will ask you to confirm that you want to delete the exception. Click ok. Once the exception has been deleted, click Save and Reprocess AAR to finalize the transaction.

2. Waivers –

Example: 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).

a. Run Student’s AAR.

b. Locate requirement for exception - (R34, L20).

c. From the Create Exception drop-down menu, select Requirement Wavier and click Go.
d. 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

<table>
<thead>
<tr>
<th>Requirement Line to Waive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirement Group:</td>
</tr>
<tr>
<td>Requirement:</td>
</tr>
<tr>
<td>Line Nbr:</td>
</tr>
</tbody>
</table>

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

Questions about Student Exceptions? Contact the Registrar’s Advising Team: advsys@ucsc.edu. Revised 02/04/2014
f. To edit, or to delete this directive, select Requirement Waiver from the create exception drop-down menu located at the requirement, and click Go. This will return you to the Authorize Student Exceptions Page.

g. On the Authorize Student Exceptions Page, either make your changes and click Save and Reprocess AAR, or click on the Trash Can Icon to delete the student exception. The system will ask you to confirm that you want to delete the exception. Click ok. Once the exception has been deleted, click Save and Reprocess AAR to finalize the transaction.

3. Requirement Changes –

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).

a. Run Student’s AAR.

b. Locate requirement for exception - (R62, L20).

c. From the Create Exception drop-down menu, select Requirement Change and click Go.

d. 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.
e. 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

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisement Override: 00000000</td>
</tr>
<tr>
<td>Long Description: Two of the six upper division studio courses have been waived based on review of student portfolio by Curriculum Chair.</td>
</tr>
</tbody>
</table>

### Requirement Line to Change

<table>
<thead>
<tr>
<th>Requirement Group: 002665</th>
<th>ARTBA Upper-division Reqs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirement: 000000062</td>
<td>ARTBA Upper-div Studio</td>
</tr>
<tr>
<td>Line Nbr: 0020</td>
<td>Six Upper-div Studio Courses</td>
</tr>
</tbody>
</table>

### New Values

<table>
<thead>
<tr>
<th>Minimum Units</th>
<th>Maximum Units Allowed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Courses: 4.00</td>
<td>Maximum Courses Allowed:</td>
</tr>
</tbody>
</table>

- Save and Reprocess AAR
- Save
- Cancel

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

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Questions about Student Exceptions? Contact the Registrar’s Advising Team: advsys@ucsc.edu, 15 of 19
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i. 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.

j. On the Authorize Student Exceptions Page, either make your changes and click Save and Reprocess AAR, or click on the Trash Can Icon to delete the student exception. The system will ask you to confirm that you want to delete the exception. Click ok. Once the exception has been deleted, click Save and Reprocess AAR to finalize the transaction.

4. Pre-Req & 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.

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.

   a. Run Student’s AAR.
   b. Locate Requirement for exception. (R127, L20)
   c. From the Create Exception drop-down menu, select Pre-Req & Directive and click Go.
   d. Once you click Go, the system will navigate to the Other Credit Quick Posting page.

Questions about Student Exceptions? Contact the Registrar’s Advising Team: advsys@ucsc.edu. 16 of 19
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e. 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.

f. 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.
g. Enter text in the Long Description to record the details of the exception. Include the course you are using as a substitution, the institution, and the requirement you are satisfying with the exception.

h. If you would like to post more than one course to both Other Credit and this requirement, click the plus sign in the directed courses section to add additional courses and repeat steps e-g (above).

i. To post the exception, Click Save and Reprocess AAR. Notice that the requirement is now displaying as satisfied with the course you directed. OT will be listed in the Course Type field, indicating that the course is a successfully entered student exception that is also posted to other credit. If you click Save, 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. You can reprocess and check your work after entering all of your exceptions. If you click cancel, the course directives will not be created and you will return to the AAR. The other credit has already been posted, and will continue to be available for pre-requisite satisfaction.

To edit or delete the Course Directive, select Pre-Req & Directive from the create exception drop-down menu for the requirement and click Go. This will return you to the Authorize Student Exceptions page. To edit the Course Directive make your changes on the Authorize Student Exceptions page and click Save and Reprocess AAR. To delete the Course Directive, click on the trash can icon. The system will ask you to confirm that you want to delete the student exception. Click Ok. Once the exception has been deleted, click Return and Reprocess AAR to finalize the transaction. Once finalized, the student exception has been deleted. The other credit has already been posted, and will continue to be available for pre-requisite satisfaction.