

# How to Edit and Delete 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.

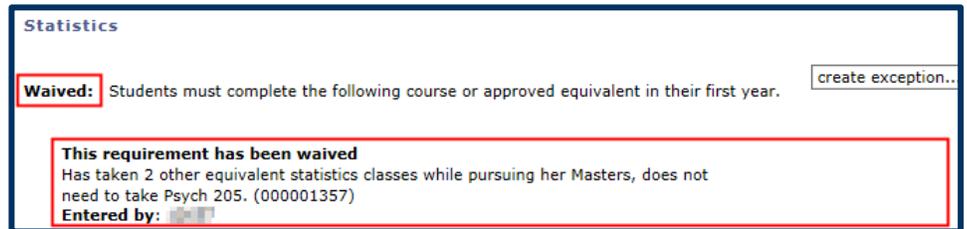
After logging in to [CalCentral](#) and looking up a student:

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

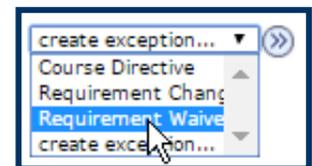


## Editing/Deleting a Requirement Waiver

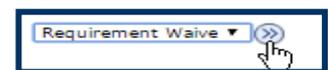
1. We have scrolled through the APR and found the waiver we want to edit or delete.



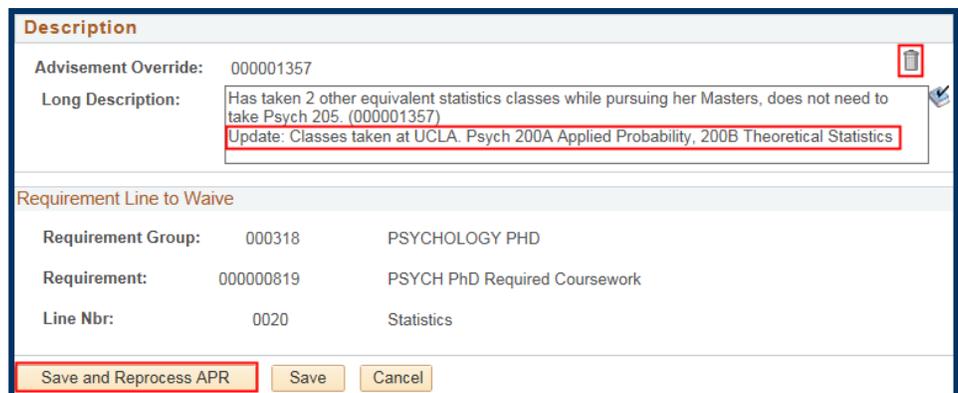
2. To edit or delete the exception, go to the **create exception** drop-list and select **Requirement Waiver**.



3. Select the **Go** button. The exception loads.



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



OR select the trash can symbol to delete the exception entirely.

5. Select 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.

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

**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	<a href="#">DATA ANALYSIS</a>	3.00				

## 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	<a href="#">PARTICULAR LANGUAGE</a>	3.00	2012 Fall	A	01	✓	
LINGUIS 201B	<a href="#">ADV GRAD PROSEM</a>	2.00	2014 Fall	S		✓	
LINGUIS 240B	<a href="#">FIELD METHODS</a>	8.00	2014 Spring	A		✓	

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

create exception... ▾

- Course Directive
- Requirement Change
- Requirement Waive
- create exception... ▾

Course Directive ▾ **Go** >>

4. To delete this exception, select the trash can symbol.

5. The text in the **Long Description** field can be updated.

6. Use the plus sign + to add another course. Use the minus sign – to delete this particular course, but add another.

7. Remember to select the **Save and Reprocess APR** button to save changes.

8. The changes will display. In this example we replaced *LINGUIS 170* with the correct class *LINGUIS 290E*.

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

**Description**

Advisement Override: 000001358 

Long Description:   
 

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**Direct Courses to**

Requirement Group: 000360 LINGUISTICS PHD

Requirement: 000001053 LINGUISTICS PHD Coursework

Line Nbr: 0010 Core Courses

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**Directed Courses** 1 of 1

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

Course Source: Enrollment

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Subject: LINGUIS Catalog: 170 PARTICULAR LANGUAGE

Course ID: 113993 Offer Nbr: 1 Acad Group: CLS

Grade: A Units: 3.00

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

Course Source: Enrollment

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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:

**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	<a href="#">ADV GRAD PROSEM</a>	2.00	2014 Fall	S			
LINGUIS 240B	<a href="#">FIELD METHODS</a>	8.00	2014 Spring	A			
LINGUIS 290E	<a href="#">PHONOLOGY</a>	3.00	2015 Fall	A	<a href="#">01</a>		

## Editing/Deleting a Requirement Change

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

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

3. Select the **Go** button.

4. To delete this exception, select the trash can symbol.

5. The text in the **Long Description** field can be updated.

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

7. Select the **Save and Reprocess APR** button to save changes.

8. The changes will display.

Requirement Line to Change		
Requirement Group:	000176	ARCHITECTURE BA
Requirement:	000000305	ARCH Lower Division
Line Nbr:	0060	Architecture

### Support

For questions or assistance, please contact SIS Support:

Email: [sishelp@berkeley.edu](mailto:sishelp@berkeley.edu)

Call 510-664-9000 (press option 6 to reach SIS support)

For additional SIS resources, please visit: [sis.berkeley.edu/training](http://sis.berkeley.edu/training)