

## How to “Split” One Course in Degree Works to Satisfy Multiple Requirements

We cannot split an individual course in Degree Works but we do have a workaround. We will substitute the course we want to split for one of the courses and then force complete the other requirement. This is one of the rare times it is okay to use the ‘Force Complete’ exception in Degree Works.

1. In this example we want to split CHE 1132 between CHE 1121 and CHE 1131 for our pretend student, Kawhi M.V.P. Leonard.

<input type="checkbox"/> General Chemistry I Laboratory	Still Needed: 1 Class in CHE 1121
<input checked="" type="checkbox"/> General Chemistry II	CHE 1113 General Chemistry II
<input type="checkbox"/> General Chemistry II Laboratory	Still Needed: 1 Class in CHE 1131

2. Go in to the Exceptions tab and select ‘Substitute’ from the Exception Type drop down menu [1]. Enter in the course information you are replacing (CHE 1131) with the course you will be substituting it with (CHE 1132) [2]. Note: It does not matter which course you choose as the substitute.

Then, enter in a clear description of the exception you are making [3]. Do not enter in a vague, “splitting course” comment. What course is being split and what courses is it being split between?

Click on the radio button next to the requirement where you will be adding the exception (General Chemistry II Laboratory) [4].

Then select the ‘Add Exception’ button [5]

The screenshot shows the 'Exceptions' tab in Degree Works. The 'Exception Types' dropdown is set to 'Substitute' (1). The 'Substitute one class for another' section has 'Replace' subject 'CHE' and number '1131' and 'With' subject 'CHE' and number '1132' (2). The 'Description' field contains 'CHE 1132 splitting between CHE 1121 and CHE 1131' (3). The 'Add Exception' button is highlighted (5). The 'General Chemistry II Laboratory' requirement is selected with a radio button (4). The requirements list shows 'General Chemistry I Laboratory' (Still Needed: 1 Class in CHE 1121, High Priority), 'General Chemistry II' (CHE 1113, High Priority), and 'General Chemistry II Laboratory' (Still Needed: 1 Class in CHE 1131, High Priority).

- Next, select Force Complete from the Exception Types menu [6]. Enter in the same description you used for the first exception [7].

Click on the radio button for the second requirement that is being covered by the split course (General Chemistry I Laboratory) [8].

Click on the 'Add Exception' button [9].

- Both requirements are now being satisfied in Degree Works.

<input checked="" type="checkbox"/> General Chemistry I Laboratory			
Exception By: Garcia, Amanda	On: 04/21/2017	Force Complete : CHE 1132 splitting between CHE 1121 and CHE 1131	
<input checked="" type="checkbox"/> General Chemistry II	CHE 1113		General Chemistry II
<input checked="" type="checkbox"/> General Chemistry II Laboratory	CHE 1132		General Chemistry II Lab
Exception By: Garcia, Amanda	On: 04/21/2017	Substitution : CHE 1132 splitting between CHE 1121 and CHE 1131	