

Exceptions Help

General Overview

This document provides information on how to properly use exceptions in CatTracks.

- Only individuals who have been authorized to use exceptions should enter exceptions
- Departments are to only enter exceptions to their requirements
- Access to the exception tab is only given when the user has gone through exceptions training provided by the Registrar's Office
- All exceptions will be monitored by the Registrar's Office on a regular basis to ensure curricular integrity and accuracy
- Exceptions are attached to program blocks and will no longer be enforced when a student changes his/her program or catalog year

Performing Exceptions

There are six different exceptions you can perform in CatTracks, depending on the student circumstance one or two exceptions may be appropriate. Because there are an infinite number of different circumstances, often there is not a definitive exception that must be used. It is up to you to determine the best exception to meet the needs of the circumstance.

Exception Types

- Force Complete:** This exception should be used when you are waiving a requirement. **Do not use this exception if a course can be slotted.**
- Substitution:** This exception is used when you want to replace the original course rule with a non-standard course to satisfy the requirement. **Even though a course has been added to a requirement by a substitution exception, that course IS NOT locked to that requirement. CatTracks will still run its "best fit" process to determine the best requirement for the course to apply to.** This exception will maintain the minimum grade requirement if applicable for your major.
- Also Allow:** This exception is used when a course rule needs to allow more choices. Typically, you will decide to let the student use a non-standard course to satisfy a requirement. Therefore, Also Allow exceptions are typically made after the student has already taken the course or the course is currently in-progress. **Even though a course has been added to a requirement by an Also Allow exception, that course IS NOT locked to that requirement. CatTracks will still run its "best fit" process to determine the best requirement for the course to apply to.** This exception will maintain the minimum grade requirement if applicable for your major.
- Apply Here:** This exception is used when a course should be applied to a specific course rule. Typically, you will decide to allow the student to use a non-standard course to satisfy a requirement. **This exception will ignore all minimum grade rules. Do not use this with IP (in-progress) courses.**
- Remove Course:** This exception will remove a course from the requirement.
- Change Limit:** This requirement will allow you to change the required credit or class limit for a requirement.

How to Enter Exceptions

Force Complete

1. To perform an exception for a student you will need to click the "**Exceptions**" located at the top.
2. You will now be at the exceptions screen where you will be able to select the requirement to change. Each requirement has a "+" icon where you can modify the specific requirement you are applying the exception to.
3. Click this "+" icon and a new window will pop up. Select **Force complete** from the drop-down box.
4. Enter a description for the exception. Note: you are limited to 25 characters therefore you will only want to describe the exception used and what rule it applies to. If you need to further explain the purpose of the exception please use

the advisor notes.

5. Click the **"Add Exception"** button towards the bottom right of the screen. After clicking the window will close and a message will appear stating that it saved successfully.
6. If you now click on the **"Degree Evaluation"** at the top, you will notice that the exception now displays on the worksheet and will be visible to the student. Displayed under the requirement where the exception was applied will be the name of the person who created the exception, the date it was created, the type of exception that was performed and the description. You will also notice there is now a new section at the bottom of the audit labeled "Exceptions" which will house a list of all the exceptions that were performed for this student.

Substitution

1. To perform an exception for a student you will need to click the **"Exceptions"** tab located at the top.
2. You will now be at the exceptions screen where you will be able to select the requirement to change. Each requirement has a "+" icon where you can modify the specific requirement you are applying the exception to.
3. Click this "+" icon and a new window will pop up. Select **"Substitution"** from the drop-down box.
4. Enter the subject and number for the course rule you would like to replace in the first set of boxes, and then enter the subject and number for the non-standard course you would like to satisfy the requirement in the second set of boxes. Note: if you do not enter the exact subject and number as it appears on the audit, CatTracks will not recognize the course and therefore will be unable to enforce the exception.
5. Enter a description for the exception. Note: you are limited to 25 characters therefore you will only want to describe the exception used and what rule it applies to. If you need to further explain the purpose of the exception please use the advisor notes.
6. Click the **"Add Exception"** button towards the bottom right of the screen. After clicking the window will close and a message will appear stating that it saved successfully.
7. Now that the exception has been added you will need to click **"Run New Audit"** button to generate a new degree evaluation that contains the new exception.
8. If you now click on the **"Degree Evaluation"** at the top, you will notice that the exception now displays on the worksheet and will be visible to the student. Displayed under the requirement where the exception was applied will be the name of the person who created the exception, the date it was created, the type of exception that was performed and the description. You will also notice there is now a new section at the bottom of the audit labeled "Exceptions" which will house a list of all the exceptions that were performed for this student.

Also Allow

1. To perform an exception for a student you will need to click the **"Exceptions"** tab located at the top.
2. You will now be at the exceptions screen where you will be able to select the requirement to change. Each requirement has a "+" icon where you can modify the specific requirement you are applying the exception to.
3. Click this "+" icon and a new window will pop up. Select **"Also Allow"** from the drop-down box.
4. Enter the subject and course number for the course you would like to apply. The next line contains multiple drop-down boxes that provide a way to fine-tune the course being applied. **You usually do not need to use these boxes.** For circumstances where you would use these boxes please see the section *Using Also Allow/Apply Here for Elective Transfer Courses*. Note: if you do not enter the exact subject and number as it appears on the audit, CatTracks will not recognize the course and therefore will be unable to enforce the exception.
5. Enter a description for the exception. Note: you are limited to 25 characters therefore you will only want to describe the exception used and what rule it applies to. If you need to further explain the purpose of the exception please use the advisor notes.
6. Click the **"Add Exception"** button towards the bottom right of the screen. After clicking the window will close and a message will appear stating that it saved successfully.
7. If you now click on the **"Degree Evaluation"** at the top, you will notice that the exception now displays on the worksheet and will be visible to the student. Displayed under the requirement where the exception was applied will be the name of the person who created the exception, the date it was created, the type of exception that was performed and the description. You will also notice there is now a new section at the bottom of the audit labeled "Exceptions" which will house a list of all the exceptions that were performed for this student.

Apply Here

1. To perform an exception for a student you will need to click the **"Exceptions"** tab located at the top.
2. You will now be at the exceptions screen where you will be able to select the requirement to change. Each requirement has a "+" icon where you can modify the specific requirement you are applying the exception to.
3. Click this "+" icon and a new window will pop up. Select **"Apply Here"** from the drop-down box.
4. Enter the subject and course number for the course you would like to apply. The next line contains multiple drop-down boxes that provide a way to fine-tune the course being applied. **You usually do not need to use these boxes.** For circumstances where you would use these boxes please see the section *Using Also Allow/Apply Here for Elective Transfer Courses*. Note: if you do not enter the exact subject and number as it appears on the audit, CatTracks will not recognize the course and therefore will be unable to enforce the exception.
5. Enter a description for the exception. Note: you are limited to 25 characters therefore you will only want to describe

the exception used and what rule it applies to. If you need to further explain the purpose of the exception please use the advisor notes.

6. Click the **"Add Exception"** button towards the bottom right of the screen. After clicking the window will close and a message will appear stating that it saved successfully.
7. If you now click on the **"Degree Evaluation"** at the top, you will notice that the exception now displays on the worksheet and will be visible to the student. Displayed under the requirement where the exception was applied will be the name of the person who created the exception, the date it was created, the type of exception that was performed and the description. You will also notice there is now a new section at the bottom of the audit labeled Exceptions which will house a list of all the exceptions that were performed for this student.

Using Also Allow/Apply Here for Elective Transfer Courses

There will be times that a student's transcript will contain multiple courses with the same subject and number. This circumstance is typical for transfer students who often have elective transfer credit (i.e. **ELEC 1XXX**, **CHEM 1XXX**, **ENGL 2XXX** etc.). It is also typical with **Variable Title** courses here at Weber State. If you would like to use one of these non-standard courses for an exception you will have to fine-tune the exception to distinguish the course from the other courses that have the same subject and number. If you do not fine-tune the exception CatTracks will select all courses or the wrong class that match the subject and number that you enter into the subject and number boxes and apply the courses to the rule.

1. To perform an exception for a student you will need to click the **"Exceptions"** tab located at the top.
2. You will now be at the exceptions screen where you will be able to select the requirement to change. Each requirement has a "+" icon where you can modify the specific requirement you are applying the exception to.
3. Click this "+" icon and a new window will pop up. Select **"Also Allow/Apply Here"** from the drop-down box.
4. Enter the subject and course number for the course you would like to apply. If you are working with a transfer course the subject and number is the articulated subject and number (i.e. **ELEC 1XXX**). Note: if you do not enter the exact subject and number as it appears on the audit, CatTracks will not recognize the course and therefore will be unable to enforce the exception.
5. The next line contains multiple drop-down boxes that provide a way to fine-tune the course being applied. In the first box select **"DW Title"** from the drop-down menu. By selecting "DW Title" means that CatTracks will also search for the title along with the subject and number. In the second box select **"Equal To"** from the drop-down menu. In the final box **enter the title of the course**. If you have selected "Equal To" and do not enter the title exactly as it appears on the audit CatTracks will not enforce the exception.
6. Enter a description for the exception. Note: you are limited to 25 characters therefore you will only want to describe the exception used and what rule it applies to. If you need to further explain the purpose of the exception please use the advisor notes.
7. Click the **"Add Exception"** button towards the bottom right of the screen. After clicking the window will close and a message will appear stating that it saved successfully.
8. If you now click on the **"Degree Evaluation"** at the top, you will notice that the exception now displays on the worksheet and will be visible to the student. Displayed under the requirement where the exception was applied will be the name of the person who created the exception, the date it was created, the type of exception that was performed and the description. You will also notice there is now a new section at the bottom of the audit labeled "Exceptions" which will house a list of all the exceptions that were performed for this student.

Remove Course

1. To perform an exception for a student you will need to click the **"Exceptions"** tab located at the top.
2. You will now be at the exceptions screen where you will be able to select the requirement to change. Each requirement has a "+" icon where you can modify the specific requirement you are applying the exception to.
3. Click this "+" icon and a new window will pop up. Select **"Remove Course and/or Change the Limit"** from the drop-down box.
4. Enter the subject and course number for the course you would like to remove from the rule in the subject and number boxes. The next line is the change the limit for the rule. Do not put anything in this box for the remove course exception.
5. Enter a description for the exception. Note: you are limited to 25 characters therefore you will only want to describe the exception used and what rule it applies to. If you need to further explain the purpose of the exception please use the advisor notes.
6. Click the **"Add Exception"** button towards the bottom right of the screen. After clicking the window will close and a message will appear stating that it saved successfully.
7. If you now click on the **"Degree Evaluation"** at the top, you will notice that the exception now displays on the worksheet and will be visible to the student. Displayed under the requirement where the exception was applied will be the name of the person who created the exception, the date it was created, the type of exception that was performed and the description. You will also notice there is now a new section at the bottom of the audit labeled "Exceptions" which will house a list of all the exceptions that were performed for this student.

Change Limit

1. To perform an exception for a student you will need to click the "**Exceptions**" tab located at the top.
2. You will now be at the exceptions screen where you will be able to select the requirement to change. Each requirement has a "+" icon where you can modify the specific requirement you are applying the exception to.
3. Click this "+" icon and a new window will pop up. Select "**Remove Course and/or Change the Limit**" from the drop-down box.
4. You will ignore the first line of boxes that are reserved for the remove course exception. On the second line enter the new limit you would like to change the rule to.
5. Enter a description for the exception. Note: you are limited to 25 characters therefore you will only want to describe the exception used and what rule it applies to. If you need to further explain the purpose of the exception please use the advisor notes.
6. Click the "**Add Exception**" button towards the bottom right of the screen. After clicking the window will close and a message will appear stating that it saved successfully.
7. If you now click on the "**Degree Evaluation**" at the top, you will notice that the exception now displays on the worksheet and will be visible to the student. Displayed under the requirement where the exception was applied will be the name of the person who created the exception, the date it was created, the type of exception that was performed and the description. You will also notice there is now a new section at the bottom of the audit labeled "Exceptions" which will house a list of all the exceptions that were performed for this student.