

Degree Works

NORTHERN New Mexico College



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

NORTHERN New Mexico College

WORKSHEETS **EXCEPTIONS** PLANS ADMIN LINKS

Worksheets

Data refreshed 8/11/2020 9:35 PM

Student ID [REDACTED] x Select Student [REDACTED] v Degree Bachelor of Business/Administr

[Advanced search](#)

Level Undergraduate Program Accounting BBA NNMC Earned Credits 4, 44 Overall Earned Credits 4, 44 Institutional GPA 0.000, 1.454

Overall GPA 0.000, 1.454 Holds AR - AR Hold Prior Terms 747-2131 - Student owes balance due, CO - Assigned to NMEAF - Student Account balance

[Academic](#) [What-If](#) [Financial Aid](#) [Athletic Eligibility](#) [View historic audit](#)

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.

NORTHERN New Mexico College

WORKSHEETS **EXCEPTIONS** PLANS ADMIN LINKS

Exceptions

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[Collapse all](#)

Degree in Bachelor of Business Administration INCOMPLETE

Credits required: 120 Earned and In Progress Credits applied: 16 Catalog year: 2019-2020 GPA: 1.34

- + Global exception - applies to all requirements
- + Block Qualifiers
 - + 120 Credits
 - + LASTRES 30 Credits

5. Once you have found the course, select the + to the left.

+ ○	AREA II: MATHEMATICS	Still needed:	Choose from 1 of the following:
Business majors must take College Algebra MATH 150/1220.			
+ ○	Introduction to Probability and Statistics		1 Class in MATH 145  or 1350 
+ ○	College Algebra		1 Class in MATH 150  or 1220 
+ ○	Introduction to Math for Engineering Applications I and II		2 Classes in ENGR 121L  or 122L

6. This pop up will appear.

Add Exception ✕

Exception for: AREA II: MATHEMATICS

Exception type 

Description *

Details

Add exception Cancel

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.

Add Exception ✕

Exception for: AREA II: MATHEMATICS

Also Allow

Apply Here

Force Complete

Remove Course and/or Change the Limit

Substitute

Add exception Cancel

8. After selecting 'Also Allow,' more information is requested. Enter the course subject and number, a description, and details.

Add Exception ✕

Exception for: AREA II: MATHEMATICS

Exception type
Also Allow ▼

Allow

With ▼ ▼

9. Once you have entered in the information, select 'Add exception,'

Add Exception ✕

Exception for: AREA II: MATHEMATICS

Exception type
Also Allow ▼

Allow
MATH 1510

With ▼ ▼

Calculus I

Student took calculus I at previous college which is replacing the lower required math course

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.

+ ○ College Algebra

1 Class in MATH 150  or 1220  or 1510

Exception by: Robinson, DeAnna M On: 08/11/2020 Also Allow: Calculus I

