

## Entering Exceptions

Navigation: [CalCentral](#) > **Student Lookup** > **Student Overview** page > **Advising Resources** section > **Academic Progress Report** link

Exceptions are manual adjustments that can be made in the Academic Progress Report. They are exceptions for a particular student, not a change of the requirement itself. You must have the Advisor role (access) in order to add exceptions. Furthermore, depending on your level of security access, you may not be able to make exceptions to UC requirements, only for certain programs, plans, and sub-plans.

The three types of exceptions are:

1. **Requirement Waiver:** Waive an existing requirement.
2. **Course Directive:** Identify a course that meets OR should be excluded from meeting a requirement. This is the most common of the three. It is mainly used for undergraduates.
3. **Requirement change:** Change the number of required units or courses.

We will see an example of each exception below.

After logging in to [CalCentral](#), and looking up a student:

On the **Student Overview** page, in the **Advising Resources** section (lower left corner), click the **Academic Progress Report** link.



Note: There are other ways to navigate to the APR but this is the most direct and least confusing way.

The **Academic Progress Report** appears.

For more information about the APR, see the [Academic Progress Report](#) job aid.

The screenshot shows the Academic Progress Report interface. At the top, there are status indicators: a green checkmark for 'Taken', a yellow diamond for 'In Progress', and a blue star for 'Planned'. Below this, the 'UNIVERSITY REQUIREMENTS (RG-0131)' section is expanded, showing 'Not Satisfied: Students must complete the following University requirements.' Underneath, the 'University of California Entry Level Writing (R-0001)' section is expanded, showing 'Not Satisfied: Students must complete the UC Entry Level Writing requirement no later than the end of their second semester of enrollment.' Below this, the 'Entry Level Writing' section is expanded, showing 'Not Satisfied:' and a list of courses: 'Courses: 1 required, 0 taken, 1 needed'. A table lists the following courses that may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
COLWRIT N1	<a href="#">Writing In The Univ</a>	2.00			
COLWRIT N1A	<a href="#">College Writing S1a</a>	5.00			
COLWRIT R1A	<a href="#">College Writing 1a</a>	6.00			

At the bottom of the screenshot, the 'American History (R-0002)' section is partially visible, showing 'Not Satisfied: Students must complete the following with a minimum letter grade of C-, or pass.'

## Requirement Waiver

In this example, we have scrolled to the **Foreign Language Requirement** section.

The first 10 courses that satisfy the foreign language requirement display.

If needed, we can click the **View All** link, to reveal all courses that fulfill the requirement.

The system would display all courses that fulfill that requirement.

Foreign Language (R-0294)

**Not Satisfied:** Students must complete the following with a letter grade or specified minimum test score.

Foreign Language

**Not Satisfied:** Students must complete with a letter grade. Variable unit foreign language courses must be taken for the maximum unit value to satisfy the requirement.

Course Directive

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
AFRICAM 7B	<a href="#">Elementary Wolof</a>	4.00				
AFRICAM 11B	<a href="#">Elementary Swahili</a>	4.00				
AFRICAM 13B	<a href="#">Elementary Zulu</a>	4.00				
AFRICAM 30B	<a href="#">Elementary Chichewa</a>	4.00				
ARABIC 1B	<a href="#">Elementary Arabic</a>	5.00				
ARMENI 1B	<a href="#">Intro Armenian</a>	3.00				
BANGLA 1B	<a href="#">Intro Bengali</a>	5.00				
BOSCRSR 27B	<a href="#">Intro Bos/Croa/Serb</a>	5.00				
BULGARI 28B	<a href="#">Intro Bulgarian</a>	5.00				
BURMESE 1B	<a href="#">Intro Burmese</a>	5.00				

View All

MONGOLN 1B	<a href="#">Elem Monqolian</a>	5.00				
NORWEGN 1B	<a href="#">Begin Norwegian</a>	4.00				
PERSIAN 1B	<a href="#">Elem Mod Persian</a>	5.00				
POLISH 25B	<a href="#">Intro Polish</a>	5.00				
PORTUG 12	<a href="#">Elementary Portug</a>	5.00				
PUNJABI 1B	<a href="#">Introd Punjabi</a>	5.00				
ROMANI 1B	<a href="#">Intro Romanian</a>	3.00				
RUSSIAN 2	<a href="#">Elementary Russian</a>	5.00				
RUSSIAN 6B	<a href="#">Intro Russ Herit Sp</a>	3.00				
SANSKR 100B	<a href="#">Elem Sanskrit</a>	5.00				
SCANDIN 101B	<a href="#">Intro Old Norse Ii</a>	4.00				
SEMITIC 100B	<a href="#">Aramaic</a>	3.00				
SPANISH 2	<a href="#">Elem Spanish</a>	5.00				
SSEASN 1B	<a href="#">Elem Telugu</a>	4.00				
SSEASN 100B	<a href="#">Filipino</a>	999.99				
SWEDISH 1B	<a href="#">Begin Swedish</a>	4.00				
TAMIL 1B	<a href="#">Introd Tamil</a>	5.00				
TELUGU 1B	<a href="#">Elem Telugu</a>	4.00				
THAI 1B	<a href="#">Introductory Thai</a>	5.00				
TIBETAN 1B	<a href="#">Elementary Tibetan</a>	5.00				
TURKISH 1B	<a href="#">Elem Modern Turkish</a>	5.00				
VIETNMS 1B	<a href="#">Intro Vietnamese</a>	5.00				

View 10

However, in this example, this is an international student who is not required to complete the foreign language requirement.

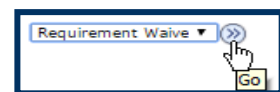
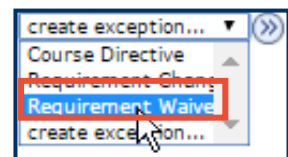
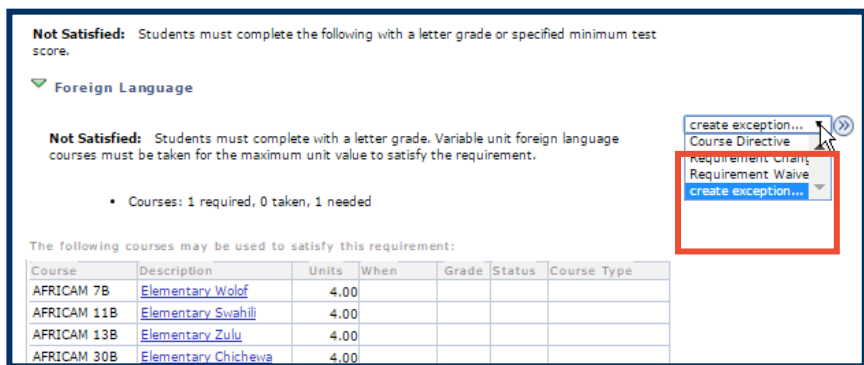
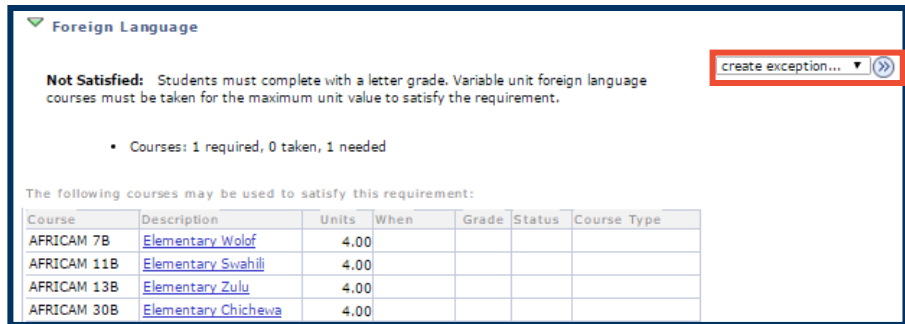
So we will waive this requirement.

We start by clicking the **create exception** drop-down list.

The three types of exceptions will display.

From the **create exception** drop-list, we'll click **Requirement Waiver**.

Then click the **Go** button to the right.



In the **Long Description** text box, enter an explanation of why the exception was made.

This information will not appear on a student's transcript. It will only show in the *APR* and *What-If* report.

The last step to add a **Requirement Waiver** is to click the **Save and Reprocess APR** button.

After saving and reprocessing, a message to appears under the **Foreign Language** section header confirming the requirement has been waived, along with the description.

The system will also display a waiver number and the UID of the person who entered the exception.

Authorize Student Exceptions

**Description**

Advisement Override: 000000000

Long Description: Foreign student - not required to take another language.

Requirement Line to Waive

Requirement Group:	000468	COLLEGE OF CHEMISTRY PROGRAM
Requirement:	000001481	Foreign Language
Line Nbr:	0010	Foreign Language

Save and Reprocess APR Save Cancel

Authorize Student Exceptions

**Description**

Advisement Override: 000000000

Long Description: Foreign student - not required to take another language.

Requirement Line to Waive

Requirement Group:	000468	COLLEGE OF CHEMISTRY PROGRAM
Requirement:	000001481	Foreign Language
Line Nbr:	0010	Foreign Language

Save and Reprocess APR Save Cancel

**Foreign Language (R-1481)**

**Not Satisfied:** Students must complete the following with a letter grade, approved high school foreign language courses, or specified minimum test scores.

Foreign Language

**Waived:** Students must complete the following with a letter grade.

**This requirement has been waived**  
Foreign student - not required to take another language. (000000727)  
Entered by: 12657

## Course Directive

Course directives are applied when:

- a student is approved to take a course not normally accepted for a requirement
- a student is prohibited from taking a course that normally meets a requirement;
- a department wants to make an exception to a requirement rule for a student;
- a requirement is set up so that any courses that apply must be approved by the advisor.

We will demonstrate the first two types of course directives, *substitution* and *exclusion*.

### Substitution:

We have scrolled through a student's **APR** to the **major requirements** for a **Media Studies BA**.

In this example, the student has not taken the approved course to meet the **U.S. Government & Politics** requirement.

However this student may have taken other classes that we can use to fill this requirement for this student.

**MEDIA STUDIES BA (RG-0204)**

**Not Satisfied:** Students must complete the following requirements for the BA in Media Studies. Media Studies is a capped major.

**Prerequisites (R-0378)**

**Not Satisfied:** Students must complete each course with a letter grade. Students may apply to the major when they have completed 4 prerequisites OR have completed 3 prerequisites, including MEDIAST 10, and are enrolled in the 4th.

- ▶ Major Declaration Eligibility
- ▶ Introduction to Media Studies
- ▶ Post Civil War U. S. History
- ▼ U. S. Government and Politics

**Not Satisfied:**

- Units: 1.00 required, 0.00 taken, 1.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status	Course Type
POLSCI 1	<a href="#">Intro American Pol</a>	4.00					

View All | [?] First 1 of 1 Last

2. We'll scroll down to the **Additional Coursework** section.

These are classes the student has passed or is taking that have not been allocated to meet a requirement. This includes courses from other schools.

Click the **Expand Section** icon within the **Courses Not Allocated** section.

**ADDITIONAL COURSEWORK (RG-0926)**

PLEASE NOTE: Units listed here have not been used to satisfy specific requirements of a major, minor, college or university and campus curriculum.

**Additional Units Completed (R-2056)**

PLEASE NOTE: The units listed here may be used to satisfy total units for the degree unless they are subject to university limits.

▶ **Additional Units Completed**

- The system displays up to 10 additional courses.

If needed, click **View All**, to see a complete list of courses that have not allocated.

**ADDITIONAL COURSEWORK (RG-0926)**

PLEASE NOTE: Units listed here have not been used to satisfy specific requirements of a major, minor, college or university and campus curriculum.

**Additional Units Completed (R-2056)**

PLEASE NOTE: The units listed here may be used to satisfy total units for the degree unless they are subject to university limits.

**Additional Units Completed**

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Course Type
ANTHRO 189	<a href="#">Spec Top:Soc/Cult</a>	4.00	2016 Fall	P	✓	
EDUC 198	<a href="#">Directed Group Study</a>	2.00	2016 Fall		◆	
ENGLISH TRLD	<a href="#">English Lower Div TC</a>	1.00	2016 Fall	TP	✓	
EPS TRLD	<a href="#">Erth &amp; Planet Sci Lower Div TC</a>	1.00	2016 Fall	TA	✓	
MEDIAST 103	<a href="#">Understand Journ</a>	4.00	2017 Spring		◆	
POLSCI 179	<a href="#">Collog On Pol Sci</a>	1.00	2017 Spring		◆	
SOCIOL 1	<a href="#">Intro To Sociology</a>	3.00	2016 Fall	TA	✓	
SPANISH 1	<a href="#">Elem Spanish</a>	5.00	2016 Fall	TA	✓	
STAT 2	<a href="#">Intro To Stat</a>	4.00	2016 Fall	TA	✓	
TRANSFR TRLD	<a href="#">Lower Division Transfer Credit</a>	3.00	2016 Fall	TA	✓	

View All (2) First 1-10 of 12 Last

- After reviewing the course list, we have decided that for this one student, we will allow **PoliSci 179** (which the student is currently taking – noted by the yellow diamond symbol meaning “In Progress”) to satisfy the **U.S. Government & Politics** requirement.

- Return to the **U.S. Government & Politics** requirement section.

Click the **create exception** drop-list for that section.

**Prerequisites (R-0378)**

**Not Satisfied:** Students must complete each course with a letter grade. Students may apply to the major when they have completed 4 prerequisites OR have completed 3 prerequisites, including MEDIAST 10, and are enrolled in the 4th.

- ▶ Major Declaration Eligibility
- ▶ Introduction to Media Studies
- ▶ Post Civil War U. S. History
- ▼ U. S. Government and Politics

**Not Satisfied:** create exception... >>

- Select **Course Directive**.

Click the **Go** button.

In the **Long Description** field, enter an explanation of why this is being added. This will be visible to the student and advisors.

Select a **Directive Type**. In this example we leave the defaulted choice of **Substitute**.

Ensure **Course Source** is set to **Enrollment**.

Click the **Search** button.

7. Enter the **Subject Area** (if known). Otherwise, use the **Look Up** icon to search.

*Using the Lookup:*

In this case, we'll search for *Political Science* courses the student has taken.

In **Subject Area**, we've changed the criteria to "**contains**", then entered the beginning letters of "**Pol**".

Click **Lookup**.

From the search results we'll click **POLSCI**.

8. Back on the **Student Course Directive Search** page, the **Subject Area** is now filled out.

**Student Course Directive Search**

Academic Institution: UC Berkeley

Subject Area: POLSCI Political Science

Catalog Nbr: 179

Description:

**Search**

If known, we can also enter a **catalog number** (e.g. 179), to narrow the search results to the specific class.

9. Click the **Search** button.

10. From the results displaying in **Course Selection**, click in the checkbox of the course to use as an exception.

Course Selection											
Course Information		Additional Information									
Subject	Catalog Nbr	Course Name	Course ID	Class Nbr	Class Section	Offer Nbr	Term	Session	Official Grade	Units Earned	
<input checked="" type="checkbox"/>	POLSCI	179	COLLOQ ON POL SCI	119173	32484	001	1	2172	1		1.00

11. We are returned to the **Authorize Student Exceptions** page, which now shows information about the directed course, including: our description, term taken, grade, course ID number, class number, section number, and units.

**Authorize Student Exceptions**

**Description**

Advisement Override: 000000000

Long Description: Allowing PolSci 179 to satisfy this requirement because....

**Direct Courses to**

Requirement Group: 000204 MEDIA STUDIES BA

Requirement: 000000378 MEDIAST Prerequisites

Line Nbr: 0040 U. S. Government and Politics

**Directed Courses** 1 of 1

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

Course Source: Enrollment **Search**

Subject:	POLSCI	Catalog:	179	COLLOQ ON POL SCI
Course ID:	119173	Offer Nbr:	1	
Grade:		Units:	1.00	
Session:	1	Section:	001	Class Nbr: 32484
Term:	2172	2017 Spring		
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 APR** Save Cancel

**NOTE:** To add more than 1 class for this Course Directive exception, you would need to click the Plus sign to add another Directed Course. If you add them separately, the system will only retain 1.

12. When finished, click the **Save and Reprocess APR** button.



13. After the reprocessing has occurred, we are returned to the APR.

The **right-pointing triangle** indicates the **U.S. Government & Politics** requirement is satisfied.

**Prerequisites (R-0378)**

**Satisfied:** Students must complete each course with a letter grade. Students may apply to the major when they have completed 4 prerequisites OR have completed 3 prerequisites, including MEDIAST 10, and are enrolled in the 4th.

- Courses: 0 required, 4 taken, 0 needed
- GPA: 0.000 required, 0.000 actual

- Major Declaration Eligibility
- Introduction to Media Studies
- Post Civil War U. S. History
- U. S. Government and Politics**

*Optional:* To see the information, click the triangle to expand the section.

The requirement is now **Satisfied**.

The details show that that **PolSci179** will be used to satisfy the requirement. (Note: The yellow diamond indicates this class is still *In Progress*, if successfully completed it will satisfy the requirement. If the class is not successfully completed, the requirement will revert to “Not Satisfied”.)

**U. S. Government and Politics**

**Satisfied:**

- Courses: 0 required, 1 taken, 0 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status	Course Type
POLSCI 179	<a href="#">COLLOQ ON POL SCI</a>	1.00	2017 Spring		01	◆	

View All | First 1 of 1 Last

*Optional:* In the **Notes** column, we can click the “01” to see the explanation entered in the **Long Description** field.

**U. S. Government and Politics**

**Satisfied:**

- Courses: 0 required, 1 taken, 0 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status	Course Type
POLSCI 179	<a href="#">COLLOQ ON POL SCI</a>	1.00	2017 Spring		01	◆	

Our note in the **Description** field will display.

**Academic Progress Report**

[Return to Academic Progress Report](#)

Note	Description
01	Allowing PolSci 179 to satisfy this requirement because.... (000001000)

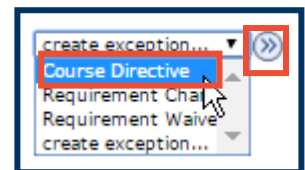
**Exclusion (prohibit a course from being used to fulfill a requirement):**

14. Locate a requirement and course that you want to exclude from meeting that requirement.

In this example, we will exclude **Anthro 1** from satisfying the **Biological Sciences** requirement.



15. From the **create exceptions** drop-list, choose **Course Directive**.

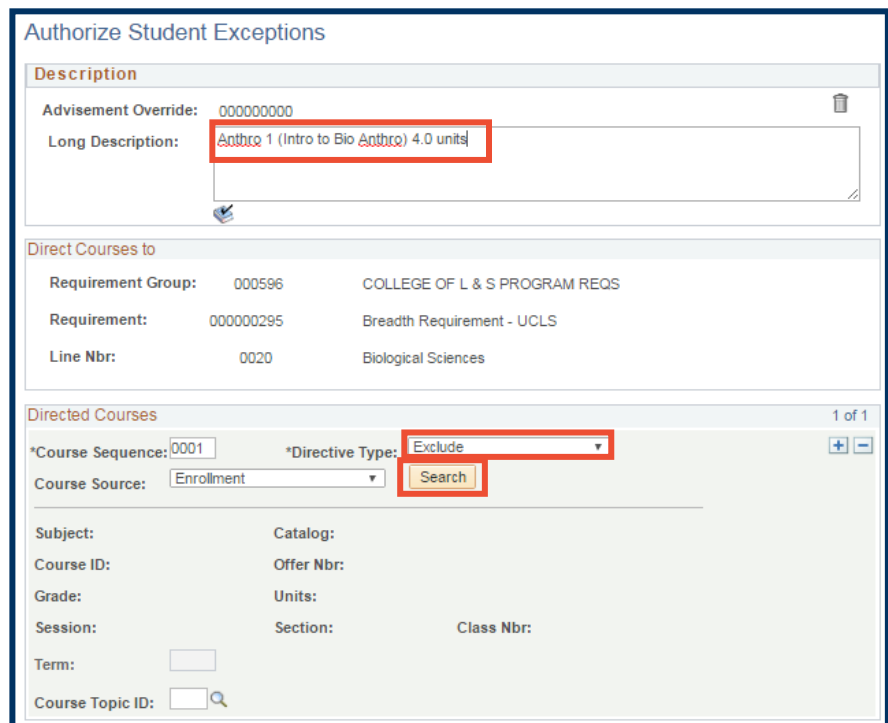


16. Then click the **Go** button.

17. Enter a **Long Description**.

18. Set **Directive Type** to **Exclude**.

19. Click the **Search** button.



20. Type some or all of the characters of the **Subject Area**.

Or use the **Lookup icon** to locate the name of a Subject Area.

21. Enter the **Catalog Number**, and then click the **Search** button.

22. Click the checkbox for **Anthro 1**.

This selects Anthro 1 to be excluded.

Course Selection

Find | View All | First 1 of 1 Last

Course Information	Additional Information									
Subject	Catalog Nbr	Course Name	Course ID	Class Nbr	Class Section	Offer Nbr	Term	Session	Official Grade	Units Earned
<input checked="" type="checkbox"/>	ANTHRO	1	Intro To Bio Anthro	100543	42460	X001	12138	1	B-	4.00

23. We are returned to the **Authorize Student Exceptions** page.

Notice that subject, course ID, grade, units, section, and class number have been updated.

Authorize Student Exceptions

**Description**

Advisement Override: 000000000

Long Description: Anthro 1 (Intro to Bio Anthro) 4.0 units

**Direct Courses to**

Requirement Group: 000596 COLLEGE OF L & S PROGRAM REQS

Requirement: 000000295 Breadth Requirement - UCLS

Line Nbr: 0020 Biological Sciences

**Directed Courses** 1 of 1

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

Course Source: Enrollment Search

Subject:	ANTHRO	Catalog:	1	Intro To Bio Anthro
Course ID:	100543	Offer Nbr:	1	
Grade:	B-	Units:	4.00	
Session:	1	Section:	X001	Class Nbr: 42460
Term:	2138	2013 Fall		
Course Topic ID:				

Save and Reprocess APR Save Cancel

24. Click the **Save and Reprocess APR** button.

25. This will return us to the APR, where we see that the requirement for **Biological Sciences** has no longer been met.

If this requirement had not already been met , we would no longer see Anthro 1 as an option that would satisfy the requirement.

**Reminder:** This change is for just this student – we are not changing the eligibilty for any other students.) to satisfy the requirement.

**Biological Sciences**

**Not Satisfied:**

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
<a href="#">View Course List</a>	Biological Sciences					

View All | First 1 of 1 Last

## Requirement Change

Requirement changes are applied if the number of courses or units required of a student need to be adjusted (to either increase or decrease). In this example, we have a transfer student that we are concerned may reach their maximum number of units before satisfying the college's unit requirement, so we will *decrease* the number of units they need to satisfy this college requirement.

26. L&S has a **Unit Requirement** of 60 units within the College of Letters & Science.

This student has completed four in the College of Letters & Science, and has fifty-six remaining.

**UCLS Unit Requirements (R-0297)**

**Not Satisfied:** Students must complete minimum required units.

**Units within College of Letters & Science**

**Not Satisfied:** Students must complete a minimum of 60 units of coursework offered within the College of Letters & Science.

PE courses and courses numbered 300 and higher are excluded from the 60 units.

• Units: 60.00 required, 4.00 taken, 56.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Course Type
PHILOS 3	Nature Of Mind	4.00	2016 Fall		◆	

27. Select **Requirement Change** from the **create exception** drop-list, and click the **Go** button.

28. The **Authorize Student Exceptions** window opens.

Enter a **Long Description**.

Change the number of **units** or **courses**. In this example, we have reduced the required number of L&S units from 60 to 56.

Click **Save and Reprocess APR**.

**Authorize Student Exceptions**

**Description**

Advisement Override: 000000000

Long Description: Change in Minimum Units

**Requirement Line to Change**

Requirement Group: 000596 COLLEGE OF L & S PROGRAM REQS

Requirement: 00000297 UCLS Unit Requirements & Limit

Line Nbr: 0010 Units within CLS

**New Values**

Minimum Units: 56.00 Maximum Units Allowed: 56.00

Minimum Courses: Maximum Courses Allowed:

Save and Reprocess APR Save Cancel

29. We will then see a confirmation with the **Long Description** (notes), the **UID** of the person who made the change and the new reduced **requirement** (52 units still needed).

The screenshot displays the 'UCLS Unit Requirements (R-0297)' page. It features a 'Not Satisfied' status with a message: 'Students must complete minimum required units.' Below this, a green checkmark icon precedes the section 'Units within College of Letters & Science'. Another 'Not Satisfied' message states: 'Students must complete a minimum of 60 units of coursework offered within the College of Letters & Science.' A note below explains that 'PE courses and courses numbered 300 and higher are excluded from the 60 units.' A red-bordered box highlights a 'Note 01: Required units or courses have been changed.' This note specifies: 'This requirement has been changed', 'Minimum Courses changed from 0 to 0', 'Change in Minimum Units (000000404)', and 'Entered by: 1058444'. A bullet point at the bottom of the box indicates: 'Units: 56.00 required, 4.00 taken, 52.00 needed'.

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## Support

For questions or assistance, please contact SIS Support.:

- Call **510-664-9000** (press **option 6** to reach SIS support)
- Email: [sishelp@berkeley.edu](mailto:sishelp@berkeley.edu)
- Submit a ticket: [https://berkeley.service-now.com/ess/create\\_incident](https://berkeley.service-now.com/ess/create_incident)
- For more information and job aids visit <http://sis.berkeley.edu/training/academic-advising-resources>