
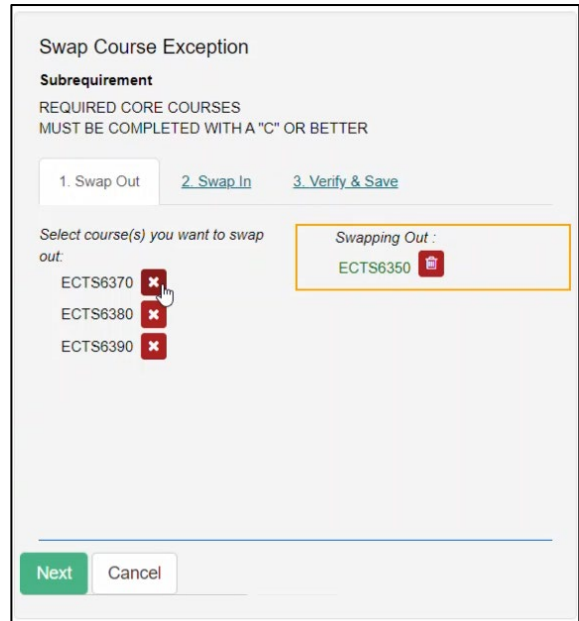


●  **Swap –**

- Click the  button next to the course you want to replace - the course will move to the ‘Swapping Out’ section.
- Click the green **Next** button or the **2.Swap In** tab.







Swap Course Exception

Subrequirement
REQUIRED CORE COURSES
MUST BE COMPLETED WITH A "C" OR BETTER


1. Swap Out 2. Swap In 3. Verify & Save

Select course(s) you want to swap out:

Swapping Out :
ECTS6350 

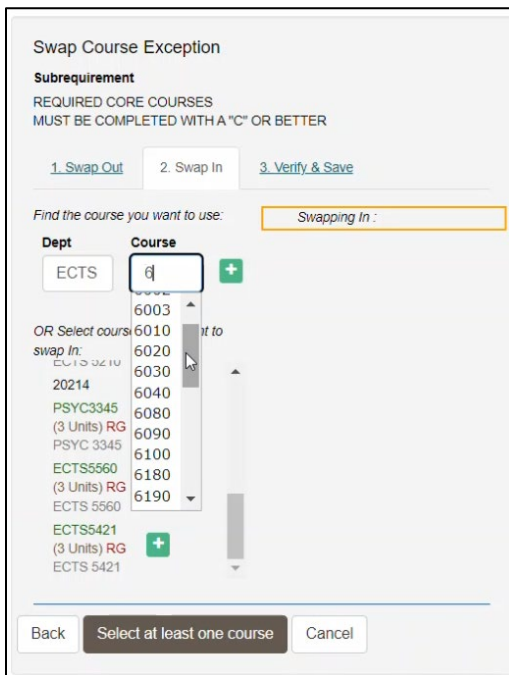
ECTS6370 
ECTS6380 
ECTS6390 

Next Cancel

- Choose the course you want to use to replace the course you are swapping out.
 - You can add a course by searching by Department and Course Number (this will pull from the current catalog – showing only semester courses) or by selecting a course already on the student’s record by scrolling through the course list (listed in term/year order).
 - Click the  button next to the course you want to use. The course will move to the ‘Swapping In’ section.
 - Click the green **Next** button or the **3.Verify & Save** tab.

From catalog look-up

From student course list




Swap Course Exception

Subrequirement
REQUIRED CORE COURSES
MUST BE COMPLETED WITH A "C" OR BETTER

1. Swap Out 2. Swap In 3. Verify & Save

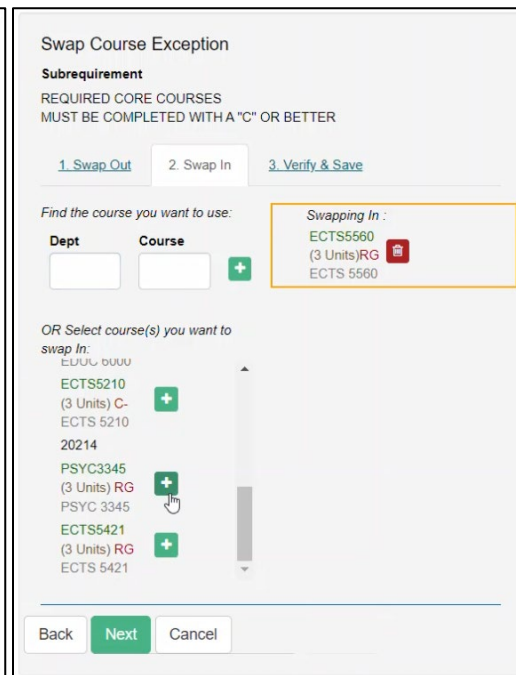
Find the course you want to use: Swapping In :

Dept	Course	
ECTS	6190	

OR Select course(s) you want to swap in:

ECTS 6003
PSYC 6010
PSYC 6020
PSYC 6030
PSYC 6040
PSYC 6080
PSYC 6090
PSYC 6100
ECTS 6180
ECTS 6190
ECTS 5421 (3 Units) RG
ECTS 5421

Next Cancel




Swap Course Exception

Subrequirement
REQUIRED CORE COURSES
MUST BE COMPLETED WITH A "C" OR BETTER

1. Swap Out 2. Swap In 3. Verify & Save

Find the course you want to use: Swapping In :

Dept	Course	
ECTS	5560	

OR Select course(s) you want to swap in:

ECTS 5210 (3 Units) C- ECTS 5210
PSYC 3345 (3 Units) RG
PSYC 3345
ECTS 5421 (3 Units) RG
ECTS 5421

Next Cancel


- Add Audit Note and Memo. Starting text has been pre-populated and should only be added to (yellow highlighted box).

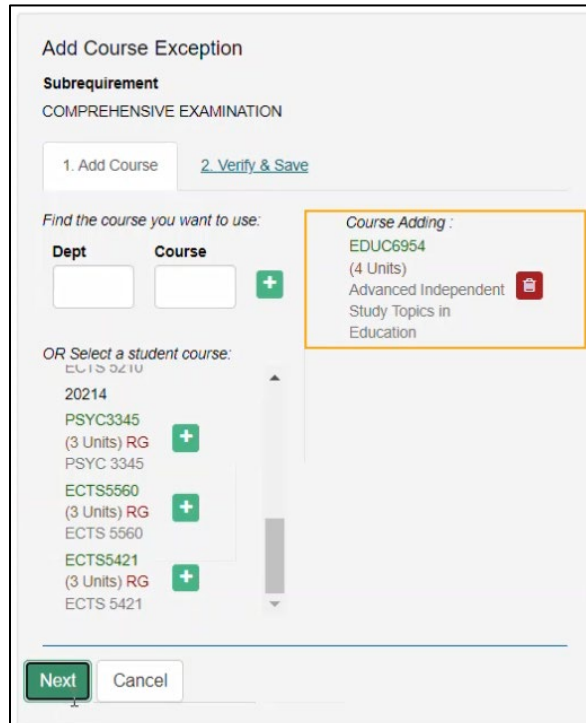
- The Audit Note will PRINT ON THE PAWS report, below the title of the requirement being adjusted. **Please enter this in ALL CAPS (as the entire PAWS is capitalized).**
 - Enter the exception information (green highlighted box) in the following format after SWAP: *COURSE A* (swapping IN) FOR *COURSE B* (swapping OUT)
- The Memo is for additional information and will *not* print.
 - Enter the sub-requirement number in the Memo for further clarification (red highlighted box). This will help the approvers know exactly what section of the PAWS you are working with.
- Click the green **Save & Start Approval for Exception** button. This will send the request off to start the approval process.

- Once a request has been approved, the Office of the Registrar will review and apply the exception.
 - You will see the Audit Note and changes on the PAWS report.
 - Because this is a SWAP, ECTS 6350 is removed from the sub-requirement and replaced with ECTS 5560

1) REQUIRED CORE COURSES			
MUST BE COMPLETED WITH A "C" OR BETTER			
EXCEPTION- SWAP: ECTS5560 FOR ECTS6350			
5.66 UNITS EARNED		2 COURSES TAKEN	
IN-P --->		3.00 UNITS	1
F21	ECTS5560	3.00 RG	ECTS 5560
SU20	ECTS508	2.66 A	ECTS 508
			CSUSB: ECTS508
			PROCESSED AS: ECTS5080
F20	ECTS5190	3.00 A	ECTS 5190
NEEDS:		3 COURSES	
SELECT FROM:		ECTS 6370, 6380, 6390	

Insert –

- Choose the course you want to add to the select from line (an additional option to what is already listed).
 - You can add a course by searching by Department and Course Number (this will pull from the current catalog – showing only semester courses) or by selecting a course already on the student’s record by scrolling through the course list (listed in term/year order).
 - Click the  button next to the course you want to add. The course will move to the ‘Course Adding’ section.
- Click the green **Next** button or the **2. Verify & Save** tab.




Add Course Exception

Subrequirement
COMPREHENSIVE EXAMINATION


1. Add Course 2. Verify & Save

Find the course you want to use:


Dept	Course	
<input type="text"/>	<input type="text"/>	

OR Select a student course:


20214

PSYC3345
(3 Units) RG 

PSYC 3345


ECTS5560
(3 Units) RG 

ECTS 5560

ECTS5421
(3 Units) RG 

ECTS 5421

Course Adding :

EDUC6954
(4 Units)
Advanced Independent
Study Topics in
Education 

Next Cancel


- Add Audit Note and Memo. Starting text has been pre-populated and should only be added to (yellow highlighted box).

The screenshot shows the PAWS system interface for adding a course exception. On the left, a requirement is listed: 'CULMINATING EXPERIENCE FOR CAREER AND TECHNICAL EDUCATION' with a sub-requirement '1) COMPREHENSIVE EXAMINATION'. The 'NEEDS' field shows '1 COURSE' and 'SELECT FROM:' with 'ECTS 6980'. A legend indicates the requirement status: Complete (green check), Planned (purple calendar), In Progress (blue arrow), and Unfulfilled (red X). On the right, the 'Add Course Exception' form is displayed. The 'Subrequirement' is 'COMPREHENSIVE EXAMINATION'. The 'Course Adding:' field contains 'EDUC6954' (4 Units). The 'Audit Note' field contains 'INSERT EDUC 6954'. The 'Memo' field contains 'Exception: Insert Course - Sub-Requirement # 1 Student can take ECTS 6980 or EDUC 6954'. The 'Authorized by' field contains '000031238' and the 'Date' field contains '09/22/2021'. A green button 'Save & Start Approval for Exception' is visible at the bottom.

- The Audit Note will PRINT ON THE PAWS report, below the title of the requirement being adjusted. **Please enter this in ALL CAPS (as the entire PAWS is capitalized).**
 - Enter the exception information (green highlighted box) in the following format after INSERT: **COURSE BEING ADDED**
- The Memo is for additional information and will *not* print.
 - Enter the sub-requirement number in the Memo for further clarification (red highlighted box). This will help the approvers know exactly what section of the PAWS you are working with.
- Click the green **Save & Start Approval for Exception** button. This will send the request off to start the approval process.
- Once a request has been approved, the Office of the Registrar will review and apply the exception.
 - You will see the Audit Note and changes on the PAWS report.
 - Because this is an INSERT, the course will show in addition to courses already on the select from line.

The screenshot shows the PAWS report after the exception has been applied. The requirement is 'CULMINATING EXPERIENCE FOR CAREER AND TECHNICAL EDUCATION' with a sub-requirement '1) COMPREHENSIVE EXAMINATION'. The 'NEEDS' field shows '1 COURSE' and 'SELECT FROM:' with 'ECTS 6980' and 'EDUC 6954'. An exception note is displayed: 'EXCEPTION- INSERT: EDUC 6954'.

Other –







- Click the  button next to the course you want to make an exception for – the course will move to the 'Course Identified' section.
- Click the green **Next** button or the **2. Verify & Save** tab.

Other Exception

Subrequirement
SPECIAL EDUCATION CORE
REQUIRED COURSES
MUST BE COMPLETED WITH A "B-" OR BETTER

[1. Identify Course](#) [2. Verify & Save](#)

Select course(s) you want to target and add a detailed explanation of the requested exception in the memo:

- ESPE6601 
- ESPE6602 
- ESPE6610 
- ESPE6631 
- ESPE6632 
- ESPE6639 

Course Identified :

ESPE5532 

[Next](#) [Cancel](#)

- Add Audit Note and Memo. Starting text has been pre-populated and should only be added to (yellow highlighted box).

- The Audit Note will PRINT ON THE PAWS report, below the title of the requirement being adjusted. **Please enter this in ALL CAPS (as the entire PAWS in capitalized).**
 - Enter the exception information (green highlighted box) in one of the following formats:

WAIVE "GRADE" FOR "COURSE X" ALLOW "GRADE" FOR "COURSE X"
 - The Memo is for additional information and will *not* print (mostly used for "Other" EFA's).
 - Enter the sub-requirement number in the Memo for further clarification (red highlighted box).

- Click the green **Save & Start Approval for Exception** button. This will send the request off to start the approval process.

- Once a request has been approved, the Office of the Registrar will review and apply the exception.

SPECIAL EDUCATION CORE			
EARNED:	3.00 UNITS	0 SUB-REQTS	2.300 GPA
NEEDS:		1 SUB-REQT	
<ul style="list-style-type: none"> 1) SPECIAL EDUCATION CORE REQUIRED COURSES MUST BE COMPLETED WITH A "B-" OR BETTER 			
3.00 UNITS EARNED		1 COURSE TAKEN	
F21	ESPE5532	3.00 C+	OTHER: ALLOW C+ ESPE 5532
NEEDS:	6 COURSES		
SELECT FROM:	ESPE 6601, 6602, 6610, 6631, 6632, 6639		

- You will see the Audit Note and changes on the PAWS report.
- Because this is an OTHER, the PAWS outcome will be dependent on what you requested. Waivers of specific classes, requirements, or units will be removed from the holding area. Waivers of grades will allow the course to show as met with the lower grade.
 - All graduate programs require a minimum of a "C" grade.

Advancement to Candidacy

Once a student has completed their Advancement to Candidacy requirements submit an exception to show this has been completed, making the student eligible to file a Graduation Requirement Check.


ADVANCEMENT TO CANDIDACY

NEEDS: 1 SUB-REQT

1) REFER TO YOUR CATALOG ADVANCEMENT REQUIREMENTS AND SPEAK WITH YOUR PROGRAM COORDINATOR UPON COMPLETION. YOU MUST BE ADVANCED TO CANDIDACY BEFORE FILING YOUR GRADUATION REQUIREMENT CHECK

NEEDS: 1 COURSE

SELECT FROM: ADV CANDIDACY

Choose the “Other”  exception and click the ADV CANDIDACY “course”.


Other Exception

Subrequirement

REFER TO YOUR CATALOG ADVANCEMENT REQUIREMENTS AND SPEAK WITH YOUR PROGRAM COORDINATOR UPON COMPLETION. YOU MUST BE ADVANCED TO CANDIDACY BEFORE FILING YOUR GRADUATION REQUIREMENT CHECK

1. Identify Course 2. Verify & Save

Select course(s) you want to target and add a detailed explanation of the requested exception in the memo:

ADV CANDIDACY 

Course Identified :

Select at least one course Cancel

Other Exception

Subrequirement

REFER TO YOUR CATALOG ADVANCEMENT REQUIREMENTS AND SPEAK WITH YOUR PROGRAM COORDINATOR UPON COMPLETION. YOU MUST BE ADVANCED TO CANDIDACY BEFORE FILING YOUR GRADUATION REQUIREMENT CHECK

1. Identify Course 2. Verify & Save

Course Identified :
ADV CANDIDACY

Into:
REFER TO YOUR CATALOG ADVANCEMENT REQUIREMENTS AND SPEAK WITH YOUR PROGRAM COORDINATOR UPON COMPLETION. YOU MUST BE ADVANCED TO CANDIDACY BEFORE FILING YOUR GRADUATION REQUIREMENT CHECK
Using pseudo of PROGRAM PLAN

Restrict to this Degree Program. Restrict to this Requirement.

Audit Note


OTHER: COMPLETED MM/DD/YY
(Maximum characters: 27)

Memo

Exception: Other - Sub-Requirement # 1
ADVANCED TO CANDIDACY APPROVED xx/xx/xx
(Maximum characters: 255)

Authorized by **Date**

000031238 10/19/2023
(Maximum characters: 30)

Save & Start Approval for Exception 

Back Cancel

Enter “COMPLETED mm/dd/yy” on your Audit Note line and any additional information needed on the Memo line.

Other Exception

Subrequirement
RESEARCH IN SCHOOL PSYCHOLOGY

COURSE SATISFIES THE GRADUATE WRITING ASSESSMENT
MUST BE COMPLETED WITH A "B" OR BETTER

[1. Identify Course](#) 2. Verify & Save

Course Identified :
EDSP6607

Into:
RESEARCH IN SCHOOL PSYCHOLOGY

COURSE SATISFIES THE GRADUATE WRITING ASSESSMENT
MUST BE COMPLETED WITH A "B" OR BETTER
Using pseudo of SPSYSEMED-1

Restrict to this Degree Program. Restrict to this Requirement.

Audit Note

OTHER EDSP6200 FOR 6607

(Maximum characters: 27)

Memo

Exception: Other - Sub-Requirement # 1.
USE EDSP6200 FROM CSU BAKERSFIELD FOR EDSP 6607

(Maximum characters: 255)

Authorized by **Date**

000031238 02/25/2022

(Maximum characters: 30)

Back **Save & Start Approval for Exception** Cancel

On the verification tab, your Audit Note (which prints on the PAWS) will read like a swap request: COURSE X FOR COURSE Y.

The Memo field is where you would tell us *what* the course is and **where it is from**, and what it is to be used in place of.

Once our office gets this, we will verify we have the official transcripts and add the transfer course to the PAWS and approve/process the EFA.