How to Process an Exception in DegreeTrack

Go to **InsideTrack**

Click **Student Advisor Self-Service**

Search for Advisee

Under **Student Profile**

Click **DegreeTrack**

Click **Exceptions**

On the **Exceptions** screen, select the <u>requirement</u> to which you are applying the exception.

Then, click on the **+ Sign.**

The **Add Exception** card will open. Select either **Force Complete** or **Substitute**
- ‹ Force complete waivers the course or requirement when there is no substitution available. **Forces the credit to be fulfilled also so be careful** when using
- ‹ Substitute changes the required course to the course the student has or will have.

Exceptions are specific to the requirement selected. If you waive a course in one requirement IT WILL NOT AUTOMATICALLY WAIVE IT IN OTHER REQUIREMENTS. You would need to complete an

Processing a Substitution

Select **Substitute**

Enter the **REQUIRED COURSE**

Enter the **course the student took** or **will take** to satisfy the requirement

- o   Example – Student took a course not on a list of approved electives.

Add **Description** and **Details**. (Students can see these comments.)

Click **ADD Exception**

Removing an Exception

Go to the **Exceptions** tab, scroll to the bottom of the screen to

Find the **Exception** you made.

Click the **Trash Can** icon to delete the Exception

Look for **Exception Removed**

Return to the **Worksheet**
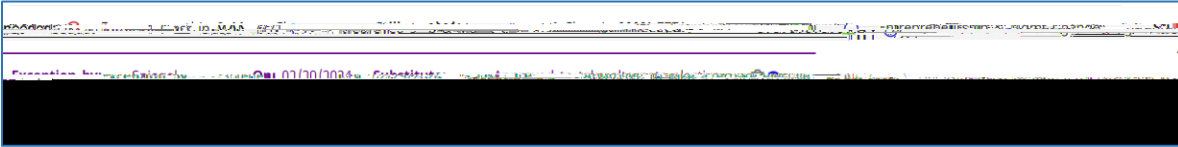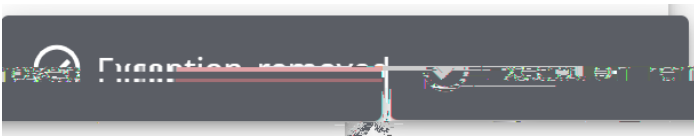
Note the Exception is gone

Go to next page for **full list of Exception types**
(not all are in current use as of 02/28/24)