## RUNNING BANNER DEGREE AUDITS AND ENTERING EXCEPTIONS Last Revised April 25, 2016

SZADARQ: Au	ıdit Request	3/01		SGASTDN program displays; "Run Audit" if this is what you wantIf you want a "What If"
ID 100084586 Way, Old	dQ [23]	InstId 001323	Mice	enter Degree/Program and
D Campus College Deg	ree Major Conc. InstCd	Dprog	Catlyt Audit	Catalog Year (bottom of form)
F M 01 B5	MGMT	UIBS_MGMT	200610	
A Campus College De	egree Major Conc. InstC	d Dprog	Catlyt Audit	Blank report option is normal. Pick <b>M</b> if you want to see "pseudo" titles. Pick <b>L</b> if you
L Alt Catalog Year	Term 3 4 5 6 7	8 9 DISPLAY- ® DPROG DP Title DP Title Web Title	11 12 the	want to see all detail possible— all courses that fit a requirement or subrequirement will display
EvalSW 5 Overrid What If: DegreeProgram UIBA_POLI Transfer Articulation: Source InstID Reference Articulation: Beference Articulation:	Catalog Year term 2008 Catalog Year term 200	ns Report Options List#	XII         Test           ?	
Server Name	For a "What If" au Program and ente	dit select Degree/ r Catalog Year	Run Audit	

- 1. Enter ID or name; enter current term, and Next Block (Ctrl + Page Down). If degree/major desired appears in the top "Default" area, simply select **"Run Audit"** (bottom right)
  - a. When running an audit for a student that has switched to the Extension program, check the "Audit" box to the right of the "Default" major you want the audit to run against.
  - b. When running an audit for a student with two majors, selecting "Run Audit" without an "Audit" box checked will run the audit against the major listed first. If you want to run an audit against the major listed second, check the "Audit" box to the right of the "Default" major you want the audit to run against.
- 2. If a "what if" audit with a different major is desired, select it using the **Degree/Program** drop down menu; then enter **Catalog Year Term**. Then **"Run Audit"** (bottom right)
- 3. After you run the Audit Request **"Run Audit,"** select **"Options"** (upper left) and **"View Audit"** (SZADARO)

JLADA	NO. Auuit vie	vv						
🙍 DARS Au	dit Review Form SZAD	ARO 7.5 (T02/13/9)						
ID	Student Name	Degree Program	CatlYT	BinstId	BinstCd	RunDate	RunTime	NCol
10000047	Student, Test A.	BS Applied Mathematical Science	200630			2009-03-20	17:25:04	w
100084586	Way, Old	BS Physics	200810			2009-03-20	17:24:34	w
100084586	Way, Old	BA Literatures and Cultures	200610			2009-03-20	17:21:41	w
100084586	Way, Old	BS Cognitive Sciences	200610			2009-03-20	17:21:40	w
100086963	Student, Example	BA Economics	200830			2009-03-18	15:07:10	w

## SZADARO: Audit View

1. Click on any field for student audit you are selecting, and select **"View Audit"** at bottom right. The audit will display. You can also double click on the highlighted student name or ID.

2. If the ID/name/date for the most recent audit you ran has not displayed yet, Rollback (Shift + F7) to refresh.

## SZAEXCP: Entering Student Exceptions

## **Overview:**

An exception is used to modify either the student record or the student's degree program to allow for a change in graduation requirements for an individual student. If an exception is routinely approved, please talk to Registrar's staff about making a blanket change to your School's encoded program. Information about how to remove an exception can be found on the last page.

## To add an exception:

- 1. Enter ID or Name and Next Block (Ctrl + Page Down).
- 2. InstID and InstCd fields will never be used. InstIDQ will always display 73; InstId, 001323.
- 3. Select Options (upper left) and "Add Exceptions" and options for exception type will appear. Double click on the desired option and the "detail" form pops up.
- 4. A list of all available exceptions is listed below.

## Information applying to all exceptions:

"Pseudo Name" field: Find pseudo name by running audit with ListAll Option of M or L.

#### Enter Notes/Memos of explanation or approval

- A Note is used to explain changes on the student's audit. A student can view a Note on the online audit and on the print version audit (see below). If a Note is not entered, no text will display at the (sub)requirement level on the audit.
- A Memo is used to record clarification/validation for allowing an exception that may include the situation in which the exception occurred. It displays in the SZAEXCP "Memo" field and displays on the bottom of the audit under Substitutions and Exceptions.

ID InstID	100079907 Q 73	Student, Te J InstId	st A. 001323	InstCd	Memo field displays Memo tex
Proc.	Ord. CtlCd	Action	RuFlag	Memo	you enter on the "detail" form (see below)
	and the second se			ECON 001 was approved to most the Quantitative Matheds requirement for the ANTH environ	· · · · ·
1	RA	R	U	ECON DOI was approved to meet the Quantative Methods requirement for the XNTH major	

#### Use Auth Id and Auth Date for individual who authorized.

These are different from Last Mod Date and User, although they could be the same.

- Last Mod Date and User: automatically populated based on banner user entering/modifying the exception and date the exception was entered/modified. These fields do not appear on audit.
- Auth ID and Auth Date: fields are entered manually by banner user entering exception. Any Auth ID can be entered, so the user could enter the Dean or Faculty name who authorized the exception. The Auth Date field is also manual. It is recommended the date be entered in MM/DD/YY format.

#### How the substitution and Note text display in the online and printed audit:

+ 2) C N F - 3) C NE SEL	Complete one of following quantitative methods courses: NOTE: RA - ECON 001 Approved 1 COURSE TAKEN A05 ECON001 4.0 B- Introduction to Economics Complete one field methods course: EEDS: 1 COURSE ECT FROM: ANTH170,176	Note line displays Note text you enter on the "detail" form (see above)
low the subs	titution displays at the bottom of the online and printed aud	it:
DATE AU	SUBSTITUTIONS AND EXCEPTIONS	Description displays Memo text you enter on the "detail" form (see above)
10/20/09 LHI	ERBRAND RA: ECON 001 was approved to meet the Quan itative Methods requirement for the AN TH major.	
	AUTH ID and AUTH Date text you enter on the "detail" form (see above)	

Туре	Code	When to Use	Example
<u>A.</u>	<u>RA</u>	To adjust a course to a requirement or	ENGR 050 fulfills ENGR 065
<u>Requirement</u>		subrequirement list and/or to adjust	for a student in one
<u>Adjustment</u>		required counts, units, gpa.	subrequirement
<u>B.</u>	<u>RD</u>	To delete a course from a requirement	Remove CHEM 010 not
<u>Requirement</u>		or subrequirement list and/or to	required for a student
<b>Deletion</b>		adjust required counts, units, gpa.	
<u>C.</u>	<u>RM</u>	Requirement modification that can	Allow *****99 course to meet
<u>Requirement</u>		replace existing accept and reject	requirement where all
<b>Modification</b>		codes.	courses with 'i' condition code
D	DC		are rejected
<u>D.</u>	<u>KS</u>	Course swapping/substitutions within	Allow one course to meet
<u>Requirement</u>		one requirement.	requirement, instead of
<u>Substitutions</u>	<u> </u>		another course
<u>E. Course</u>	<u>LS</u>	I o substitute a course for an in-	LSE 020 becomes LSE 005 for
Substitution		progress or completed course. It can	a student.
		also be used to add of remove a course	
		condition code (i.e. B condition code	
		arada to most requirement)	
		grade to meet requirement).	
		cuulion: A CS exception is global,	
		a completely different coursel. It also	
		a completely different course: it diso romains in offect after a	
		maior/school change	
F Course	СТ	Course substitution with course title	FAPE 101 takon while
<u>r. course</u> Substitution		match: course serves as another	abroad bocomos DSV 160 for
with Titlo		course Caution: A CT excention is	a student
Match		alobal essentially changing the	a student
Maten		course to be a completely different	
		coursel It also remains in effect after	
		a major/school change	
G Transfer	то	To remove transfer student message if	Message display: "Since you
<u>Student</u>	10	desired.	are a transfer student, your
H. Transfer	TR	To display transfer student message if	coursework may not be
Student		desired. Sets system condition code for	reflected accurately. Please
		message display on any student audit.	see your advisor to adjust
			vour audit."
I. \$PLAN	MK	To specify a \$PLAN	Add the IGQB-MSII Plan to
			student audit
I. Force	<u>FC</u>	Used to force a course into a	To force a course to be the
<u>Course</u>		subrequirement	shared course between two
Sharing into			minors
<u>Minor</u>			

<u>K. Force</u> <u>Course with</u> <u>Title Match</u>	<u>FT</u>	Used to force a course, with specific title, into a subrequirement	EAPE 101 allowed to meet SSHA-REQ2, when EAPE 101 was taken twice with different titles
<u>L. Note</u>	<u>NT</u>	Note to appear at the bottom of audit.	

<u>A. **Requirement Adjustment (RA)**</u>: RA to adjust a course and/or required counts, units, gpa.

g Requireme	nt Modificatio	on SZAEXCP 7.4	(PROD) 0000000000	••••••	0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-	()))))))))))	
Insteu Dorog					Proce	ssing order	L
Pseudo Nam	e ANTH-MAJR	2	Domask		Val		0
Reqsrq/Req	cto	RegHrs	RegName		UseCt	t/MaxCT	0
AC1/AC2		Assignc	RegGPA		Date		10/20/09
Maxhrs	0.	Maxhrsck	RC1/RC2	7	Auth Id	LHERBRAND	
					Last Mod Date	27-OCT-200	g,
Note	ECON 001 /	Approved			User	EWEBB2	
	S.No	Cours	e	RCourse	MatchCt	tl Ef	ffDate
Exception Courses	1 E	CON001					
							i

- 1. "Pseudo Name" field: Enter pseudo name of subrequirement or requirement.
- 2. Make needed adjustments (if any) to required count, required hours, required gpa. No values are changed above, since no counts, hours, or gpa requirements are changing).
- 3. Enter information in Note, Memo, Auth ID, and Date fields.
- 4. Enter added (approved) course(s) in the Exception Courses block.
- 5. Save (F10).

**A2. Course Level Adjustment (RA)**: RA to adjust course level (UG taking GR, UG taking EX, etc.)

🧑 Requiremen	t Modification	SZAEXCP 7.4 (PF	ROD) Hereit						
InstCd			CtlCd	RA	I	Proces	ssing Order	4	
Dprog			r						
Pseudo Name	REQLEVELG		Dpmask			vai		0	_
Reqsrq/Reqc	:to	ReqHrs 📃	RegName		I	UseCt,	/MaxCT	0	_
AC1/AC2		Assignc	ReqGPA		I	Date			
Maxhrs	0.	Maxhrsck 📃	RC1/RC2		Auth Id		EWEBB2		
					Last Mod	Date	17-OCT-2014	4	
Note	CHEM 200 Ap	proved			User		ECONNOR		
Memo	Graduate lev	el course (CHEM 200)	) was approve	d to meet degree requiren	nents.				
	S.No	Course		RCourse	Ma	atchCt	l Ef	fDate	
Exception	1 CH	EM200							A 11
Courses									6
$\triangleleft$									

- 1. "Pseudo Name" Field: Enter "REQLEVELG"
- 2. Enter information in Note, Memo, Auth ID, and Date fields.
- 3. Enter approve course(s) in the Exception Courses block.
- 4. Save (F10).

B. **Requirement Deletion (RD):** RD to delete a course from a requirement or subrequirement list and/or to adjust required counts, units, gpa.

nstCd			CtiCd RD 💌		Processing Ord	er 4
seudo Nan	ne BENG-MAJR	5	Dpmask		Val	0
Reqsrq/Rec	-1	ReqHrs	ReqName		UseCt/MaxCT	0
C1/AC2		Assignc	ReqGPA	]	Date	
axhrs	0.	Maxhrsck	RC1/RC2	Auth Id	LZUBKE	
				Last Mod	Date 01-JUL-200	9
lote	Walver app	lz 7-1-09		User	LHERBRAND	)
	C					
	S.No	Cours	5e	RCourse M	atchCtl	EffDate
Exception	<b>S.No</b>	Cours CHEM010	Se	RCourse M	atchCtl	EffDate

- 1. "Pseudo Name" field: Enter pseudo name of subrequirement or requirement.
- 2. Make needed adjustments (if any) to required count, required hours, required gpa. Note that "-1" adjustment is entered in the required count field (one fewer course is required).
- 3. Enter information in Note, Memo, Auth ID, and Date fields.
- 4. Enter deleted (removed) course(s) in the Exception Courses block.
- 5. Save (F10).

## C. **Requirement Modification (RM):** RM that can replace accept and reject codes.

실 Oracle Fusion	Middleware	e Forms Services: Open > S	SZAEXCP					
Eile Edit Opti	ions <u>B</u> loc	k <u>I</u> tem <u>R</u> ecord <u>Q</u> uery	Tools Hel	0				
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🧟 Requiremen	t Modifica	tion SZAEXCP 7.4 (PF	ROD) MARAN			*********		
InstCd			CtlCd	RM 💌	Proce	essing Orde	- 3	<b>^</b>
Dprog				[	Val			
Pseudo Name	+0	BogHrc	Dpmask   BogNamo		J LicoC	+/MayCT		1
AC1/AC2			Regionite		Date	GPICACT	3/28/13	í
Mauber			DC1/DC2		Auth Id		5/20/15	1
Maxins	0.		KC17KC2		Last Mod Date	15-APR-201	3	1
Note	substitute	e ok; JJ 3/28/13			User	EWEBB2	_	1
Memo	Student a	llowed to use PSY 195 ar	nd PSY 199 un	its to satisfy UD SSHA	GE Elective; JJ			É.
				BC				- 3
	S.No	Course		RCourse	MatchC	iti E	ffDate	3
Exception	1	PSY 195						
Courses	2	[PSY 199						
		L				I		/ 🔍

- 1. "Pseudo Name" field: Enter pseudo name of subrequirement or requirement.
- 2. Make needed adjustments (if any) to required count, required hours, required gpa. No values are changed above, since no counts, hours, or gpa requirements are changing).
- 3. Place a # in the "AC1" or "RC1" field. This will force a blank and allow the previously accepted/rejected course condition code.
- 4. Enter information in Note, Memo, Auth ID, and Date fields.
- 5. Enter added (approved) course(s) in the Exception Courses block.
- 6. Save (F10).

## D. **Requirement Substitution (RS):** Course swapping/substitutions within one

requirement.

Solution	Middleware	e Forms Services: Open > 3	SZAEXCP					
Eile Edit Opt	ions <u>B</u> loc	k Item Record Quer	y <u>T</u> ools <u>H</u> elp	)				
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😨 Requiremen	nt Modifica	tion SZAEXCP 7.4 (Pf	ROD) MARKE				000000000000	
InstCd			CtICd	RS	Proce	essing Orde	r 1	
Dprog			,					
Pseudo Name	BIOS-BIO	DB1	Dpmask		Val		0	_
Reqsrq/Reqo		ReqHrs	ReqName		UseC	t/MaxCT	0	1
AC1/AC2		Assignc	ReqGPA		Date		8/9/2013	]
Maxhrs	0.	Maxhrsck 📃	RC1/RC2		Auth Id	EROBBINS2	2	
					Last Mod Date	09-AUG-20:	13	1
Note	substitute	app 7/22/13 ER			User	EROBBINS2	2	18
memu	p10 124 (	approved to meet Evolut	ion requiremer	r; app LSCC; //22/13;	EK	_		
	S.No	Course		RCourse	MatchC	tl E	ffDate	
Exception Courses		BIO 153		BIO 124				
				л				

- 1. "Pseudo Name" field: Enter pseudo name of subrequirement or requirement.
- 2. Make needed adjustments (if any) to required count, required hours, required gpa. No values are changed above, since no counts, hours, or gpa requirements are changing).
- 3. Enter information in Note, Memo, Auth ID, and Date fields.
- 4. "Exception Courses" block: Enter deleted (replaced) course(s) in the "Course" field and added (approved) course in the "RCourse" field.
- 5. Save (F10).

<u>E. Course Substitution (CS)</u>: CS substitutes a course (either in progress or completed) for another course. It can also be used to add or remove a course condition code (i.e. B condition code for graduate courses to allow an S grade to meet requirement). *Caution: A CS exception is global, essentially changing the course to be a completely different course! It also remains in effect after a major/school change.* 

nstCd		CtiCd CS 💌	Processing Order 1
Oprog			
Course	CSE 020	Dpmask	
lcourse	CSE 005	YearTerm	AC1 RC1
lote	Substitute app Iz 6-28-09	Req.Hrs	AC2 RC2
1emo	Approval due to special project comple	ted in CSE 005; Iz approved 6-28-09	
1emo	Approval due to special project comple	ted in CSE 005; Iz approved 6-28-09	
1emo	Approval due to special project comple	ted in CSE 005; iz approved 6-28-09	

- 1. "Course" field: Enter course that will be taken to substitute for another
- 2. "Rcourse" field: Enter the required course that the substituted course will fulfill (In above example CSE 020 will be changed in MyAudit to be CSE 005)
- 3. Enter information in Note, Memo, Auth ID and Auth Date fields.
- 4. Save (F10).

<u>F. Course Substitution with Title Match (CT):</u> Like the CS exception, except the CT allows for further control by title. Substitutes a course (either in progress or completed) for another course, with title match. *Caution: A CT exception is global, essentially changing the course to be a completely different course! It also remains in effect after a major/school change.* 

File Edit Options Block Item Record Query Tools Help         Image: Ima	
Image: Second secon	0000
Course Substitution SZAEXCP 7.4 (PROD) 3000000000000000000000000000000000000	eeee <mark>A</mark>
InstCd CT Processing Order 9	-
Dorog	
Domask	
Course EAPE101	
Rcourse     PSY 160     YearTerm     AC1     RC1	
Note *Eur Busiess Cultur Req.Hrs AC2 RC2	
Memo Allow EAPE 101 to count as PSY 160.	
Auth Id EWEBB2 Auth. Date 01/11/2014	
User Last Mod Date	•

- 1. "Course" field: Enter course that will be taken to substitute for another
- 2. "Rcourse" field: Enter the required course that the substituted course will fulfill (In above example EAPE101 will be changed in MyAudit to be PSY 160)
- 3. "Note" field: this is where the title information is entered. Use an asterisk, and then list the exact course title from Banner. In this example, the course title is "Eur Business Cultur)
- 4. Enter information in Memo, Auth ID and Auth Date fields.
- 5. Save (F10).

<u>G. **Transfer Student (TO)**</u>: To remove transfer student message if desired. Message display: "Since you are a transfer student, your coursework may not be reflected accurately. Please see your advisor to adjust your audit."

ilo Edit	Ontions Block Itom Bosons	Query Tools Help			
		a guery tools help			
Course	e Generation SZAEXCP 7.4 (F	PROD)			
InstCd		CtiCd		Processing O	rder 2
DProg		DPMask	[	Reghrs	
Course	TRANMSG	YearTerm	200930		
Cline	TransferStudent/Advisor Mtg	Assign Cond Code 1		Assign Cond Co	de 2 🗌
1emo	Used to remove transfer student	: message after meeting with Advisor h	as occured and a T	AF has been completed.	
1emo	Used to remove transfer student	: message after meeting with Advisor h	as occured and a T	AF has been completed.	10/27/09

- 1. "Course" field: Enter TRANMSG
- 2. "Cline" field: Enter "Transfer Student/Advisor Msg
- 3. Enter information in Memo, Auth ID and Auth Date fields.
- 4. Save (F10).

<u>H. **Transfer Student (TR)**</u>: To display transfer student message if desired. Sets system condition code for message display on any student audit. Message display: "Since you are a transfer student, your coursework may not be reflected accurately. Please see your advisor to adjust your audit."

🧑 System	Condition Code SZAEXCP 7.4 (P	ROD) 000000000000000000000000000000000000	************************************	4000000
InstCd	CtlCd		Processing Order	1
DProg	DPMas			
	Set System Condition Code	т		
	Remove System Condition Code			
Memo	Sets system condition code for messa	age on transfer student audits		
	EWEB82		10/27/09	
Auth Id User	EWEBB2	Auth. Date	27-OCT-2009	

- 1. "Set System Condition Code" field: Enter a T
- 2. Enter information in Memo, Auth ID and Auth Date fields.
- 3. Save (F10).

I. Adding the **\$PLAN Marker:** To specify a **\$plan**. Used by graduate group coordinators.

Conditio	nal Requirement SZAEXCP 7.4	(PROD) 000000000000000000000000000000000000		**********	
InstCd		CtlCd MK	Processing Order	1	<b>A</b>
DProg		DPMask			
Marker	\$PLAN				
PSName			Replacement Name	IGQB-MSI	
Yeartm			Replacement Type	R	
Memo	Testing - Student to complete MS	Track II			
					-
outh Id			Auth Dat	•	
User	EWEBB2		Last Mod	Date 25-0CT-2010	•

- 1. "Marker" field: Insert \$marker requirement you are replacing. (i.e. \$PLAN)
- 2. "Replacement Name" field: Enter the name of the requirement to replace \$marker (i.e. IGQB-MSI)
- 3. "Replacement Type" field: Enter a R
- 4. Enter information in Memo, Auth ID and Auth Date fields.
- 5. Save (F10).

**<u>I. Force Course (FC)</u>**: Used to force a course into a certain subrequirement.

실 Oracle F	usion Middleware Forms	Services: Open > SZAE	ХСР	teatings ( 1994-1994	Straig Laboration	the resident of
Eile Edit	Options Block Item	Record Query To	ols <u>H</u> elp			
🔲 🔊	🖹 i 🍋 🖨 🖻	🎓 🍞   💱 👼	🔀 [ 🖺 [	🗏 ( 🔍 💽 ( 🐗	(   🍚   🛞   🚔   🛞	(
🙀 Course	Substitution SZAEXC	2P 7.4 (PROD)				
InstCd			CtlCd	FC	Processing Order	1
Dprog			Domack			
Course	PSY 010		Dhinask			
Rcourse	PSY-MINR7		YearTern	n	AC1 RC1	
Note	PSY 010 Minor Share		Req.Hrs	0	AC2 📃 RC2	
Memo	PSY 010 approved to b	e course that shares	between minors	5.		
Auth Id	EWEBB2				Auth. Date	01/02/2014
User	EWEBB2				Last Mod Date	02-JAN-2014

- 1. "Course" field: Enter the course you want to place into a specific subrequirement (i.e. enter the course you want to share between two minors).
- 2. "Rcourse" field: Enter the pseudo name for subrequirement affected.
- 3. Enter information in Note, Memo, Auth ID and Auth Date fields.
- 4. Save (F10).

\* If using exception to allowing sharing between two minors, you must also enter an additional FC exception for the other location (minor sub-requirement) you want to the shared course to count. Follow the steps above.

K. Force Course with Title Match (FT): Used to force a course, with specific title, into a subrequirement.

실 Oracle F	usion Middleware Forms Services: Open > SZAEX	СР		
Eile Edit	Options Block Item Record Query Too	ols Help		
🔲 🔊	🖹   🖊 🗗 🖻 🗟   🎓 🦉 📾	🛞   💁   📇   🔍 💽   🌾	🐥   🖉   🕲   🚔   🚸	
🗑 Course	Substitution SZAEXCP 7.4 (PROD) 2000			000
InstCd		CtlCd 🗖 💌	Processing Order 2	<b>^</b>
Dprog		Domask		
Course	EAPE106			
Rcourse	SSHA-REQ7	YearTerm	AC1 RC1	
Note	*Child Development	Req.Hrs 0	AC2 RC2	
				-
Memo				
				2
Auth Id			Auth. Date	
User	LHERBRAND		Last Mod Date 06-NOV-2013	•

- 1. "Course" field: Enter the course you want to place into a specific subrequirement (i.e. EAPE 106).
- 2. "Rcourse" field: Enter the pseudo name for subrequirement affected.
- 3. "Note" field: this is where the title information is entered. Use an asterisk, and then list the exact course title from Banner. In this example, the course title is "Child Development)
- 4. Enter information in Memo, Auth ID and Auth Date fields.
- 5. Save (F10).

L. Note: Note to appear at the bottom of a student audit.

4	Oracle F	Fusion Mide	lleware Forms	Services: O	pen > SZAEX	СР								
Eil	e <u>E</u> dit	Options	<u>B</u> lock <u>I</u> tem	Record	Query Too	ols <u>H</u> elp								
	<b>1</b>	🖹 ( 🏓	4 🖻 🖻	🎓 🥻	I 😰 📾	ا 🐴 ا 🕱	📙 ( 🔍	🕂 ( 🌾	🚸   慮	1 🕐 [	<pre></pre>			
1	Systen	n Conditio	n Code SZA	EXCP 7.4	(PROD)				*******	******				
	(nstCd			(		•				I	Processir	ıg Order	3	-
	Memo	Adding a	note to the b	ottom of a	student's au	dit.								
	Auth Id Jser <b>d</b>	EWEBB2								Auth. D Last Mo	oate od Date	01/14/20	14	•

- "Memo" field: Enter the information you want to appear at the bottom of a student audit.
   Enter information in Auth ID and Auth Date fields.
- 3. Save (F10).

#### SZAEXCP: Removing Student Exceptions

To remove an exception in SZAEXCP, enter the student's ID and Next Block. Highlight the exception to be removed and double click. When the detailed page opens, click Record and Remove. Then SAVE.

# <u>M.</u> **Updating non-course requirements to Audit:** Utilize SHANCRS to update non-course requirements.

Source Fusion Middleware Forms Services: Open > SHANCRS	
Eile Edit Options Block Item Record Query Tools Help	DRACLE
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ID: 100079907 Student, Test A.	
Academic Non-Courses CAPP	
Paper       Committee       Event       Level       Complete By       Requirement       Status       Status Date       Satisfied       Adviso         V	
Degrees Applied Number Code	
Record: 1/1	

- 1. Go to BANNER screen SHANCRS
- 2. Add the non-course requirement, update status. Non-course requirement codes can be found by running an audit with ListAll of "M."
- 3. Save (F10)