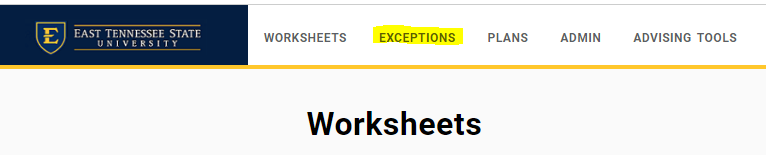
DW Exception How to Guide

# How to enter Also Allow exceptions using DW

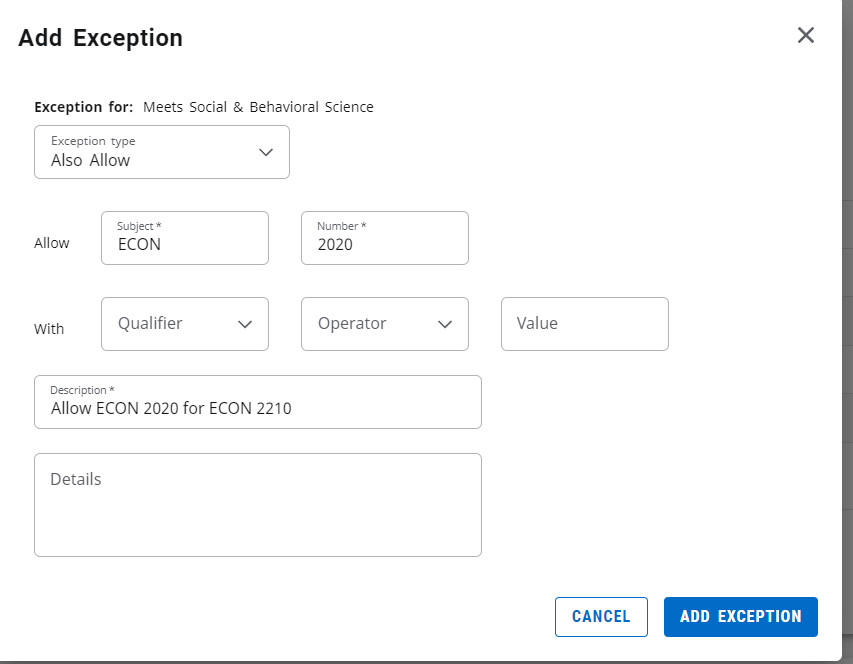
* Click Exceptions Tab



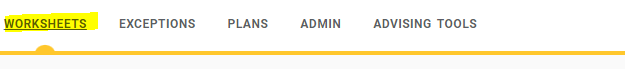
* Find requirement that you want to edit
* Click on the +



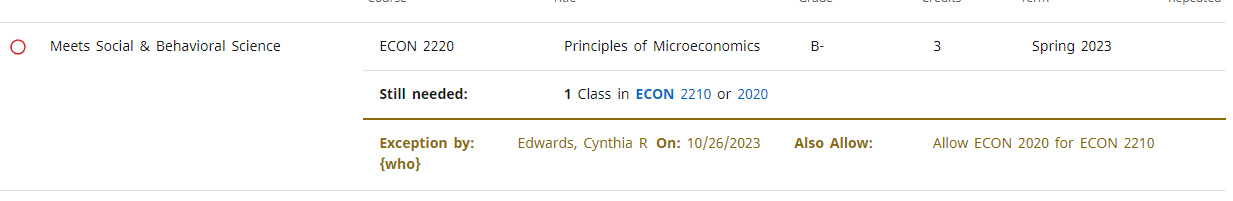
* In the new window, choose Also Allow under Exception Type
* Fill in the Subject rubric and Number of the substituted class
  + Example: ECON 2020
* Add Description
  + “Allow ECON 2020 for ECON 2210”
  + In this instance ECON 2020 is the substituted class and ECON 2210 is the required class
* The detail field does not show on the audit so you can leave blank.
* Click Add Exception



* The exception should now save
* Click Worksheets



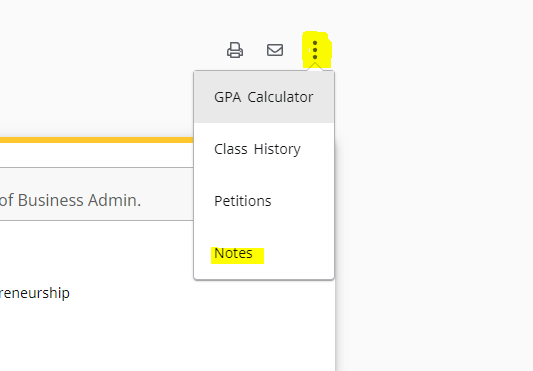
* Find requirement and ensure exception has been added



* If the substituted class has not been completed yet, or not In-Progress it will show as an OR
  + Technically, the student should still be able to choose the required course, so that course has to stay as a choice
* Once one of the courses has been registered for, it will show as In-Progress like normal
* Add note that defines exception

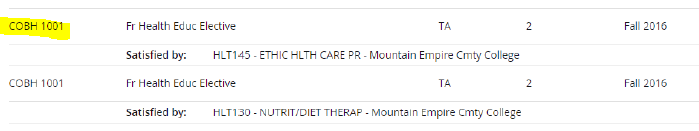
# How to add a note in DW

* Click on the three dots in the right corner of the worksheet then Notes



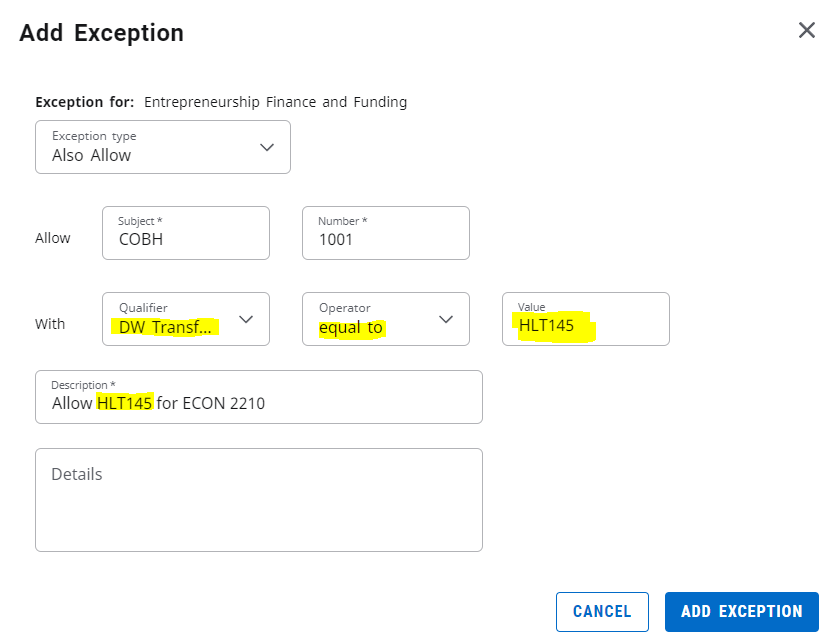
* Click “ADD A NEW NOTE”
* Add description:
  + Example: Allow ECON 2020 for ECON 2210 per advisor’s name (or whomever is approving exception)
* SAVE NOTE
* The note will appear at the bottom of the audit. The notes cannot be deleted and will save with the final audit for graduation conferral processes.

# How to add an Also Allow Exception for a transfer elective



* Use the “with qualifier” section of the exception window to specify which class to add
  + Qualifier: DW Transfer Course
  + Operator: equal to
  + Value: the transfer course as listed on worksheet





* Add exception
* The exception should now save
* Click Worksheets
* Find exception to ensure it was added correctly
* Add note
  + Example: Allow HLT145 for ECON 2210 per advisor’s name (or whomever is approving exception)