

The following is the process for entering student exceptions. The Requirement Change student exception type is used to change the specified units in a requirement. A common example of this occurs when a student has been permitted to use more than the usual maximum number of 200-level courses toward their degree requirements.

1. Click the **Academic Advisement** link.



2. Click the **Student Advisement** link.



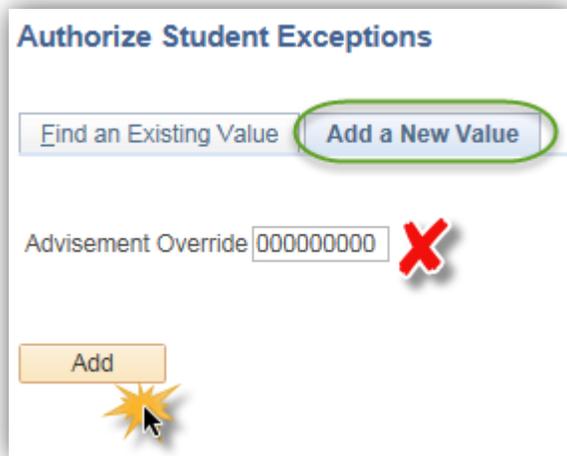
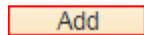
3. Click the **Authorize Student Exceptions** link.



4. Click the **Add a New Value** tab.



5. Do not change the Advisement Override field value. Click the **Add** button.



Authorize Student Exceptions

Advisement Override 



Entering Student Exceptions: Requirement Change

SA – Academic Advisement



- In the Description field enter a brief description of the exception. In the Short Description field enter the course or requirement involved (e.g. Junior). In the Long Description field explain the exception in a way that will make sense to a student as this will be visible to the student in the Advisement Report. **NOTE:** Faculty Advising offices may have established standardized wording protocols for these three fields. Check with your supervisor for details. Click the [Look up Academic Career](#) button and click either the [UGRD](#) or [GRAD](#) link, depending on the student.

Authorize Student Exceptions

Find | View All First 1 of 1 Last

Advisement Override 000000000 User ID: [redacted]

*Effective Date 2018/07/19 *Status Active

*Description Max rule junior exception Short Description Junior

Long Description As per Associate Dean student may count 51 units of 200 level courses toward BA degree.

Override Details

*Academic Institution UCALG University of Calgary

*Academic Career [redacted]

Academic Program [redacted]

Academic Plan [redacted]

Academic Sub-Plan [redacted]

*Selection Code Student

*Selection Data [redacted]

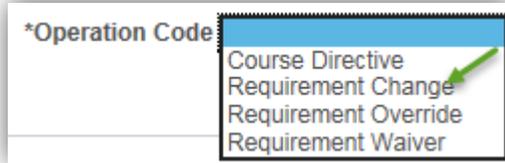
*Operation Code [redacted]

Create Exception

Save Notify Add Update/Display Include History Correct History

- If the exception is specific to a student's major, minor, or Area of Study, enter the appropriate value under Academic Plan. If the exception is not specific to one of these areas (as in this example), leave the academic plan blank.
- In [Selection Data](#) enter the student's ID number (e.g. 10159108). Note: *In the example the data is scrambled for FOIP reasons and the students name is not the actual student.*

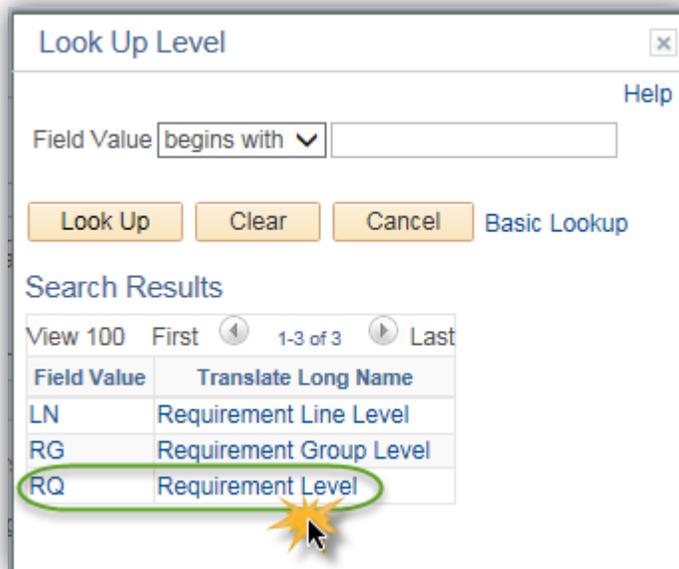
9. Click the **Operation Code** list. A list of Operation Codes display:



10. Click the **Requirement Change** list item.

Requirement Change

11. Click the **Look up Level** button. For each Student Exception you will need to decide whether you are changing the unit total at the RG/RQ/LN level. This example it is at the RQ level. Click the **RQ** link.



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- After all values are entered on Authorize Student Exceptions you may create the exception. Click the **Create Exception** link.

Create Exception

Authorize Student Exceptions

Find | View All First 1 of 1 Last

Advisement Override 000000000 User ID: [REDACTED]

*Effective Date 2018/07/19 *Status Active

*Description Max rule junior exception Short Description Junior

Long Description As per Associate Dean student may count 51 units of 200 level courses toward BA degree.

Override Details

*Academic Institution UCALG University of Calgary

*Academic Career UGRD Undergraduate Programs

Academic Program [REDACTED]

Academic Plan [REDACTED]

Academic Sub-Plan [REDACTED]

*Selection Code Student

*Selection Data 10159108 Scott R Petrunic

*Operation Code Requirement Change

Level RQ Requirement

Create Exception

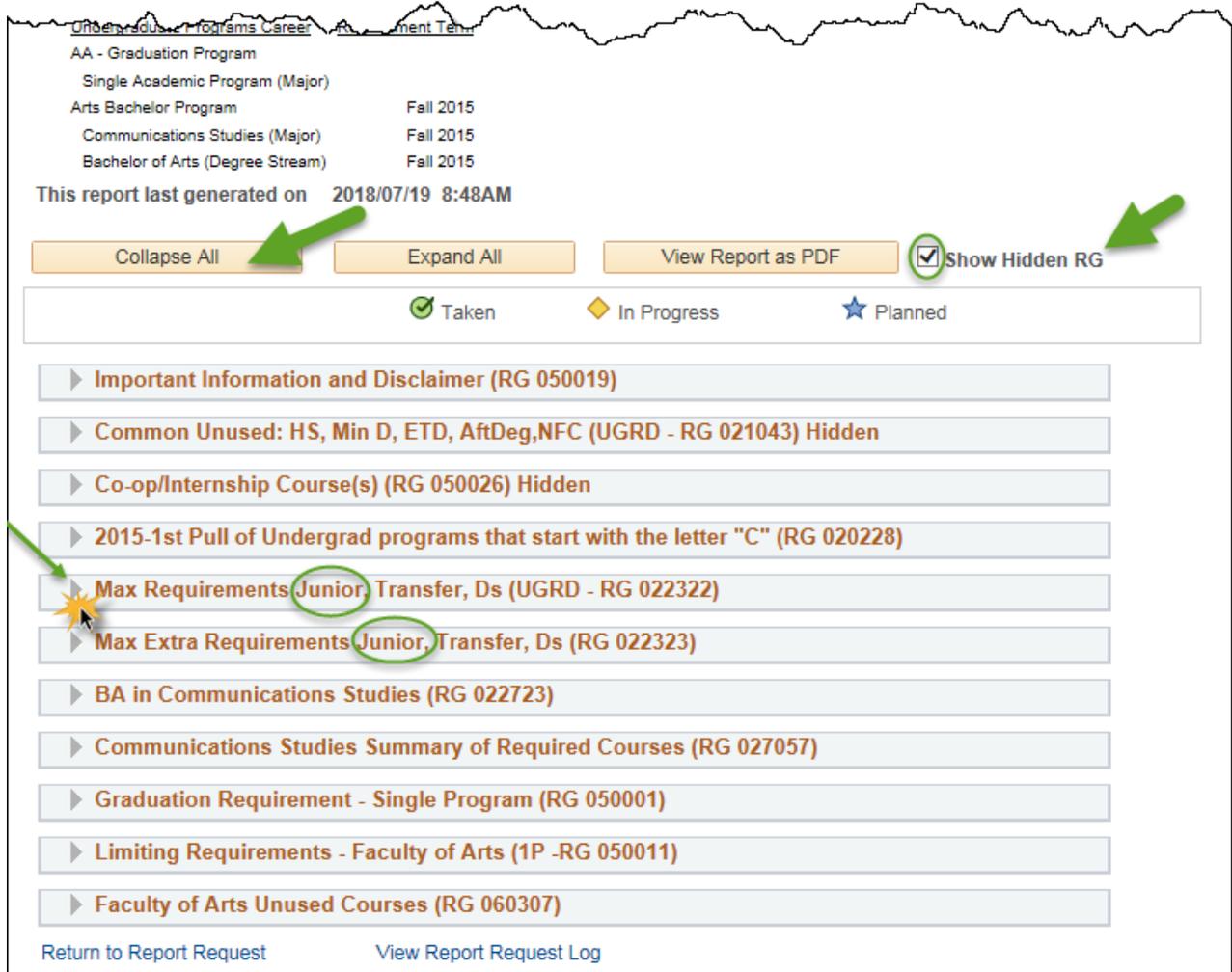
- At this point you need to reference the **Requirement Group** number from the Academic Advisement Report. Therefore you must open a new window and navigate to Academic Advisement > Student Advisement > Request Advisement Report. *Detailed instructions for Academic Advisement Report are available on the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) website.*
- On Advisement Report select **Show Hidden RG**. Click **Collapse All** to see the hidden RG's in order to find the max rule for which the student has an approved exception. In this example the student has been permitted to exceed the number of 200-level course units normally allowed to count toward degree requirements (51 units rather than 48). Click the **Show Hidden RG** option.

Show Hidden RG

15. Click the **Collapse All** button.

Collapse All

16. Note that two Max Requirement RG's include the word 'Junior'. The first instance, Max Requirements Junior, Transfer... controls the number of junior courses that are allowed in the degree program. Expand this RG by clicking on the triangle at left. Click the **Expand section Max Requirements Junior** link.



[Home](#) [My Profile](#) [My Programs](#) [My Courses](#) [My Advisement](#) [My Requirements](#) [My Request](#) [My History](#) [My Alerts](#) [My Account](#) [My Settings](#) [My Documents](#) [My Notifications](#) [My Calendar](#) [My Reports](#) [My Tools](#) [My Help](#)

AA - Graduation Program
Single Academic Program (Major)
Arts Bachelor Program Fall 2015
Communications Studies (Major) Fall 2015
Bachelor of Arts (Degree Stream) Fall 2015

This report last generated on 2018/07/19 8:48AM

[Collapse All](#) [Expand All](#) [View Report as PDF](#) Show Hidden RG

Taken In Progress Planned

- ▶ **Important Information and Disclaimer (RG 050019)**
- ▶ **Common Unused: HS, Min D, ETD, AftDeg,NFC (UGRD - RG 021043) Hidden**
- ▶ **Co-op/Internship Course(s) (RG 050026) Hidden**
- ▶ **2015-1st Pull of Undergrad programs that start with the letter "C" (RG 020228)**
- ▶ **Max Requirements Junior, Transfer, Ds (UGRD - RG 022322)**
- ▶ **Max Extra Requirements Junior, Transfer, Ds (RG 022323)**
- ▶ **BA in Communications Studies (RG 022723)**
- ▶ **Communications Studies Summary of Required Courses (RG 027057)**
- ▶ **Graduation Requirement - Single Program (RG 050001)**
- ▶ **Limiting Requirements - Faculty of Arts (1P -RG 050011)**
- ▶ **Faculty of Arts Unused Courses (RG 060307)**

[Return to Report Request](#) [View Report Request Log](#)

Entering Student Exceptions: Requirement Change

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- Important:** Make a note of the RG number (e.g. **022322**) as this will be required in the exception report. Scroll down to view the max junior course units. If applying an exception is being applied to something other than Junior courses, make note of the RG and RQ number of the applicable portion.

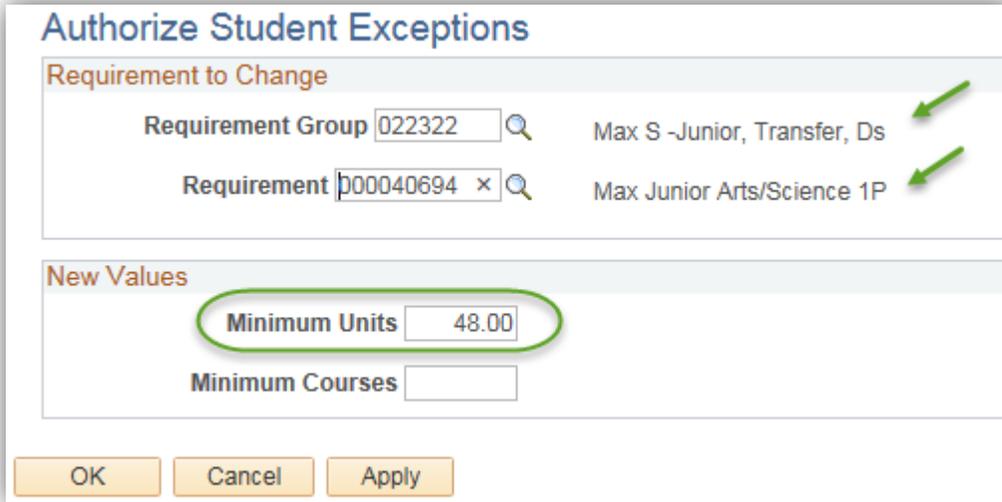


- The Max Junior Course Units RQ confirms that the maximum junior course units allowed is 48 units. **Important:** Make a note of the **Max Junior Course Unit RQ** number (e.g. **000040694**), as this number and the RG number are required in the next step.



- Next, return to the previous window to **Authorize Student Exceptions**.
- Enter the RG number from the Requirement Report that you made a note of earlier from Max Requirements Junior (e.g. **022322**) into the **Requirement Group** field.
- Enter the Requirement Group number from the Request Advisement Report that you made a note of earlier (e.g. 000040694) into the **Requirement** field.

22. After entering both the Requirement Group and Requirement numbers in **Requirement to Change** the New Values in Minimum Units auto populates to 48.00.



Authorize Student Exceptions

Requirement to Change

Requirement Group 022322 Max S -Junior, Transfer, Ds

Requirement 000040694 Max Junior Arts/Science 1P

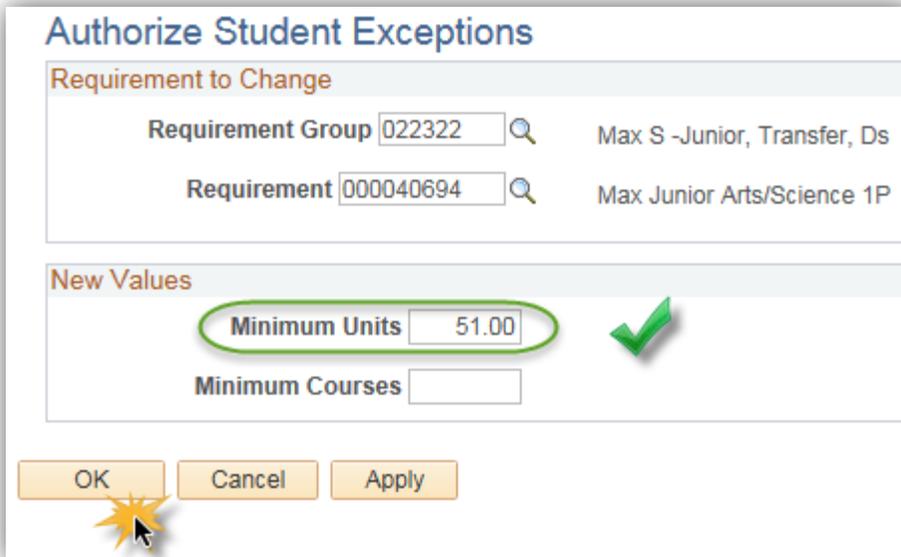
New Values

Minimum Units 48.00

Minimum Courses

OK Cancel Apply

23. In Minimum Units delete the units (48.00) and replace the Minimum Units value with the number of units the student has been approved for (**e.g. 51.00**). Click the **OK** button.



Authorize Student Exceptions

Requirement to Change

Requirement Group 022322 Max S -Junior, Transfer, Ds

Requirement 000040694 Max Junior Arts/Science 1P

New Values

Minimum Units 51.00 ✓

Minimum Courses

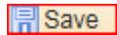
OK Cancel Apply

Entering Student Exceptions: Requirement Change

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24. On Authorize Student Exceptions **save** the exception and navigate back to the Request Advisement window. Click the **Save** button.



Authorize Student Exceptions

Find | View All First 1 of 1 Last

Advisement Override 000001729 User ID: [redacted]

*Effective Date 2018/07/19 [calendar icon] *Status Active [dropdown]

*Description Max rule junior exception Short Description Junior

Long Description As per Associate Dean student may count 51 units of 200 level courses toward BA degree. [edit icon]

Override Details

*Academic Institution UCALG [dropdown] University of Calgary

*Academic Career UGRD [search icon] Undergraduate Programs

Academic Program [search icon] [Create Exception](#)

Academic Plan [search icon]

Academic Sub-Plan [search icon]

*Selection Code Student [dropdown]

*Selection Data 10159108 [search icon] Scott R Petrunic

*Operation Code Requirement Change [dropdown]

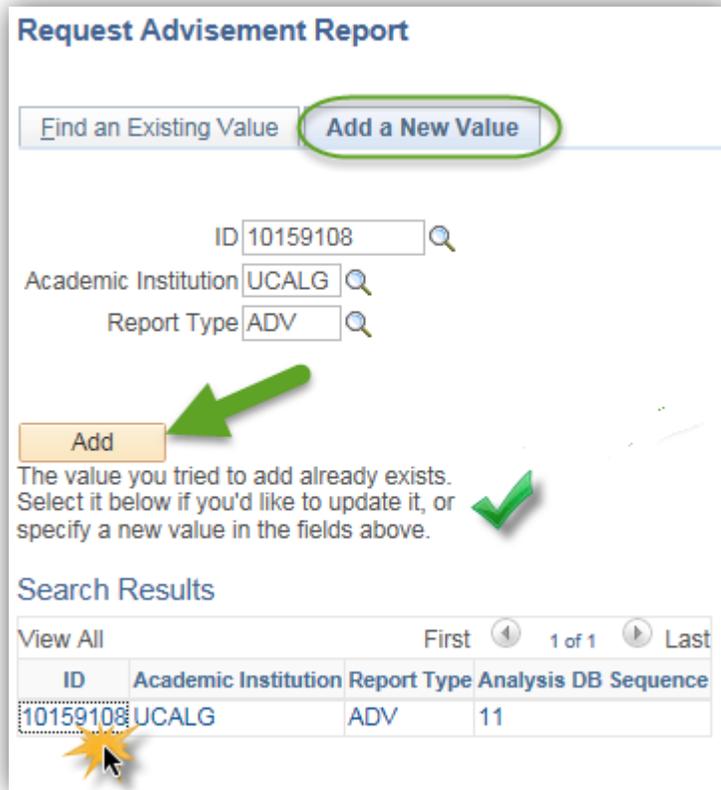
Level RQ [search icon] Requirement

[Save](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

25. Complete another **Request Advisement Report** to view the updated units. Repeat the process to Request Advisement Report (enter the student ID number and the Report Type (ADV). Click the **Add** button.



26. Since the Request Advisement Report has been previously requested you will be prompted to select it to update. Click the **Student ID** link.



Request Advisement Report

Find an Existing Value **Add a New Value**

ID 🔍

Academic Institution 🔍

Report Type 🔍

Add

The value you tried to add already exists. Select it below if you'd like to update it, or specify a new value in the fields above. ✓

Search Results

View All First 1 of 1 Last

ID	Academic Institution	Report Type	Analysis DB Sequence
10159108	UCALG	ADV	11

27. Repeat the Process Request to generate an updated request. Click the **Process Request** button.

Process Request

28. As before, remember to select **Show Hidden RG** and click **Collapse All** button.

29. Click the **Expand section Max Requirements Junior...** link.

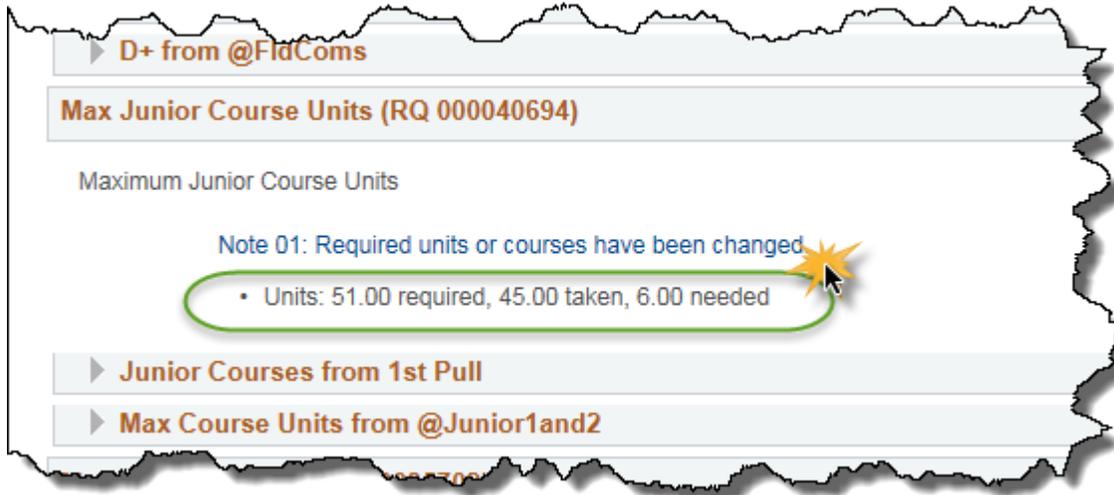


Entering Student Exceptions: Requirement Change

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30. **Important:** Note the Maximum Junior Course Units displays the change in the Units = 51.00 from the exception just entered. Additionally there is a note "**Note 01: Required units or courses have been changed.**" Clicking on the link will navigate to the line information entered in the exception request. Click the **Note 01:** link.



31. The Description is the long description entered from the exception request. Also indicated are the old minimum units (48.00) and the new minimum units (51.00). Click the **Return to Academic Advisement Report** link.

Note	Description	Operator	Old minimum courses	New minimum courses	Old Minimum units	New minimum units
01	As per Associate Dean student may count 51 units of 200 level courses toward BA degree.		0.00	0.00	48.00	51.00

Return to Academic Advisement Report

32. If the approved exception only needs to be entered in one place, STOP HERE. If the approved exception needs to be entered in multiple RGs, such as in this example for exceeding the junior limit, repeat the process for the additional RG. The steps for the second RG in this example continue in the subsequent steps.

From **Request Advisement Report** navigate back to the **Authorize Student Exception** window. Entry of an additional student exception is now required to assure that the exception is visible to the student (otherwise, it will appear to the student that they have exceeded their junior limit). Using the breadcrumbs navigate back to enter another exception request. Click the **Authorize Student Exceptions** menu.

Authorize Student Exceptions

33. Click the **Add a New Value** tab.

Add a New Value

34. Click the **Add** button.

Add

35. Enter the applicable Description, Short Description and Long Description text as before and enter the applicable Academic Career (e.g. UGRD). Click the **Look up Academic Plan** button.



Entering Student Exceptions: Requirement Change

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36. On Look Up Academic Plan select either 1P (Single Academic Program) or 2P (Combined Academic Program). For this example click the **1P** link.

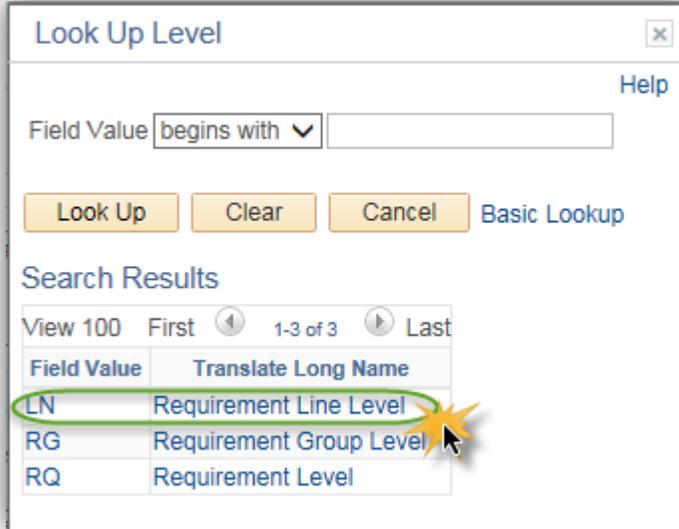
Academic Plan	Description	Academic Plan Type	Academic Program	Academic Career
****_G	Generic - for validation only	MAJ	(blank)	GRAD
****_M	Generic - for validation only	MAJ	(blank)	MED
****_U	Generic - for validation only	MAJ	(blank)	UGRD
1P	Single Academic Program	MAJ	(blank)	UGRD
2P	Combined Academic Program	MAJ	(blank)	UGRD
A-MAJ	Arts	MAJ	(blank)	UGRD
AACH-G-LOC	AACH-G-LOC	LOC	(blank)	GRAD
AACH-LOC	AACH-LOC	LOC	(blank)	UGRD
AB-G-LOC	in Alberta	LOC	(blank)	GRAD

37. Enter the Student ID number in the Selection Data field (e.g. 10159108). Click the **Operation Code** list. Click the **Requirement Change** list item.

*Operation Code

- Course Directive
- Requirement Change
- Requirement Override
- Requirement Waiver

38. Click the **Look up Level** button. For each Student Exception you will need to decide whether you are changing the unit total at the RG/RQ/LN level. For this example it is at the LN level. Click the **Requirement Line Level** link.



Look Up Level ✕

Field Value begins with

Look Up Clear Cancel Basic Lookup Help

Search Results

View 100 First 1-3 of 3 Last

Field Value	Translate Long Name
LN	Requirement Line Level
RG	Requirement Group Level
RQ	Requirement Level

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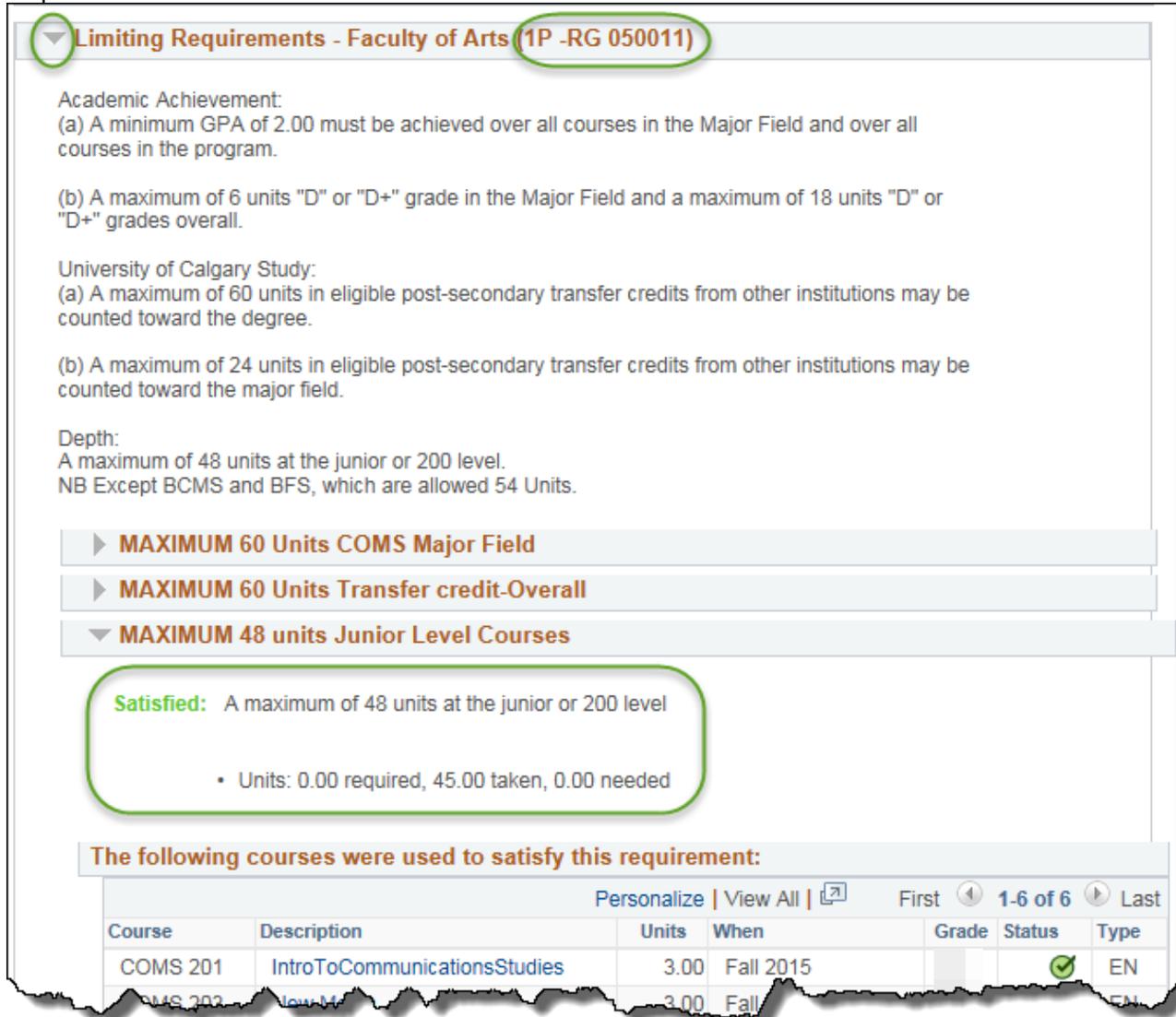


39. After all values are entered you can create the exception. Click the **Create Exception** link.

40. Navigate back to the previous **Request Advisement Report** (Window). As before, select **Show Hidden RG** and **Collapse All** if not already completed. Click the **Expand section Limiting Requirements - Faculty of Arts** link.



41. Note the Limiting Requirements RG number **050011** as this will be required in Create Exception request.



Limiting Requirements - Faculty of Arts (1P -RG 050011)

Academic Achievement:
 (a) A minimum GPA of 2.00 must be achieved over all courses in the Major Field and over all courses in the program.
 (b) A maximum of 6 units "D" or "D+" grade in the Major Field and a maximum of 18 units "D" or "D+" grades overall.

University of Calgary Study:
 (a) A maximum of 60 units in eligible post-secondary transfer credits from other institutions may be counted toward the degree.
 (b) A maximum of 24 units in eligible post-secondary transfer credits from other institutions may be counted toward the major field.

Depth:
 A maximum of 48 units at the junior or 200 level.
 NB Except BCMS and BFS, which are allowed 54 Units.

- ▶ **MAXIMUM 60 Units COMS Major Field**
- ▶ **MAXIMUM 60 Units Transfer credit-Overall**
- ▼ **MAXIMUM 48 units Junior Level Courses**

Satisfied: A maximum of 48 units at the junior or 200 level

- Units: 0.00 required, 45.00 taken, 0.00 needed

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Status	Type
COMS 201	IntroToCommunicationsStudies	3.00	Fall 2015		✓	EN
COMS 202	IntroToCommunicationsStudies	3.00	Fall 2015			EN

42. Navigate back to **Authorize Student Exceptions** and Enter the RG number (**e.g. 050011**) into the **Requirement Group** field. Note the Requirement Group name auto populates after entering the RG number (e.g. ARBCH Limiting Requirements).
43. Click the **Look up Requirement** button.



Entering Student Exceptions: Requirement Change

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44. On Look Up Requirement select the Requirement from the list (in this case, 000040929 – Junior Count 1P). Note the Requirement Group number is indicated. Click the [000040929](#) link.

Look Up Requirement

Requirement Group 050011

Academic Requirement begins with

Description begins with

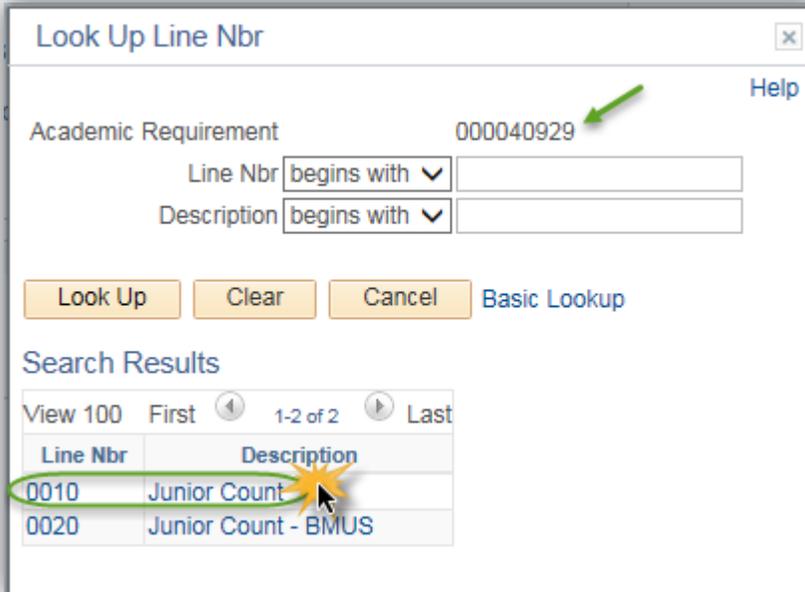
Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-23 of 23 Last

Academic Requirement	Description
000021892	BCC-Deg D/D+ Grade count
000039110	ARBCH- Transfer Count
000039170	ARBCH Major Field Count - "M"
000040929	Junior Count - 1P
000051171	Junior Count - BFS&BCMS
000051181	ARBCH Major Field Count - "A"
000051182	ARBCH Major Field Count "D"
000051183	ARBCH Major Field Count - "C"
000051184	ARBCH Major Field Count - "F"
000051185	ARBCH Major Field Count - "G"
000051186	ARBCH Major Field Count - "H"
000051187	ARBCH Major Field Count "E"
000051188	ARBCH Major Field Count - "I"
000051189	ARBCH Major Field Count - "L"
000051190	ARBCH Major Field Count - "U"
000051191	ARBCH Major Field Count
000051193	ARBCH Major Field Count - "R"
000051194	ARBCH Major Field Count - "S"
000051195	ARBCH Major Field Count "V"
000051197	ARBCH-D/D+ Grade count
000051198	Junior Count - BCC
000051199	Transfer Count- BCC
000060354	ARBCH Major Field Count - "W"

45. Click the **Look up Line Nbr** button. Note the Academic Requirement number is indicated. Click the **0010** link.



Look Up Line Nbr [x] Help

Academic Requirement

Line Nbr

Description

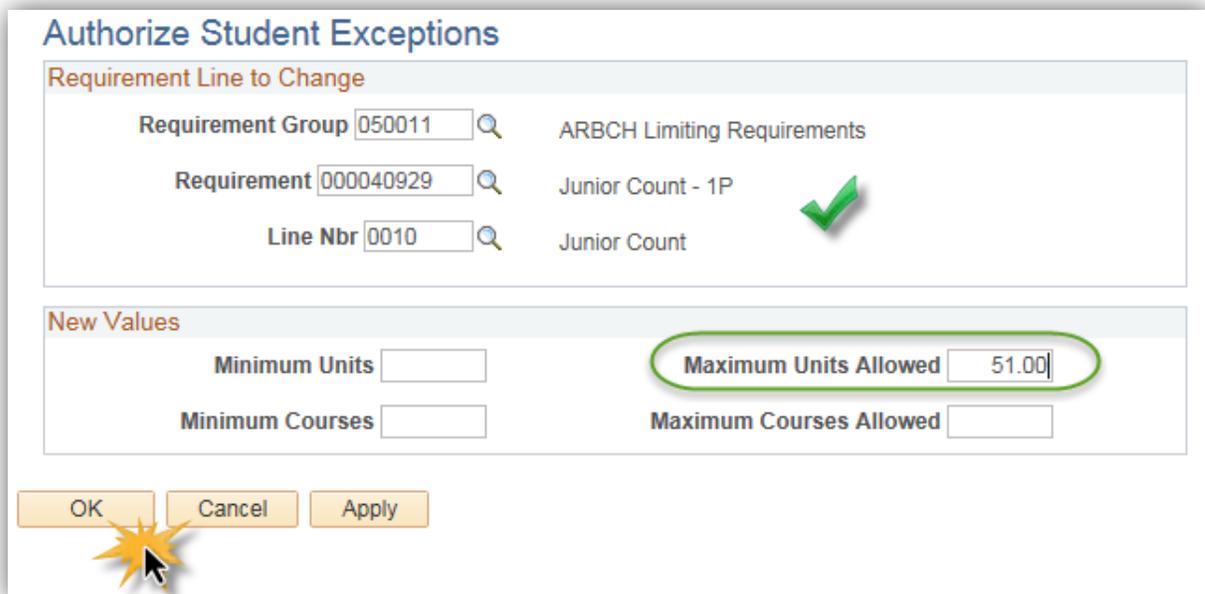
[Basic Lookup](#)

Search Results

View 100 First 1-2 of 2 Last

Line Nbr	Description
0010	Junior Count
0020	Junior Count - BMUS

46. Once the values have been entered for Requirement Line to Change the **Maximum Units Allowed = 48** auto populates in New Values. Delete the maximum units (48.00) and enter the new units (51.00). Enter the desired information into the **Maximum Units Allowed** field (e.g. 51.00). Click the **OK** button.



Authorize Student Exceptions

Requirement Line to Change

Requirement Group ARBCH Limiting Requirements

Requirement Junior Count - 1P

Line Nbr Junior Count

New Values

Minimum Units

Maximum Units Allowed

Minimum Courses

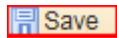
Maximum Courses Allowed

Entering Student Exceptions: Requirement Change

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47. Click the **Save** button.



48. Next navigate back to **Request Advisement Report** to process another report to reflect the new exception. Click the **Add a New Value** tab and complete the values (Student ID and Report Type = ADV).



49. Since the Request Advisement Report has been previously requested you will be prompted to select it to update. Click the **Student ID** link.

Request Advisement Report

Find an Existing Value **Add a New Value**

ID 10159108

Academic Institution UCALG

Report Type ADV

Add

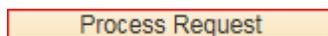
The value you tried to add already exists. Select it below if you'd like to update it, or specify a new value in the fields above.

Search Results

View All First 1 of 1 Last

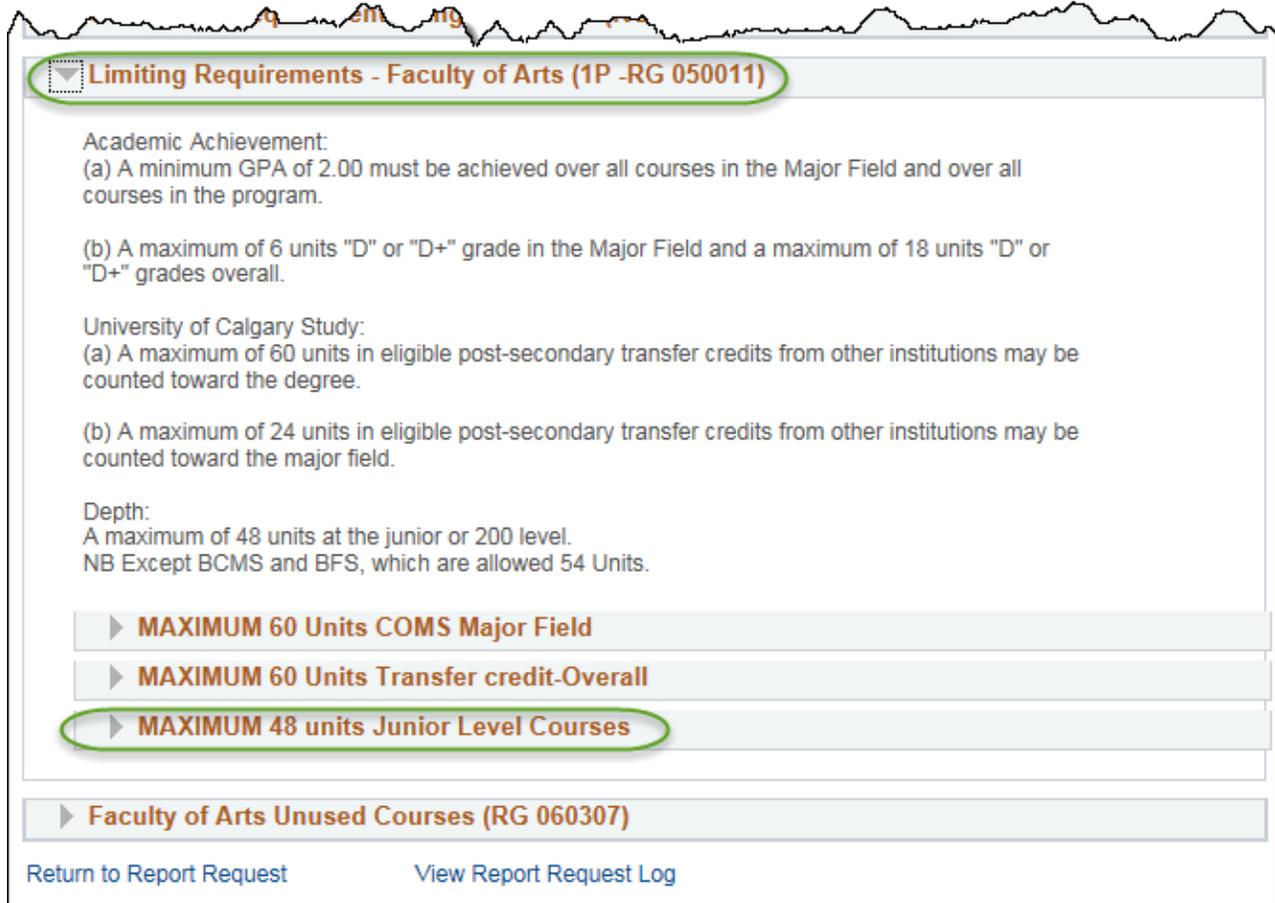
ID	Academic Institution	Report Type	Analysis DB Sequence
10159108	UCALG	ADV	11

50. Click the **Process Request** button.



51. As before, select **Show Hidden RG** and **Collapse All** if not already completed.

52. Click the [Expand section Limiting Requirements - Faculty of Arts](#) link and click the [Expand section MAXIMUM 48 units Junior Level Courses](#) link.



Limiting Requirements - Faculty of Arts (1P -RG 050011)

Academic Achievement:

(a) A minimum GPA of 2.00 must be achieved over all courses in the Major Field and over all courses in the program.

(b) A maximum of 6 units "D" or "D+" grade in the Major Field and a maximum of 18 units "D" or "D+" grades overall.

University of Calgary Study:

(a) A maximum of 60 units in eligible post-secondary transfer credits from other institutions may be counted toward the degree.

(b) A maximum of 24 units in eligible post-secondary transfer credits from other institutions may be counted toward the major field.

Depth:
A maximum of 48 units at the junior or 200 level.
NB Except BCMS and BFS, which are allowed 54 Units.

- ▶ **MAXIMUM 60 Units COMS Major Field**
- ▶ **MAXIMUM 60 Units Transfer credit-Overall**
- ▶ **MAXIMUM 48 units Junior Level Courses**

▶ **Faculty of Arts Unused Courses (RG 060307)**

[Return to Report Request](#) [View Report Request Log](#)

Entering Student Exceptions: Requirement Change

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53. In the Limiting Requirements RG you will still see 48 units unchanged by the exception; however this is misleading. Note the requirement now indicates '**Satisfied**'. Also, in the Limiting Requirements RG, displayed is a Note '**Note 02: Required units or courses have been changed.**' Click the **Note 02:** link.

The screenshot shows a requirement titled "MAXIMUM 48 units Junior Level Courses". Below the title, it says "Satisfied: A maximum of 48 units at the junior or 200 level". A green arrow points to this status. Below that, a note is circled in green: "Note 02: Required units or courses have been changed." A mouse cursor is clicking on this note. Below the note, it says "Units: 0.00 required, 45.00 taken, 0.00 needed". At the bottom, a table lists courses used to satisfy the requirement:

Course	Description	Units	When	Grade	Status	Type
COMS 201	IntroToCommunicationsStudies	3.00	Fall 2015		✓	EN
COMS 203	New Media	3.00	Fall 2015		✓	EN

54. Clicking on Note 02 displays the Long Description explanation you entered, which clarifies that the exception is successfully in place. Also indicated are the Old Minimum units (48.00) and the New minimum unit (51.00). Click the **Return to Academic Advisement Report** link.

The screenshot shows a table with the following data:

Note	Description	Operator	Old minimum courses	New minimum courses	Old Minimum units	New minimum units
02	As per Associate Dean student may count 51 units of 200 level courses toward BA degree.		0.00	0.00	48.00	51.00

Below the table, there is a link: "Return to Academic Advisement Report" with a mouse cursor clicking on it.

For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.

End of Procedure.