

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
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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
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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
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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., BI0101, 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

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