Degree Works Cheat Sheet

1. Getting to the Exceptions Tab
    a. After pulling up a student's audit, click the Exceptions tab at the top of the webpage
    b. Find the requirement that requires an exception and click on the blue plus (+) next to the requirement

2. Submitting a Waiver
    a. Select Waiver from the Exception type dropdown menu
    b. Type "Waive [course]" in the description box (ex. "Waive BIOL 1011")
    c. Explain the reason for the exception in the details box
    d. Click Add Exception to submit

3. Submitting a non-transfer substitution
    a. Select Substitute from the Exception type dropdown menu
    b. Type the current requirement in the Change fields
    c. Type the new requirement in the To fields
    d. Type "Substitute [Old Course] for [New Course]" in the description
    e. Explain the reason for the substitution in the details box
    f. Click Add Exception to submit

4. Submitting a transfer substitution
    a. Select Substitute from the Exception type dropdown menu
    b. Type the current requirement in the Change fields
    c. Type the new requirement in the To fields
        - Note: The transfer course equivalencies can be found to the left of the transfer course on the audit (e.g., COMM EL, BIOL EU, ART 1035)
    d. The in With fields: Select DW Transfer Course from the Qualifier dropdown menu
    e. Select Equal to from the Operator dropdown menu
    f. Type the Original transfer course number in the Value box without spaces.
        - Note: The original transfer course number should appear as a department code with course numbers and without spaces. (e.g., BIO101, PHYS211, SCI1010)
    g. Type "Substitute [Old Course] for [New Course]" in the description
    h. Explain the reason for the substitution in the details box
    i. Click Add Exception to submit

5. Submitting a Repeat/Range Substitution
    a. Find range that requires a substitution (e.g. BIOL 2000:399)
    b. Select Repeat/Range Substitution from the Exception type dropdown menu
    c. Type the new requirement into the Allow field
    d. If new requirement is a transfer course, follow steps d-f of the *Submitting a transfer substitution* instructions
    e. Type "Allow [New Course]" in the description
    f. Explain the reason for the substitution in the details box
    g. Click Add Exception to submit for approval

Please contact us at degree-works@apsu.edu with any questions or concerns