To authorize a student exception:

1. Log into the portal at [http://canelink.miami.edu](http://canelink.miami.edu)

2. On the Admin Home tab, navigate to Academic Advisement > Student Advisement > Authorize Student Exceptions

3. Click the Add a New Value tab.

4. Leave the Advisement Override value at the default and click Add.

5. Note that the value you enter in the Description field will appear on the student's DPR.

6. Enter the student's emplID in the Selection Data field first, as the Program and Plan fields are dependent on this ID.

7. If you are updating the major plan you must enter all data for the Program and Plan (e.g., UGAS, POLS_AB). Remember that information you enter here must match the data on the student's program/plan stack.

8. The Operation Code dropdown menu specifies the type of exception. The two most frequently used options are:

   - **Requirement Waiver**: pulls an entire requirement off of the student's DPR
   - **Course Directive**: moves a current course to a requirement or excludes an existing course from a requirement

9. Instructions for the above exception types are in the following pages.
To waive a requirement:

1. Note that waiving a requirement will remove the requirement from the student’s DPR.
2. From the Authorize Student Exceptions page, after you have entered student-specific data, select Requirement Waiver from the Operation Code menu.
3. In the Level field, use the magnifying glass and select the value LN. (Req Line)
4. Click the Create Exception link.
5. Use the magnifying glass to locate the Requirement Group, Requirement, and/or Line Nbr you wish to waive.
6. Click Apply.
7. Click OK.
8. Now click Save.