# Degree Works Cheat Sheet
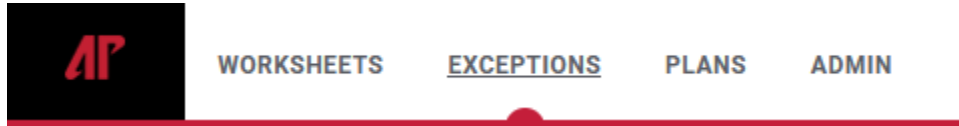
1. Getting to the Exceptions Tab
   a. After pulling up a student's audit, click the Exceptions tab at the top of the webpage

   

   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

**Add Exception**                                                    ✕

**Exception for:** Introduction to Biology (and Lab)

a. | Exception type
     Substitute ⌄

b. Change | Old Subject *
            BIOL | Number *
                   1010

c. To | New Subject *
         BIOL | Number *
                2010

With | Qualifier ⌄ | Operator ⌄ | Value

d. | Description *
     Substitute BIOL 1010 for BIOL 2010

e. | Details
     Student required BIOL 1010 in another location|

f.

CANCEL        ADD EXCEPTION

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

## Add Exception ✕

**Exception for:** Introduction to Biology (and Lab)

**a.** Exception type
Substitute ⌄

**b.** Change
Old Subject * BIOL
Number * 1010

**c.** To
New Subject * BIOL
Number * EL

With **d.** Qualifier DW Transf... ⌄ **e.** Operator equal to ⌄ **f.** Value BIO101

**g.** Description *
Substitute BIOL 1010 for BIOL EL

**h.** Details
Student transferred with BIO101 taken & passed

**i.**
CANCEL     ADD EXCEPTION

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