Follow the steps below to add an exception to a student’s audit.

1. Search for the student and make sure to refresh the audit.
2. Select the ‘Exceptions’ tab

3. After selecting the ‘Exceptions’ tab, the student’s audit will display with a + next to each requirement.
4. Scroll down to find the course or set of courses for which you are replacing.
5. Once you have found the course, select the + to the left.

6. This pop up will appear.

7. In the ‘Exception type’ dropdown, select ‘Also Allow.’ You will only be able to select this option. Also allow, give you the ability to allow several other courses and those of varying credits if you wish.
8. After selecting ‘Also Allow,’ more information is requested. Enter the course subject and number, a description, and details.

9. Once you have entered in the information, select ‘Add exception,’
10. The audit will automatically refresh, allowing you to see the exception you entered.
11. If you wish to delete an exception, select the trash can to the right of the exception details.