

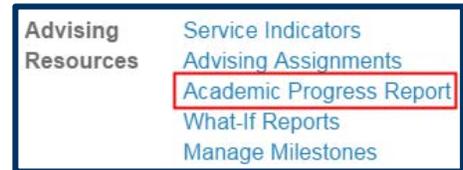
Editing and Deleting Exceptions

[CalCentral](#) > [Student Lookup](#) > [Student Overview](#) > [Advising Resources](#) > [Academic Progress Report](#)

Exceptions can be edited or deleted, if necessary. However, you should not edit or delete exceptions made by other advisors, unless there is an error.

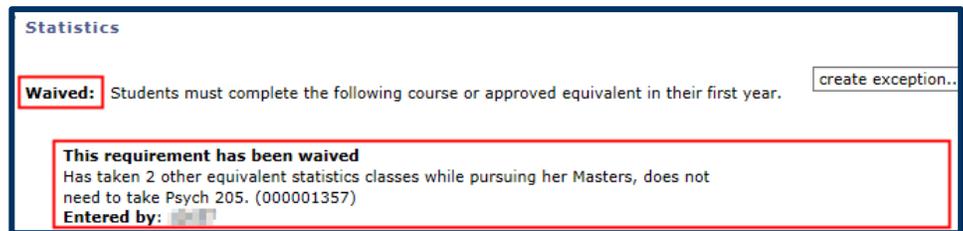
After logging in to [CalCentral](#), and looking up a student:

On the **Student Overview** page, in the **Advising Resources** section click the **Academic Progress Report** link to view the report.

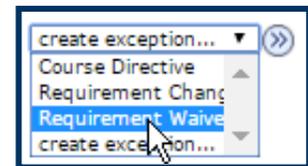


Editing/Deleting a Requirement Waiver

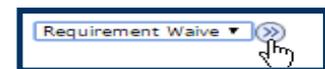
We have scrolled through the APR and found the waiver we want to edit or delete.



To edit or delete the exception, go to the **create exception** drop - list, and select **Requirement Waiver**.

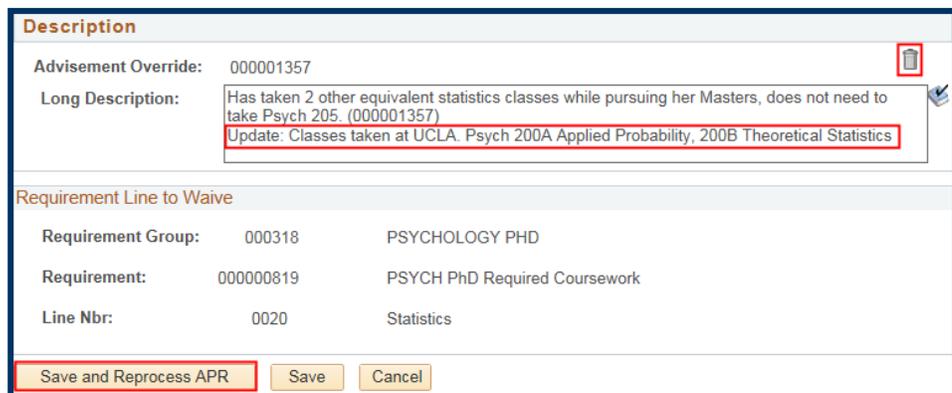


Click the **Go** button .



The exception loads.

Edit the wording in the **Long Description** box.



Or click the trash can symbol  to delete the exception entirely.

Click the **Save and Reprocess APR** button to save the changes.

After editing an exception, you will see the change reflected.

Statistics

Waived: Students must complete the following course or approved equivalent in their first year.

This requirement has been waived
 Has taken 2 other equivalent statistics classes while pursuing her Masters, does not need to take Psych 205. (000001357) Update: Classes taken at UCLA. Psych 200A Applied Probability, 200B Theoretical Statistics
Entered by: [redacted]

If the exception is deleted, the system will restore the previous information.

Statistics

Not Satisfied: Students must complete the following course or approved equivalent in their first year.

- 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
PSYCH 205	DATA ANALYSIS	3.00				

In this example, the requirement is no longer satisfied because the waiver was deleted.

Course Directive

Several changes can be made to a Course Directive exception. You can edit the Description; delete the Course Directive, replace a course with a different one, or add additional courses.

In this example, we have realized that the incorrect class LINGUIS 170 was added as a course directive.

Core Courses

Satisfied:

- Courses: 3 required, 3 taken, 0 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status	Course Type
LINGUIS 170	PARTICULAR LANGUAGE	3.00	2012 Fall	A	01	✓	
LINGUIS 201B	ADV GRAD PROSEM	2.00	2014 Fall	S		✓	
LINGUIS 240B	FIELD METHODS	8.00	2014 Spring	A		✓	

To edit or delete the exception, go to the **create exception** drop-list and select **Course Directive**.

create exception... ▾

Course Directive

Requirement Change

Requirement Waive

create exception... ▾

Click the **Go** button .

Course Directive ▾ 

To delete this exception, click the trash can symbol 

Text in **Long Description** field can be updated.

Use the plus sign + to add another course.

Use the minus sign - to delete this particular course, but add another.

Description

Advisement Override: 000001358 

Long Description: Original explanation.
Updated text.

Direct Courses to

Requirement Group: 000360 LINGUISTICS PHD
Requirement: 000001053 LINGUISTICS PHD Coursework
Line Nbr: 0010 Core Courses

Directed Courses 1 of 1

*Course Sequence: 0001 *Directive Type: Substitute  

Course Source: Enrollment

Subject: LINGUIS Catalog: 170 PARTICULAR LANGUAGE
Course ID: 113993 Offer Nbr: 1 Acad Group: CLS
Grade: A Units: 3.00

- Remember to click the **Save and Reprocess APR** button to save changes.

*Course Sequence: 0001 *Directive Type: Substitute  

Course Source: Enrollment

Subject: LINGUIS Catalog: 290E PHONOLOGY
Course ID: 114067 Offer Nbr: 1 Acad Group: CLS
Grade: A Units: 3.00
Session: 1 Section: 001 Class Nbr: 19135
Term: 2158 2015 Fall

Directed Units: Min Grade Points/Unit:

Directed Courses:

Course Topic ID:

The changes will display.

In this example we replaced *LINGUIS 170* with the correct class *LINGUIS 290E*.

The comments entered in the description field can be accessed through the link in the **Notes** column.

Satisfied:

- Courses: 3 required, 3 taken, 0 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status	Course Type
LINGUIS 201B	ADV GRAD PROSEM	2.00	2014 Fall	S			
LINGUIS 240B	FIELD METHODS	8.00	2014 Spring	A			
LINGUIS 290E	PHONOLOGY	3.00	2015 Fall	A	01		

Editing/Deleting a Requirement Change

In this example, the **Course Requirement** had been changed previously.

To edit or delete the exception, go to the **create exception** drop-down list, and select **Requirement Change**.

Click the **Go** button. ➡

To delete this exception, click the trash can symbol 🗑️

Text in the **Long Description** field can be updated.

The **Minimum** or **Maximum of Units** or **Courses** can be adjusted.

Click the **Save and Reprocess APR** button to save changes.

The changes will display.

Support

For questions or assistance, please contact SIS Support:

Call **510-664-9000** (press **option 6** to reach SIS support) or Email: sishelp@berkeley.edu