



UNIVERSITY  
OF MANITOBA

Registrar's Office

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UM Achieve  
Exception Protocol

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## Introduction

Course exceptions are used when an audit needs to be adjusted. This guide will walk through each exception and how to do them.

### Important notes

- Use the comment/memo field to include the exception being performed.
- Always run a new audit to see exceptions you've applied.
- When typing in an audit note, do not use '&'.
- Exceptions should not be applied to What-If's unless it is the Science General audit.
- Exceptions are applied only to the ***degree program*** where the exceptions are added.
- If a course is not going where it should, contact the UM Achieve team for assistance. Do not use an exception to move it.
- Do not use exceptions to move around courses. The audit is dynamic and will adjust on it's own until all sections are completed in green.

## Accessing Exceptions

All exceptions are accessed by clicking on the 'Exception Mode' button within an audit.



## Overview of Each Exception

Name	Use(s):	Icon(s)	Code
Course Substitution	One course replaces another specific course with equal credit hours A 'Select From' list is required.		CS
Force Requirement Complete	Completes a 'check' requirement that would be finished (course in excess) Completes a requirement that does not require credit hours (eg. Military Residency, CPR,)		EE
Sub-requirement modification Exception	Adjust required hours for spanned courses over contributing to a requirement		RM
Insert Course	Adds a course as an extra option to a <u>Select From</u> list of non-required courses		RM
Insert Course + Remove Course + Sub-requirement modification	Used to substitute courses that do not match credit hours	  	RM+ RD+ RM
Force Course ( <b>only designated users can use with RO help</b> )	Adding duplicate transfer courses (eg two 201890 PSYC 1200 courses) Adding a rejected course, or a course on a 'Not From' list to a requirement Adding a course to a completed sub-requirement		C9

Do not use the following:	
Orange Force Course (unless by designated user)	
Orange Force Sub-Requirement Complete	
Black Edit Requirement	
Red Add course to Not From	
Red Remove course to Not From	

## Exceptions processed in the Registrar's Office

Submit an [exception form](#) to [um.achieve@umanitoba.ca](mailto:um.achieve@umanitoba.ca) for the following exceptions:

### 1. Allowing two mutually exclusive courses to maintain credit for program entrance

**Example:** Student received permission to take the mutually exclusive course BIOL 1000 and maintain credit for BIOL 1020.

**Note:** A Records Advisor will make a correction in Banner. Credit will always be stripped from one of the courses in UM Achieve.

### 2. Duplicate Transfer Courses in the Same Term

**Example:** Student has two transfer credits for PSYC 1200(3) in Fall 2015 and would like to use one in a requirement.

3. **Adjusting Required Hours to graduate with less credit**

**Example:** A 3 credit course that is equivalent to a 4 credit hour course leaving the student 1 credit short from graduation.

4. **Making Exceptions to 'Grouped Lists'**

Grouped lists are courses that students may select from but are categorized into different groups.

Grouped Lists are denoted:

<p>3) Within requirements listed above, students must complete courses from at least 2 religious traditions: Buddhism, Christianity, Hinduism, Islam and Judaism Advisor note: grouped list</p> <p>NEEDS:          6.0 HOURS                  2 COURSES</p>
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**Example:** A Major in Religion requires a student to complete courses from at least two religious traditions.



**Force Requirement Complete (EE)**

Use this requirement **only** for the following:

- To complete a 'check' requirement that would normally be complete but course(s) are in excess *Check Requirements are denoted with an italicized title*  
Example: A Faculty of Science student has completed the Major, Minor, and Options courses, but 3 credits for the Mathematics check are in Excess Courses.
- To complete a requirement that **does not require credit hours** or is non-academic (eg: Kinesiology's CPR exit requirement)

**WARNING** If this exception is used on a requirement that needs credit hours, the student will be lead to believe they are eligible to graduate with less credit hours than required.

**Example:** Kinesiology has approved a student's Standard First Aid Certification(CPR) Exit Requirement and would like to check off the requirement in the audit.

Step 1:	In Exception Mode, find the requirement to force complete and click <input checked="" type="checkbox"/> Using <input checked="" type="checkbox"/> will not work properly	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p><input checked="" type="checkbox"/> <b>Faculty of Kinesiology and Recreation Management Exit Requirement</b></p> <p><input checked="" type="checkbox"/> 1) Current Basic Rescuer and Emergency or Standard First Aid Certification required</p> </div> <div style="text-align: right;"> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/></p> </div> </div>
Step 2:	Fill in the Audit Note and Memo. Click "Save & Run Audit".	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Requirement Force Complete Exception</p> <p><b>Requirement</b> Faculty of Kinesiology and Recreation Management Exit Requirement</p> <p>1. Verify &amp; Save</p> <p>This Exception will force the current Requirement to Completion.</p> <p><input checked="" type="checkbox"/> Restrict to this Degree Program.</p> <p><b>Audit Note</b> Req/Sub-req complete <small>(Maximum characters: 27)</small></p> <p><b>Memo</b> CPR/ First Aid received on May 2018 <small>(Maximum characters: 255)</small></p> <p><b>Authorized by</b> <input type="text" value="heck"/> <small>(Maximum characters: 30)</small>      <b>Date</b> <input type="text" value="10/04/2018"/></p> <p style="text-align: right;"> <input checked="" type="button" value="Save &amp; Run Audit"/> <input type="button" value="Save &amp; Add Exception"/> <input type="button" value="Cancel"/> </p> </div>
Step 3:	The new audit will show a green check for completion	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;"> <p>&gt; <input checked="" type="checkbox"/> <b>Faculty of Kinesiology and Recreation Management Exit Requirement</b></p> </div> </div>

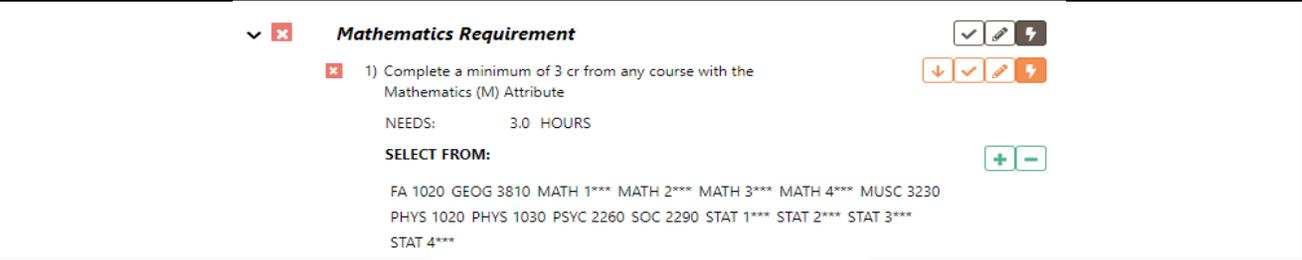
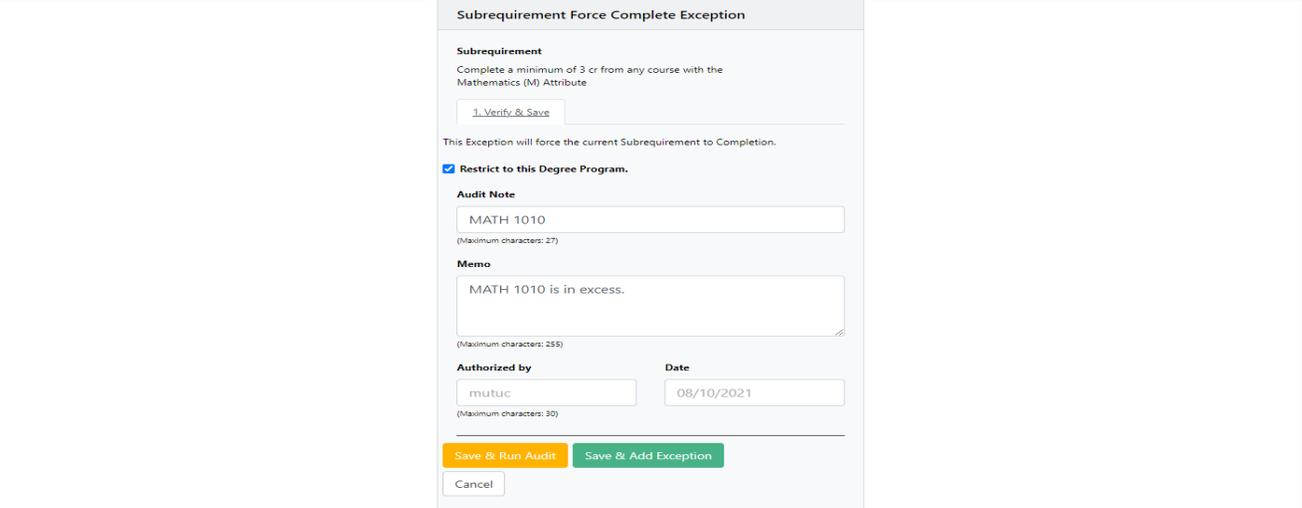
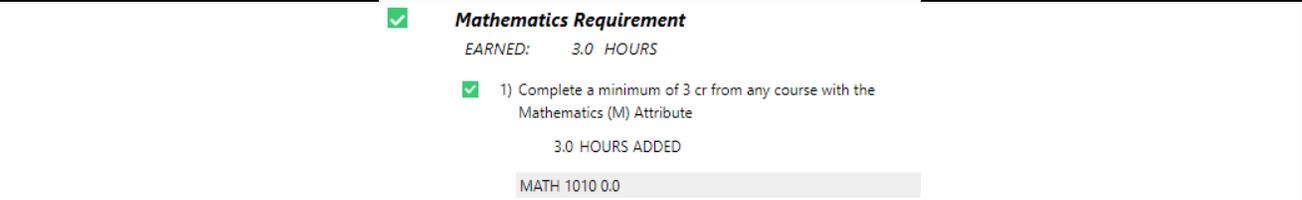
 Force Requirement Complete (EE) for Check Requirements

Use this requirement **only** for the following:

- To complete a 'check' requirement that would normally be complete but course(s) are in excess *Check Requirements are denoted with an italicized title*  
Example: A Faculty of Arts student has completed the Major, Minor, and Options courses, but 3 credits for the Mathematics check are in Excess Courses.
- To complete a requirement that **does not require credit hours** or is non-academic (eg: 5 subject fields in Arts or Environment)

**WARNING** If this exception is used on a requirement that needs credit hours, the student will be lead to believe they are eligible to graduate with less credit hours than required.

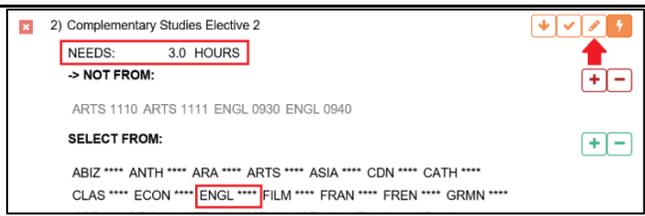
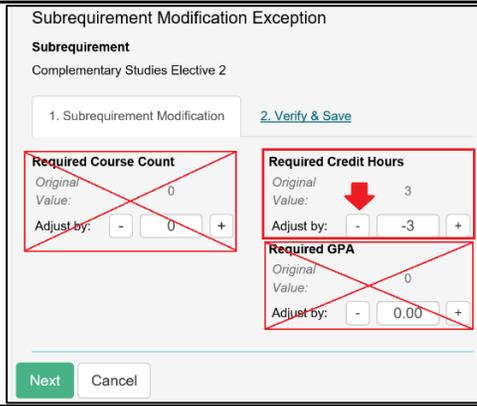
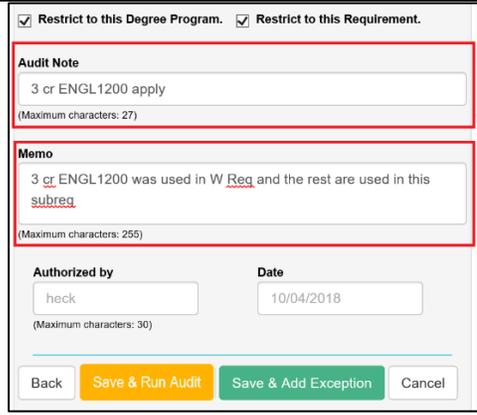
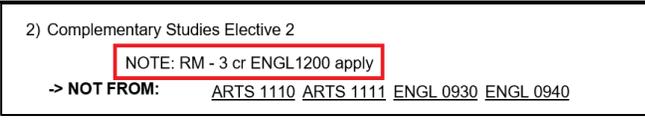
**Example:** Student has completed MATH 1010 and is located in Excess Courses.

Step 1:	In Exception Mode, find the requirement to force complete and click 	 <p><b>Mathematics Requirement</b></p> <p>1) Complete a minimum of 3 cr from any course with the Mathematics (M) Attribute</p> <p>NEEDS: 3.0 HOURS</p> <p>SELECT FROM:</p> <p>FA 1020 GEOG 3810 MATH 1*** MATH 2*** MATH 3*** MATH 4*** MUSC 3230          PHYS 1020 PHYS 1030 PSYC 2260 SOC 2290 STAT 1*** STAT 2*** STAT 3***          STAT 4***</p>
Step 2:	Fill in the Audit Note and Memo. Click "Save & Run Audit".	 <p><b>Subrequirement Force Complete Exception</b></p> <p><b>Subrequirement</b>          Complete a minimum of 3 cr from any course with the Mathematics (M) Attribute</p> <p><a href="#">1_Verify &amp; Save</a></p> <p>This Exception will force the current Subrequirement to Completion.</p> <p><input checked="" type="checkbox"/> <b>Restrict to this Degree Program.</b></p> <p><b>Audit Note</b>          MATH 1010  <small>(Maximum characters: 27)</small></p> <p><b>Memo</b>          MATH 1010 is in excess.  <small>(Maximum characters: 255)</small></p> <p><b>Authorized by</b> mutuc <b>Date</b> 08/10/2021  <small>(Maximum characters: 30)</small></p> <p><a href="#">Save &amp; Run Audit</a> <a href="#">Save &amp; Add Exception</a>  <a href="#">Cancel</a></p>
Step 3:	The new audit will show a green check for completion	 <p><b>Mathematics Requirement</b></p> <p><b>EARNED:</b> 3.0 HOURS</p> <p>1) Complete a minimum of 3 cr from any course with the Mathematics (M) Attribute</p> <p>3.0 HOURS ADDED</p> <p>MATH 1010 0.0</p>

 **Edit Sub-Requirement (RM): Applying credit hours from a spanned course to another requirement**

Use when the 3 credit hours of a spanned course needs to be added to another requirement.

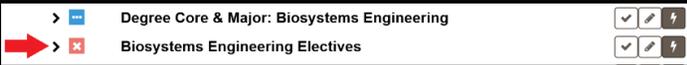
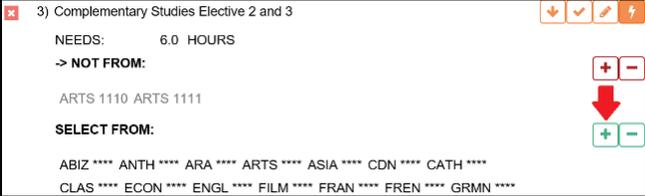
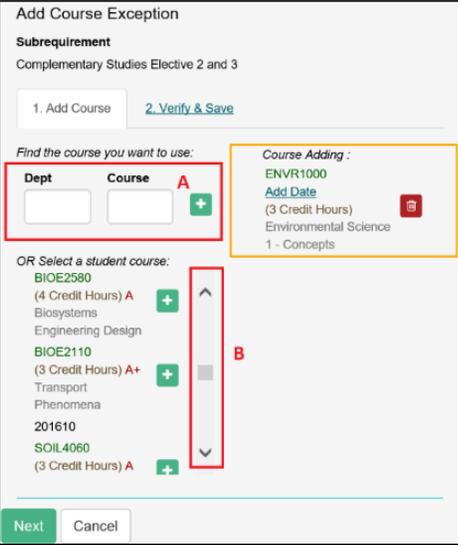
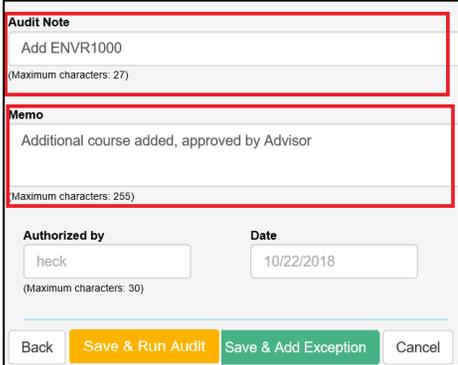
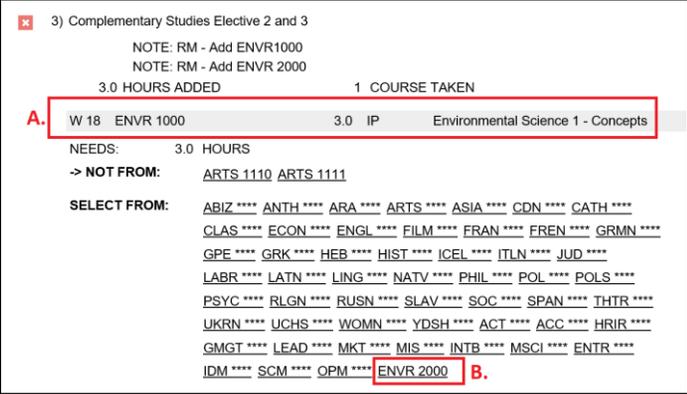
**Example:** An Engineering advisor would like 3 credit hours of ENGL 1200 to contribute to the Complimentary Studies Elective 2

<p>Step 1:</p> <p>In Exception Mode, find the sub-requirement or requirement you will reduce hours from and click  . The student would require 3 credits less in this sub-requirement.</p>	
<p>Step 2:</p> <p>In the <b>Required Hours</b> section, lessen the credit hours by using  then click next</p> <p>Do not use the other two sections</p>	
<p>Step 3:</p> <p>Fill in the Audit Note and Memo.</p> <p>Click "Save &amp; Run Audit" to see the exception take place.</p>	
<p>Step 4:</p> <p>The new audit will no longer require 3 credit hours where the second half of the spanned course is applicable. Instead, the audit note will display.</p>	

**+ Insert Course (RM): Adding a course to 'Select From' list**

Adds a course to choose from in a list **in addition** to the courses already listed. You can also add a course a student has not yet registered for.

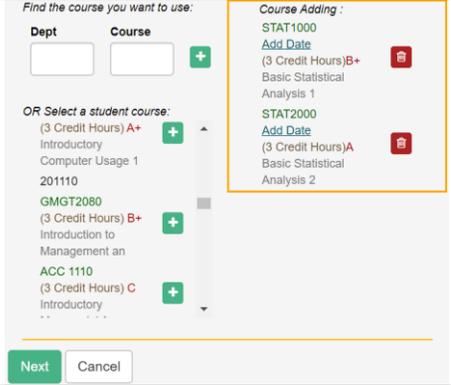
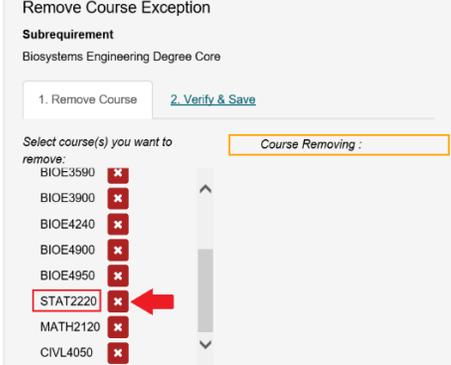
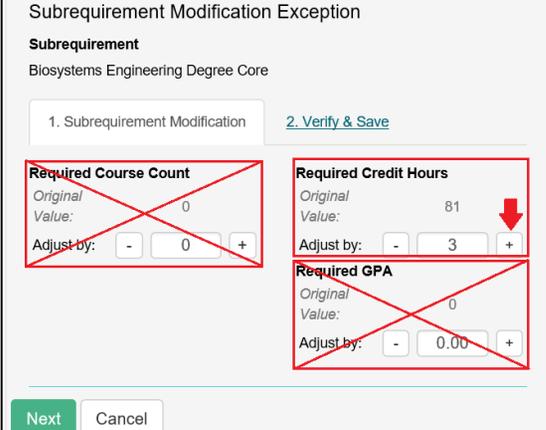
**Note:** A "Select From" list must be showing. If a requirement is complete but a student plans to drop a course, you must add the exception after the student drops the course.

Step 1:	In Exception Mode, expand the requirement you want to adjust.	
Step 2:	Click the <b>+</b> beside the <u>Select From</u>	
Step 3:	<p>Scroll to find the completed course (B) or type the subject code and course number (A) then click the <b>+</b>.</p> <p>If you make an error, click the  to remove the course.</p> <p>Click <b>Next</b> and fill in the Audit Note and Memo.</p> <p>Click <b>Save &amp; Add Exception</b>, or <b>Save &amp; Run Audit</b> to run a new audit</p>	 
Step 4:	<p>In the new audit</p> <p>A. If the course was in history or IP, it will automatically come into the requirement</p> <p>B. When inserting a course a student has not yet registered for, the new course number will be listed in <u>"Select From"</u> list.</p>	

Substituting courses whose credit hours are not equal

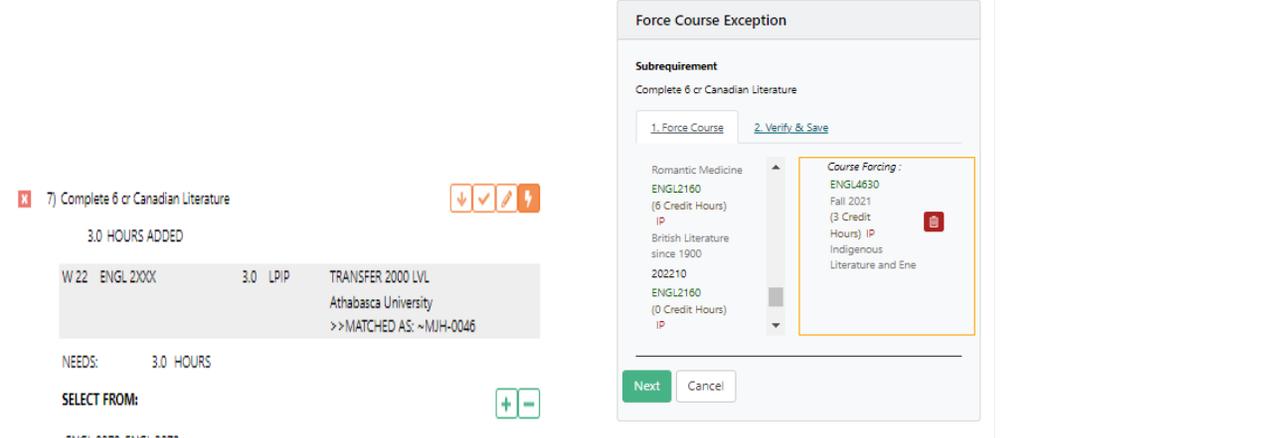
**WARNING:** If a different exception is used it will result in a student graduating without fulfilling all degree requirements.

**Example:** A student needs two courses, STAT 1000(3) & 2000(3) to replace a required STAT 2220(3) course.

<p>Step 1: Do an Insert Course  exception for the courses (see page 3)</p>																																																																							
<p>Step 2: If in the new audit, the old course is still in the Select From list, do a Remove Course  exception. If not, skip this step.</p> <p>To remove a course from a list:</p> <ol style="list-style-type: none"> <li>In Exception Mode, Click  beside <u>Select From</u>.</li> <li>Scroll to find the course and click  then click .</li> <li>Fill out the note and memo and save</li> </ol>																																																																							
<p>Step 3: Edit the sub-requirement  to add the credit hours the student still requires (See page 2). Typically, this is 3 credit hours.</p> <p>In this example, after adding the STAT 1000 &amp; 2000, the audit indicates the student needs to take 34 credits. The actual amount of credits needed based on the exception for this student's needs to be changed to 37 credits.</p>	 <div data-bbox="1281 1023 1963 1453" style="border: 1px solid black; padding: 5px;"> <p>1) Biosystems Engineering Degree Core</p> <p>NOTE: RM - STAT1000+2000=STAT2220 NOTE: RD - Del STAT2220 NOTE: RM - STAT1000+2000=STAT2220</p> <p>47.0 HOURS ADDED      14 COURSES TAKEN</p> <table border="1"> <tr><td>F 14</td><td>STAT 1000</td><td>3.0</td><td>B+</td><td>Basic Statistical Analysis 1</td></tr> <tr><td>W 15</td><td>CHEM 1310</td><td>3.0</td><td>C</td><td>University 1 Chemistry: An Introduction to Physical Chemistry</td></tr> <tr><td>W 16</td><td>STAT 2000</td><td>3.0</td><td>A</td><td>Basic Statistical Analysis 2</td></tr> <tr><td>F 16</td><td>BIOE 2110</td><td>3.0</td><td>B</td><td>Transport Phenomena</td></tr> <tr><td>F 16</td><td>BIOE 2900</td><td>4.0</td><td>A</td><td>Biosystems Engineering Design 1</td></tr> <tr><td>F 16</td><td>MATH 2132</td><td>3.0</td><td>A</td><td>Engineering Mathematical Analysis 2</td></tr> <tr><td>F 16</td><td>MBIO 1220</td><td>3.0</td><td>A</td><td>Essentials of Microbiology</td></tr> <tr><td>W 17</td><td>BIOE 2480</td><td>3.0</td><td>B+</td><td>Impact of Engineering on the Environment</td></tr> <tr><td>W 17</td><td>CIVL 2800</td><td>4.0</td><td>A</td><td>Solid Mechanics 1</td></tr> <tr><td>W 17</td><td>ENG 2022</td><td>3.0</td><td>A</td><td>Engineering CAD Technology for Biosystems</td></tr> <tr><td>W 17</td><td>MATH 2130</td><td>3.0</td><td>B+</td><td>Engineering Mathematical Analysis</td></tr> <tr><td>W 18</td><td>BIOE 3270</td><td>4.0</td><td>IP</td><td>Instrumentation and Measurement for Biosystems</td></tr> <tr><td>W 18</td><td>BIOE 3320</td><td>4.0</td><td>IP</td><td>Engineering Properties of Biological Materials</td></tr> <tr><td>W 18</td><td>MECH 3482</td><td>4.0</td><td>IP</td><td>Kinematics and Dynamics</td></tr> </table> <p>NEEDS: <span style="border: 1px solid red; padding: 2px;">37.0 HOURS</span></p> <p>SELECT FROM: CIVL 2790 OR MECH 2262 BIOE 2590 BIOE 3400 BIOE 3590 BIOE 3900 BIOE 4240 BIOE 4900 BIOE 4950 MATH 2120 CIVL 4050</p> </div>	F 14	STAT 1000	3.0	B+	Basic Statistical Analysis 1	W 15	CHEM 1310	3.0	C	University 1 Chemistry: An Introduction to Physical Chemistry	W 16	STAT 2000	3.0	A	Basic Statistical Analysis 2	F 16	BIOE 2110	3.0	B	Transport Phenomena	F 16	BIOE 2900	4.0	A	Biosystems Engineering Design 1	F 16	MATH 2132	3.0	A	Engineering Mathematical Analysis 2	F 16	MBIO 1220	3.0	A	Essentials of Microbiology	W 17	BIOE 2480	3.0	B+	Impact of Engineering on the Environment	W 17	CIVL 2800	4.0	A	Solid Mechanics 1	W 17	ENG 2022	3.0	A	Engineering CAD Technology for Biosystems	W 17	MATH 2130	3.0	B+	Engineering Mathematical Analysis	W 18	BIOE 3270	4.0	IP	Instrumentation and Measurement for Biosystems	W 18	BIOE 3320	4.0	IP	Engineering Properties of Biological Materials	W 18	MECH 3482	4.0	IP	Kinematics and Dynamics
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Force Course (with duplicate topics courses)

**Example:** A student has two ENGL 4630 courses. ENGL 4630 Indigenous Literature and Energy Humanities should be used in the Canadian Literature sub-requirement rather than ENGL at the 4000 level sub-requirement.

<p>Step 1:</p> <p>Step 2:</p>	<p>Step 1: Do a Force Course exception </p> <p>Choose the correct topics title by clicking on the  button beside the course and click on the  button.</p>	
<p>Step 3:</p> <p>Step 4:</p> <p>Step 5:</p>	<p>Type in the <b>EXACT topics title in the AUDIT NOTE</b> field until the character limit runs out (Ex: Indigenous Literature and Energy Humanities was shortened to Indigenous Literature and E due to character limit)</p> <p>Enter reason for exception in the memo field.</p> <p>Click on  Button</p>	