Entering Student Exceptions: Course Directive

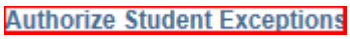
SA – Academic Advisement

The Course Directive student exception type is used to override a specific requirement within Academic Advisement. Course Directive is most commonly used to force a course to be applied toward a requirement where it would not normally appear. Although less common, it can also be used to manually exclude a course from a requirement where it would normally appear.

1. Click the **Academic Advisement** link.

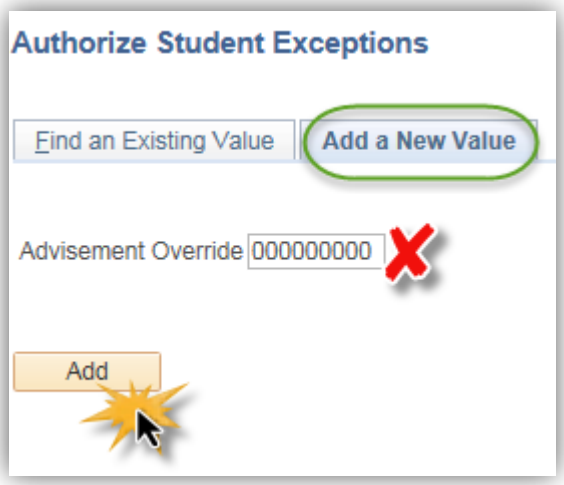
2. Click the **Student Advisement** link.

3. Click the **Authorize Student Exceptions** link.

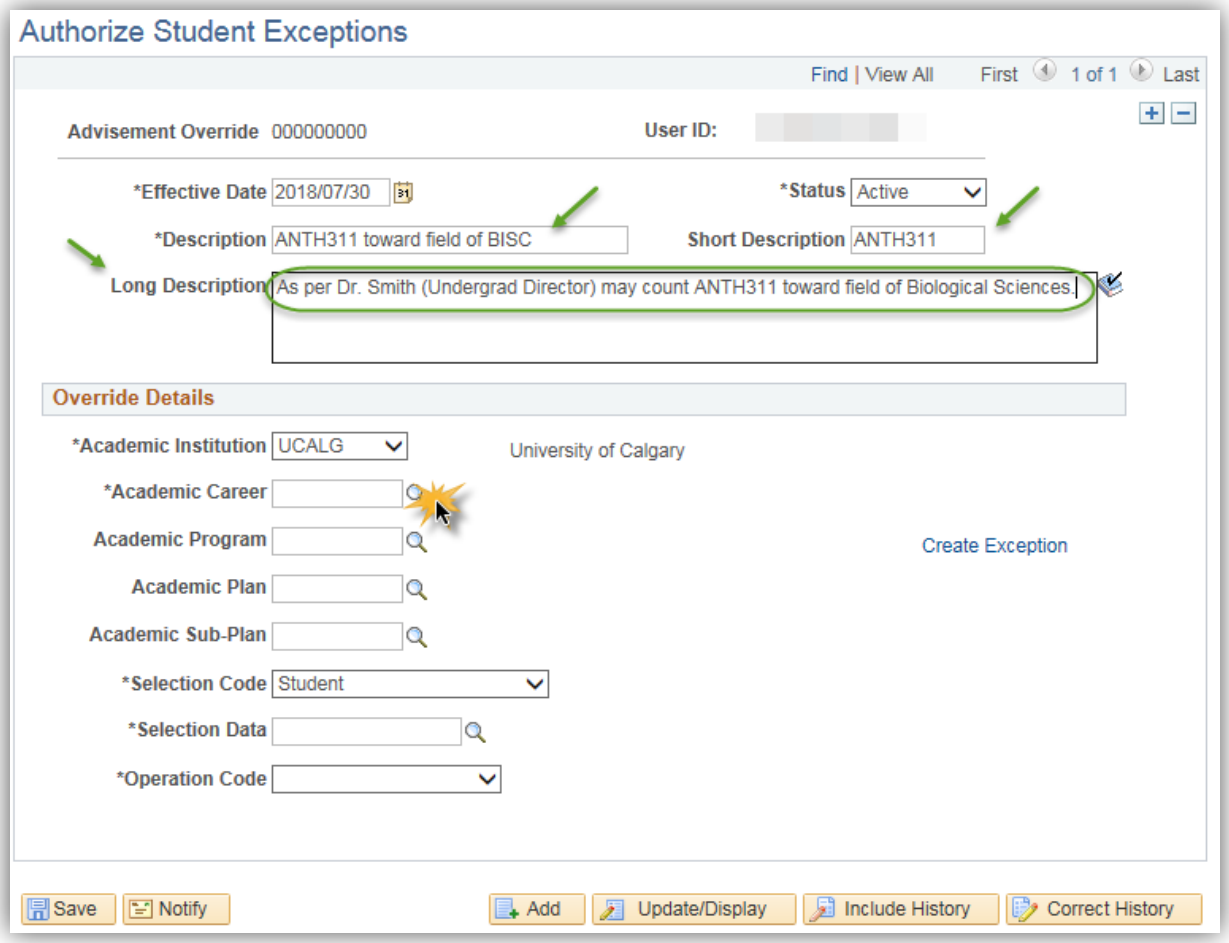
   

4. Click the **Add a New Value** tab.

5. Do not change the Advisement Override value (number) from all zeros. Click the **Add** button.

6. In the **Description field**, enter a brief description of the exception. In the **Short Description** field, enter the course or requirement involved. In the **Long Description** field, explain the exception in a way that will make sense to a student (this is visible to the student in the Advisement Report).
   NOTE: Faculty Advising Offices may have established standardized wording protocols for these three fields. Check with your supervisor for details.

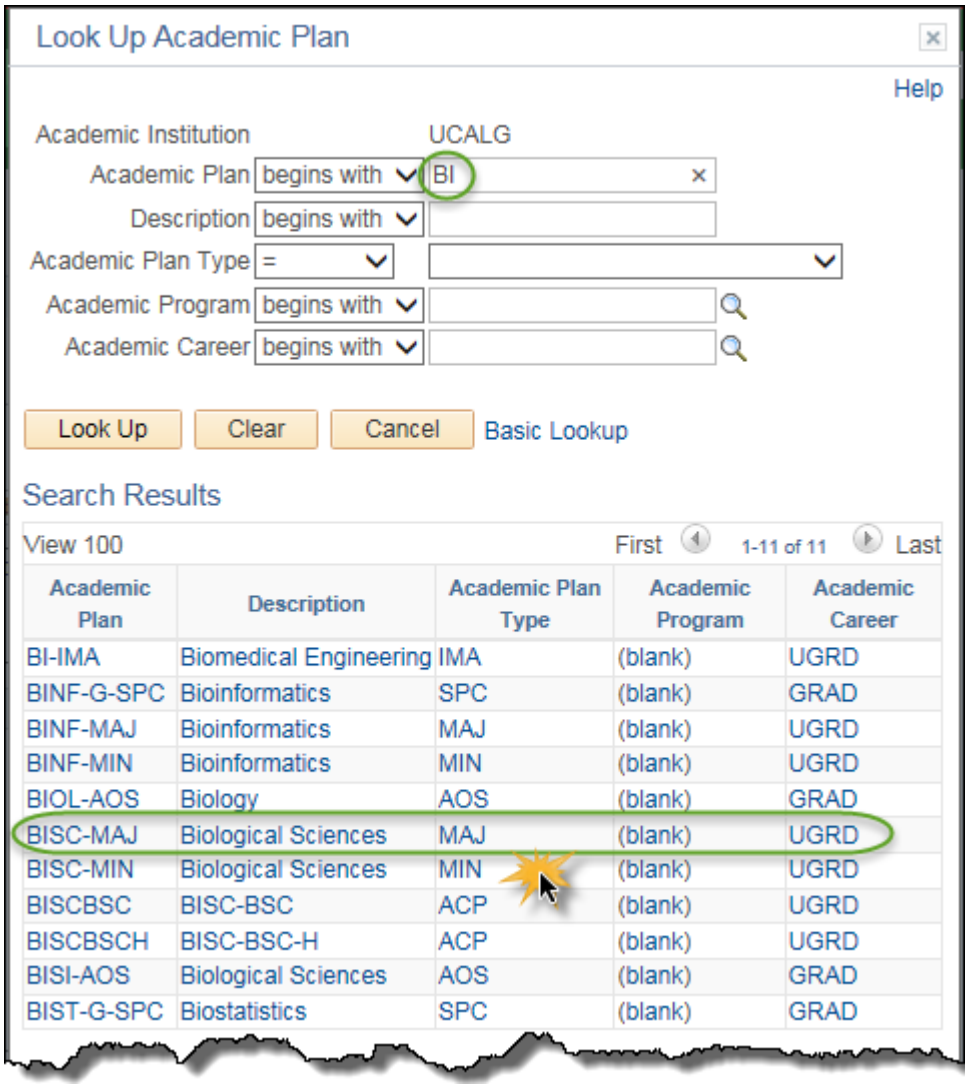


7. Click the **Look up Academic Career** button.
8. Click either the **UGRD** or **GRAD** link depending on the student's career.

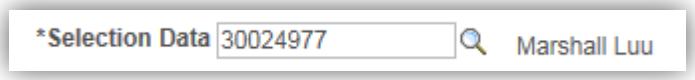
   UGRD

9. Click the **Look up Academic Plan** button.

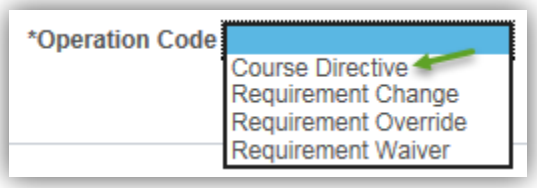
10. Begin typing in a few letters of the "desired plan" (e.g. **bi** for BISC). The "desired plan" is the portion of the student's program that requires the exception. If the exception is to be in the Major then that is your "desired plan" You can make an exception to any portion of the student's program, for example the student's Major or Minor. For Graduate students, this will be their Area of Study (AOS)
11. Press **Enter** and a reduced list displays. Select the desired major, minor, or area of study for the exception (e.g. BISC-MAJ Biological Sciences). Click the **BISC-MAJ** link.



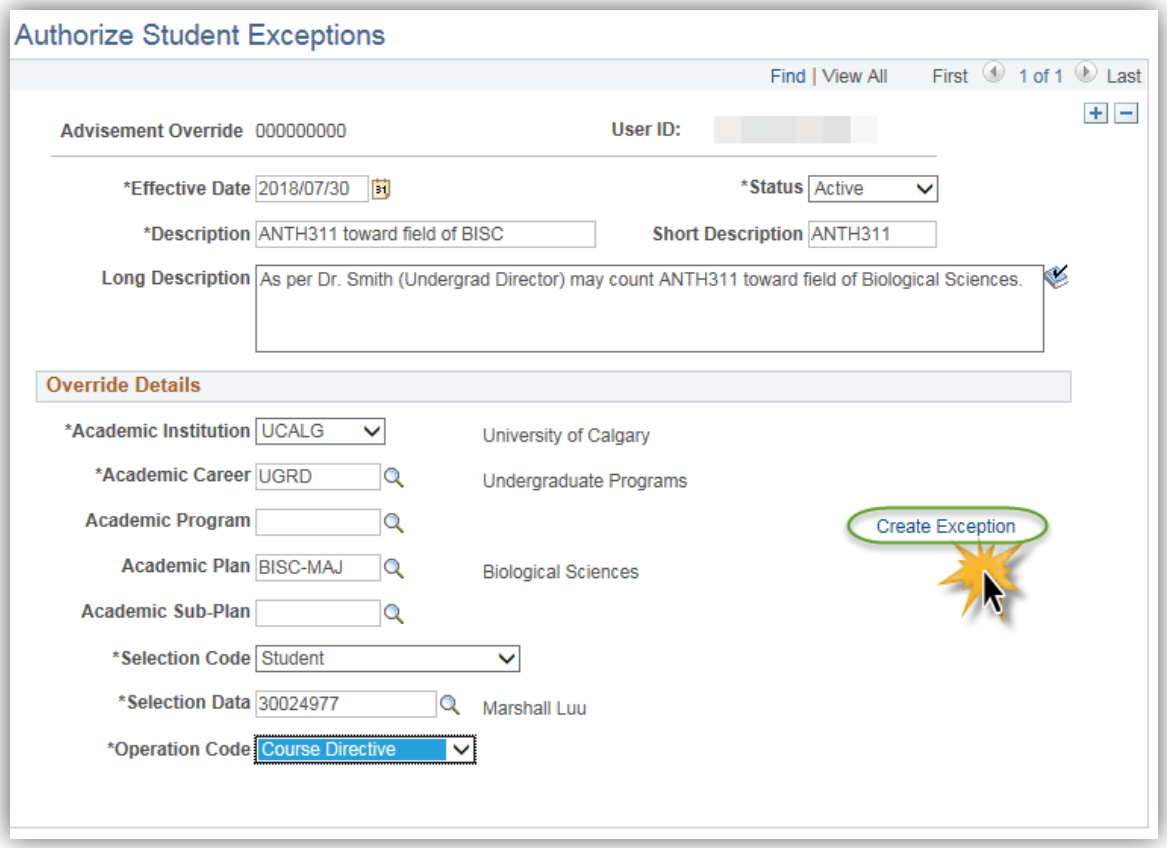
12. Enter the student ID number into the **Selection Data** field. *Note for FOIP reasons the student name is scrambled data and not the actual name of the student.*



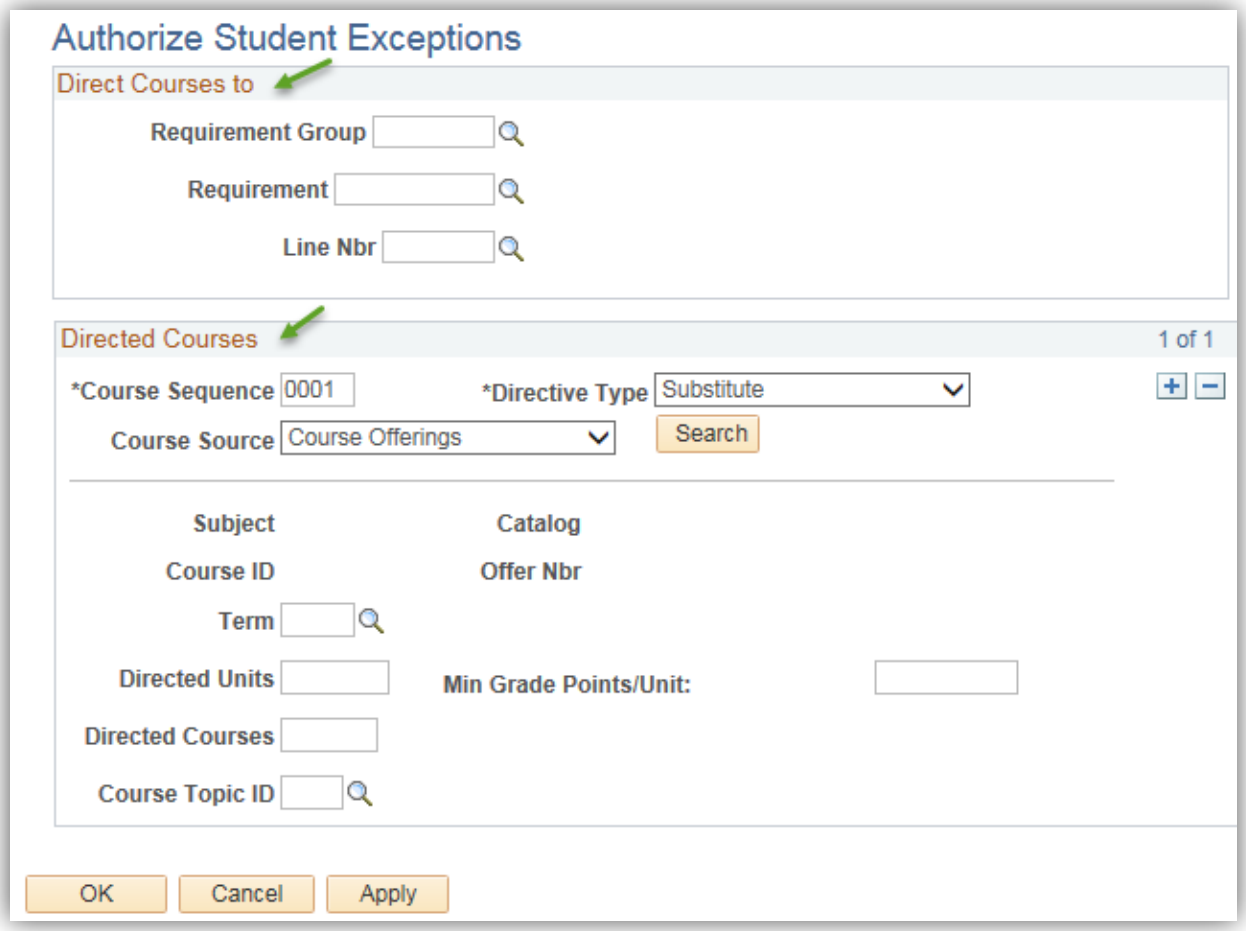
13. Click the **Operation Code** list. Click the **Course Directive** list item.



14. Once the required values are entered you can create the exception. Click the **Create Exception** link.



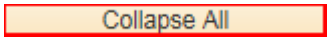
15. On **Authorize Student Exceptions**, Direct Courses displays where you need to pinpoint the location of the requirement within the Advisement Report.



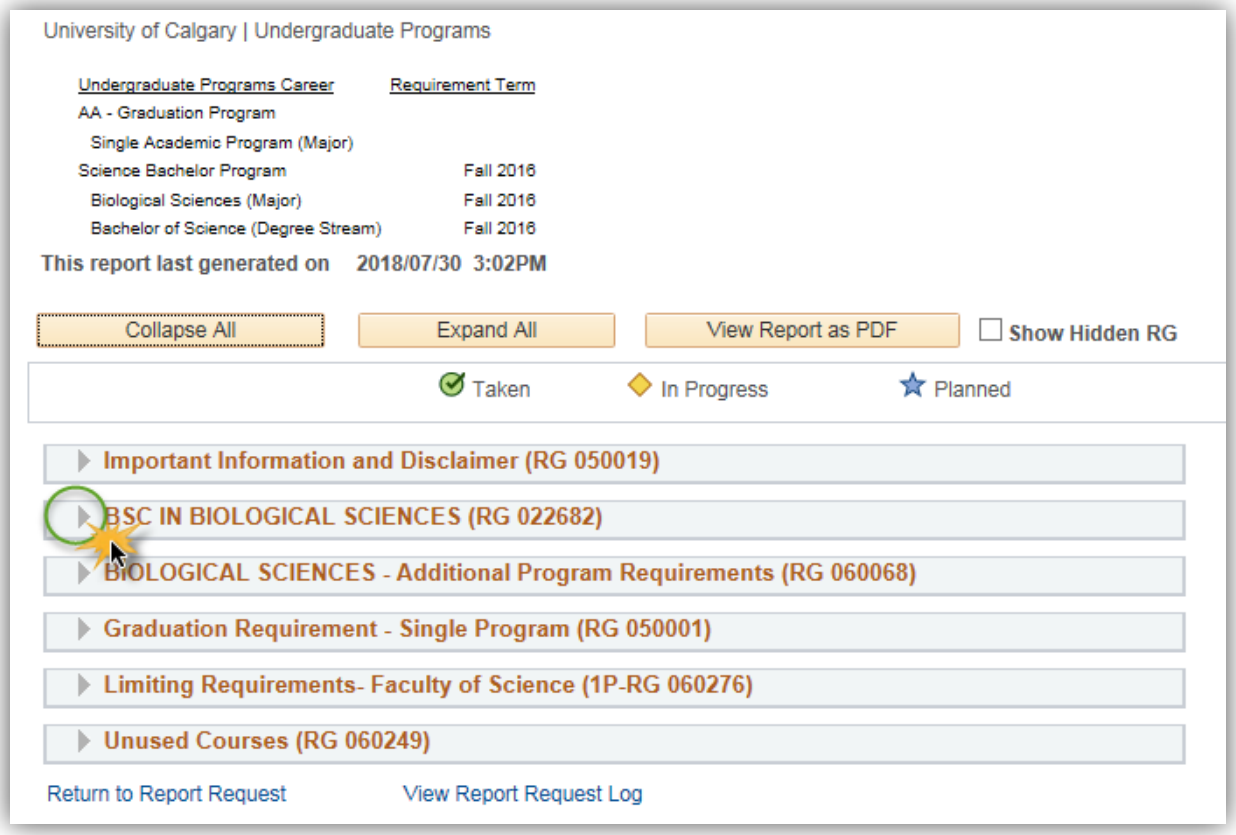
16. At this point you need to reference the **Requirement Group/Requirement** number from the Academic Advisement Report. Therefore you must open a new window and navigate to Academic Advisement > Student Advisement > Request Advisement Report

17. Use the breadcrumbs to navigate to **Request Advisement Report,** and generate the student's report. *For complete instructions on Request Advisement Report, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.*

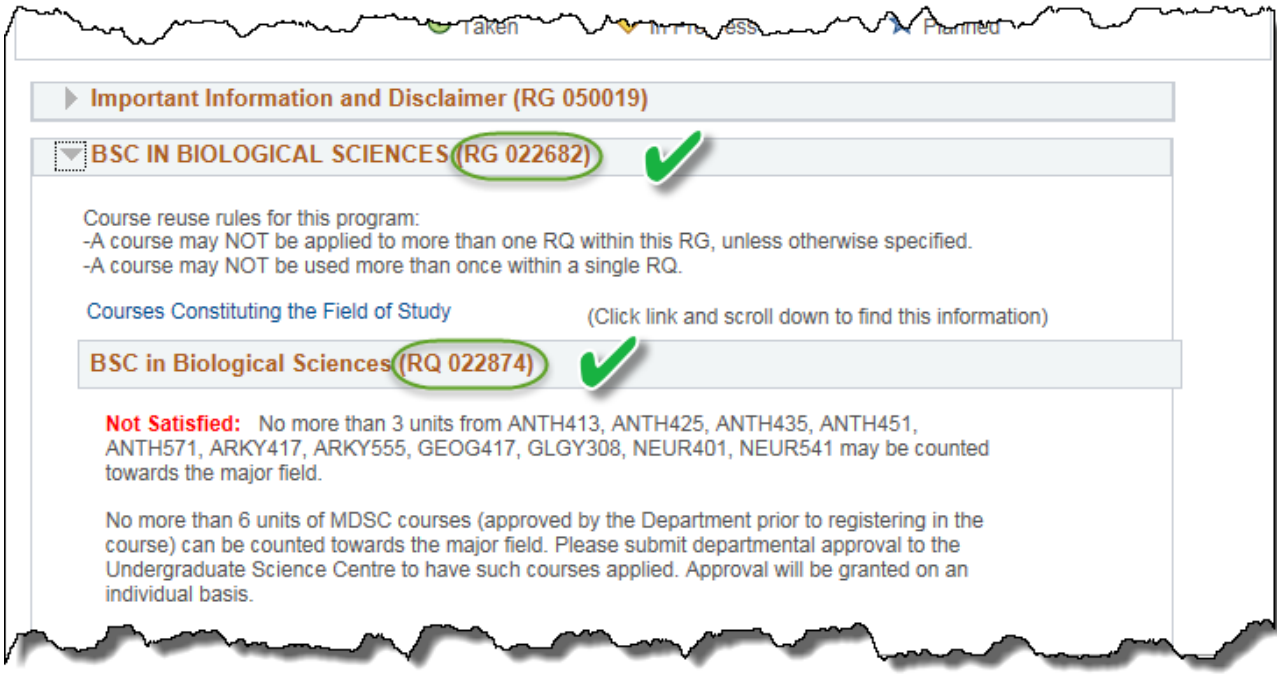
18. On the Academic Requirements Report, collapse the display and navigate to the applicable Requirement Group (e.g. BSC in BIOLOGICAL SCIENCES). Click the **Collapse All** button.



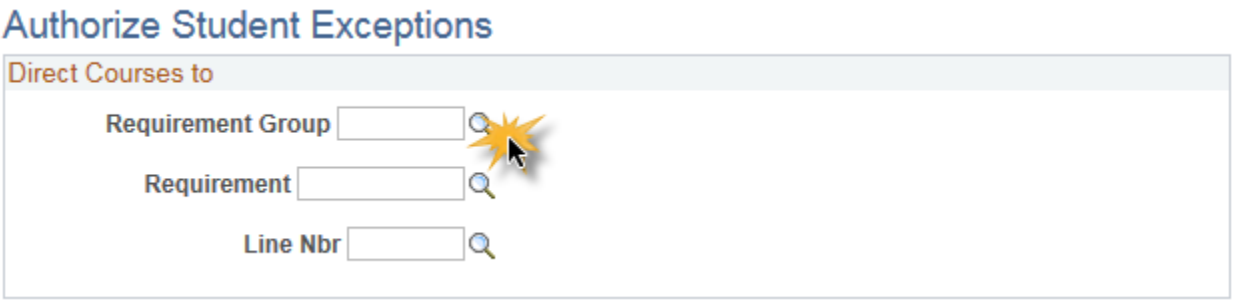
19. Click the **Expand section BSC IN BIOLOGICAL SCIENCES (RG 022682)** link.



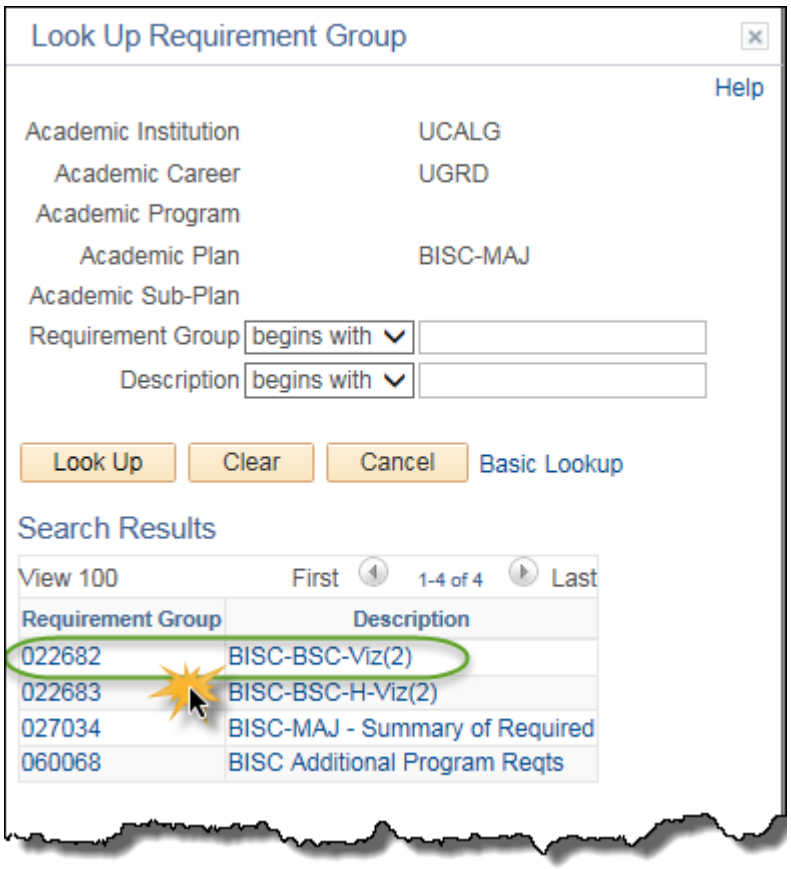
20. **Important:** Make a note of the Requirement Group number for BSC IN BIOLOGICAL SCIENCES (e.g. **RG 022682**) and the BSC in Biological Sciences Requirement (e.g. **RQ 022874**) as these are essential for the Direct Courses exceptions.



21. Navigate back to the Authorize Student Exception tab to enter the RG and RQ numbers. Click the **Authorize Student Exceptions Tab**.
22. Use the Look Up tool in Directs to Requirement Group to select the RG in which the requirement is housed. Click the **Look up Requirement Group** button.

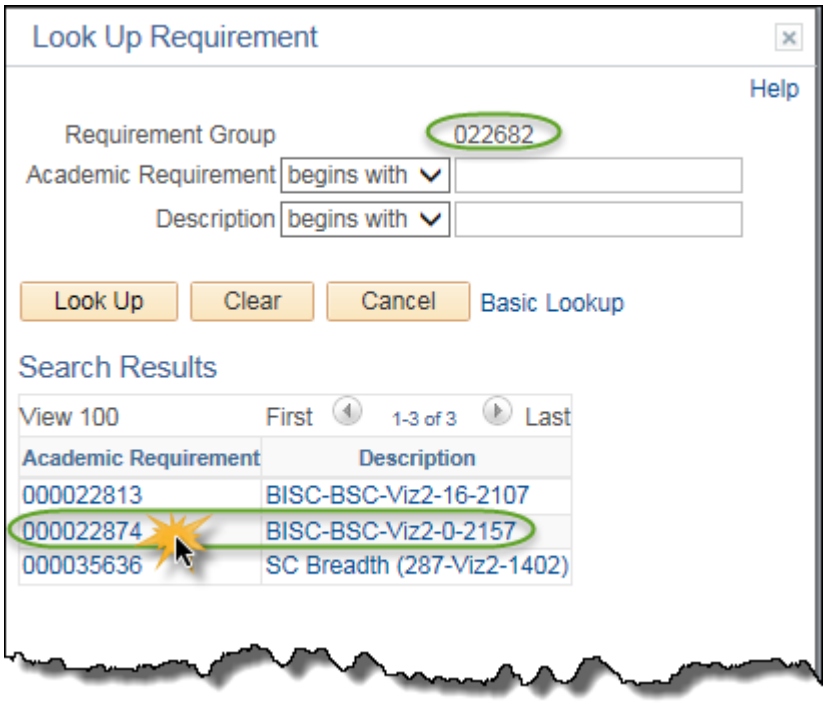


23. Select the same RG number obtained from the Advisement Report (e.g. **022682**). Click the **022682** link.



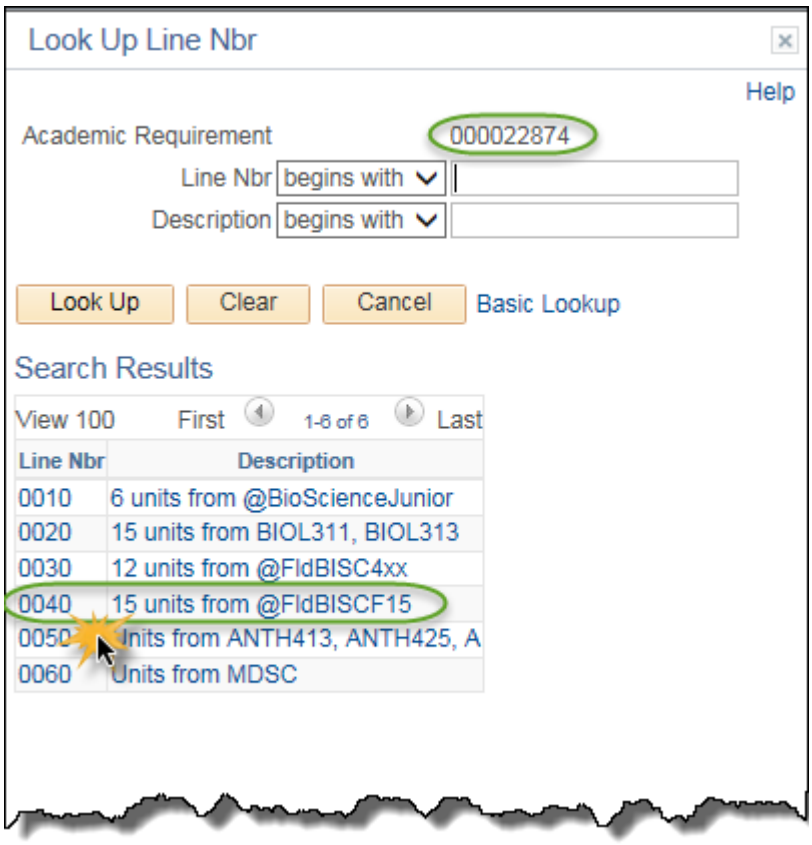
24. Click on Look Up Requirement and select the applicable RQ number obtained from the Advisement Report in which the requirement is housed. Click the **Look up Requirement** button.

25. Note the Requirement Group displays (e.g. 022682). From the list displayed, verify your selection against the RQ number obtained in the Advisement Report (e.g. **000022874**). Click the **000022874** link.

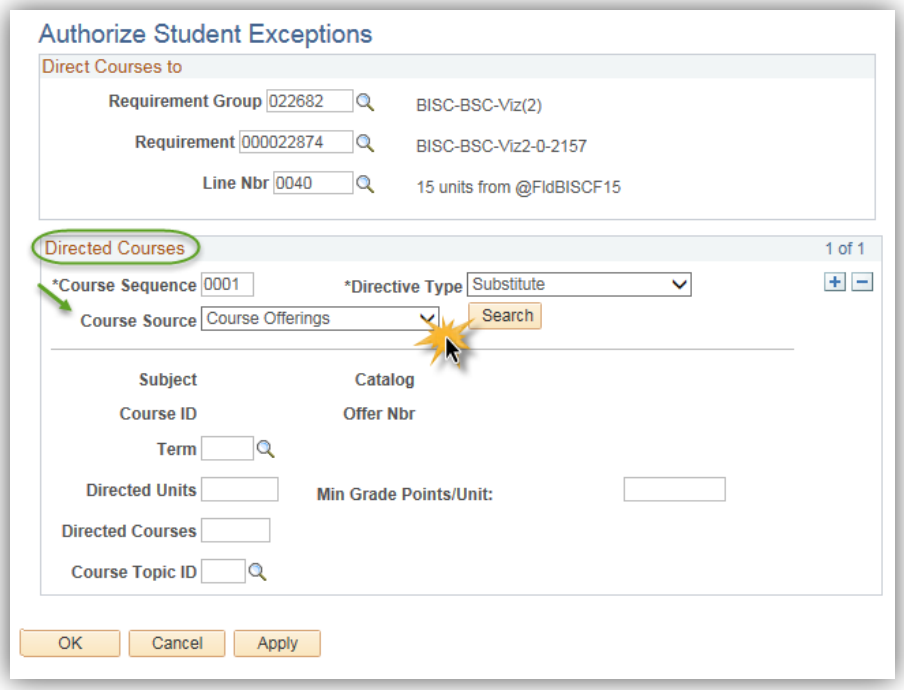


26. Click the **Look up Line Nbr** button.

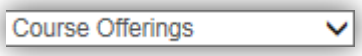
27. From the list that appears, select the line number in which the specific requirement is housed. Verify your selection against the line numbers in the Advisement Report (as a general rule, line 0010 is the first line, line 0020 is the second line, etc.).
Click the **0040** link.


Look Up Line Nbr
Help
Academic Requirement
000022874
Line Nbr
begins with
Description
begins with
Look Up
Clear
Cancel
Basic Lookup
Search Results
View 100
First
1-6 of 6
Last
Line Nbr
Description
0010
6 units from @BioScienceJunior
0020
15 units from BIOL311, BIOL313
0030
12 units from @FldBISC4xx
0040
15 units from @FldBISCF15
0050
nits from ANTH413, ANTH425, A
0060
Units from MDSC

28. In Directed Courses select the Directive Type based on whether you are seeking to substitute a course (by far the most common) or exclude a course.

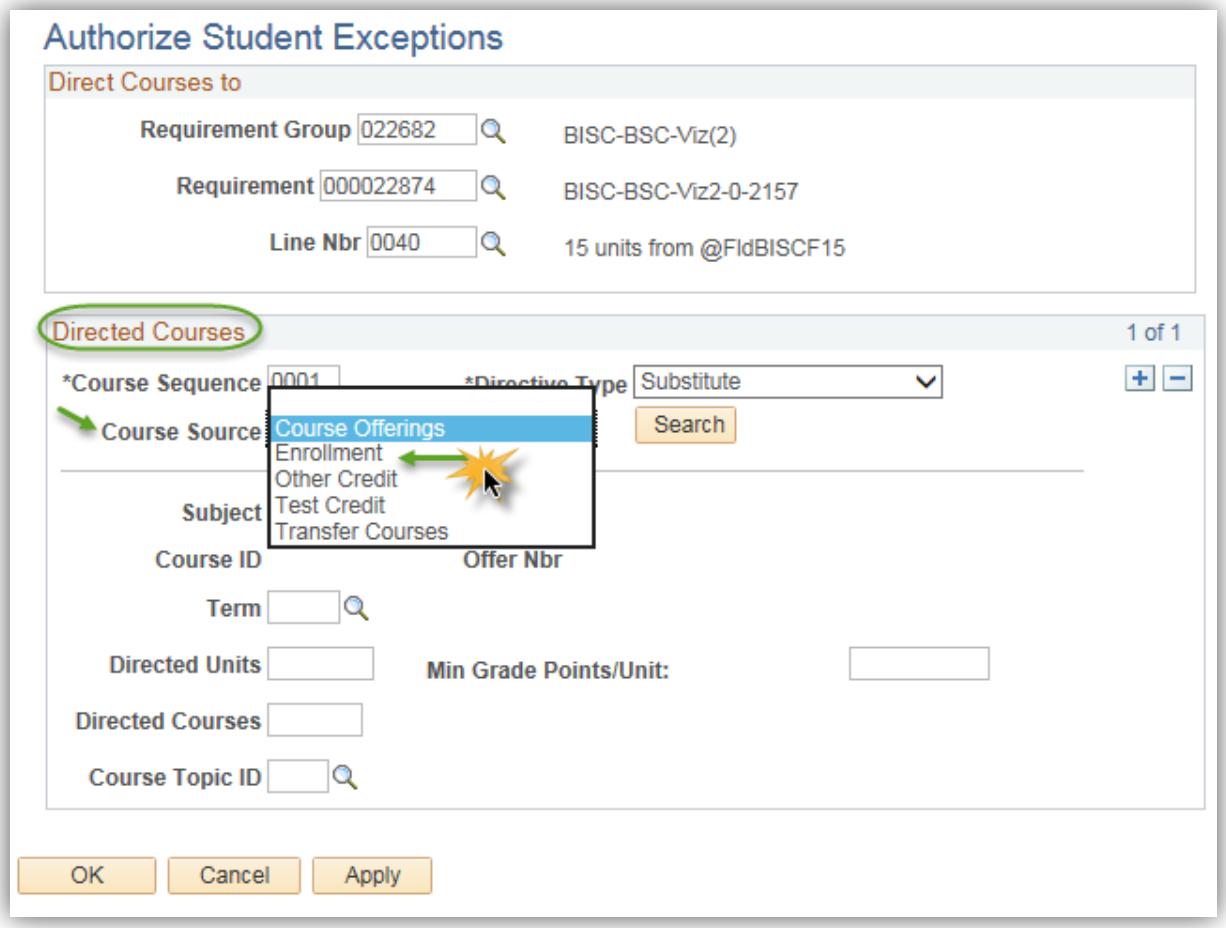


29. Click the **Course Source** list.

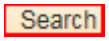


30. On the Course Source drop down menu, a list of Course Sources display:
    - **Course Offerings:** UofC Courses not yet registered
    - **Enrollment:** UofC Course in progress or complete
    - **Other Credit:** Course showing as OT type in Advisement Report (e.g. block credit from another institution)
    - **Test Credit:** Course showing TE type in Advisement Report (e.g. IB or AP credit)
    - **Transfer Courses:** Course showing as TR type in Advisement Report (e.g. individual courses transferred from another institution)

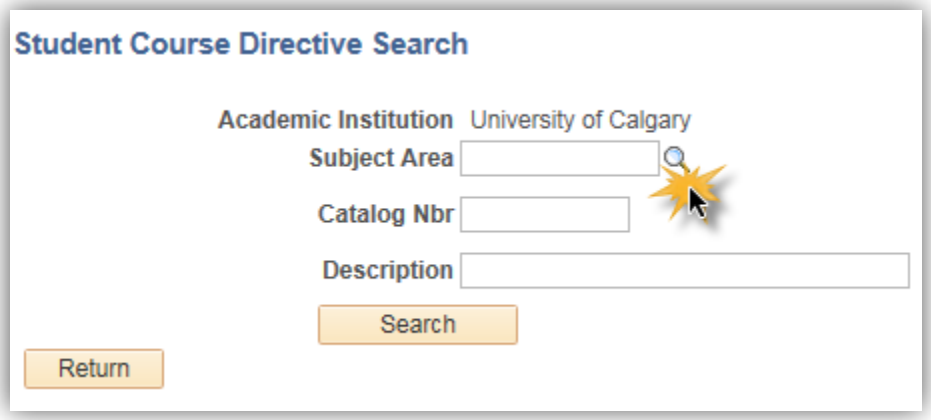
    For this example select Enrollment. Click the **Enrollment** list item.



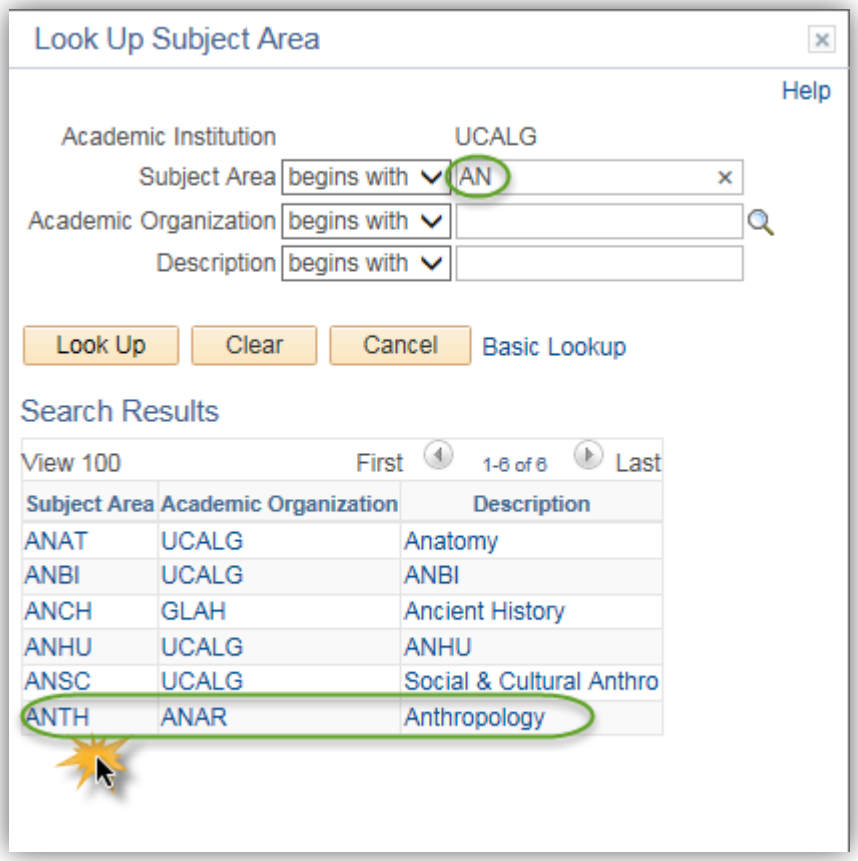
31. Click the **Search** button.



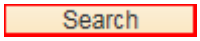
32. On **Student Course Directive Search** enter the subject area of the substitute course or click on Look up Subject Area and select from the list. Click the **Look up Subject Area** button.



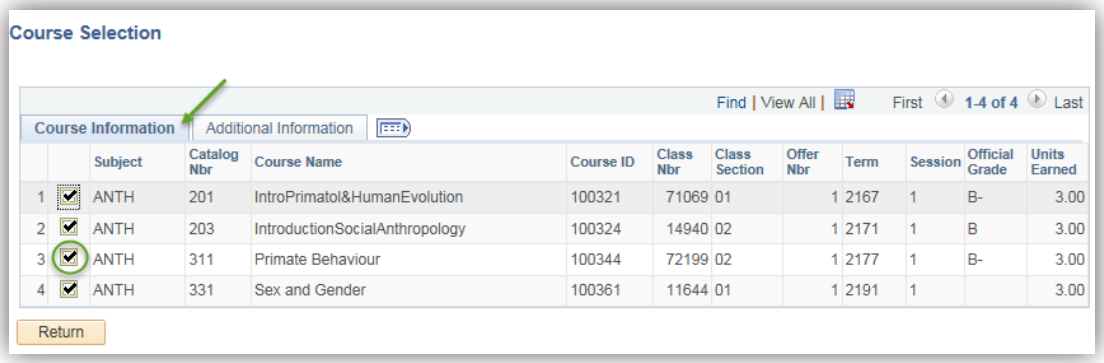
33. For this example we will search for **ANTH Anthropology**. Enter a few letters in the Subject Area and press enter or Look Up. Click the **ANTH** link.



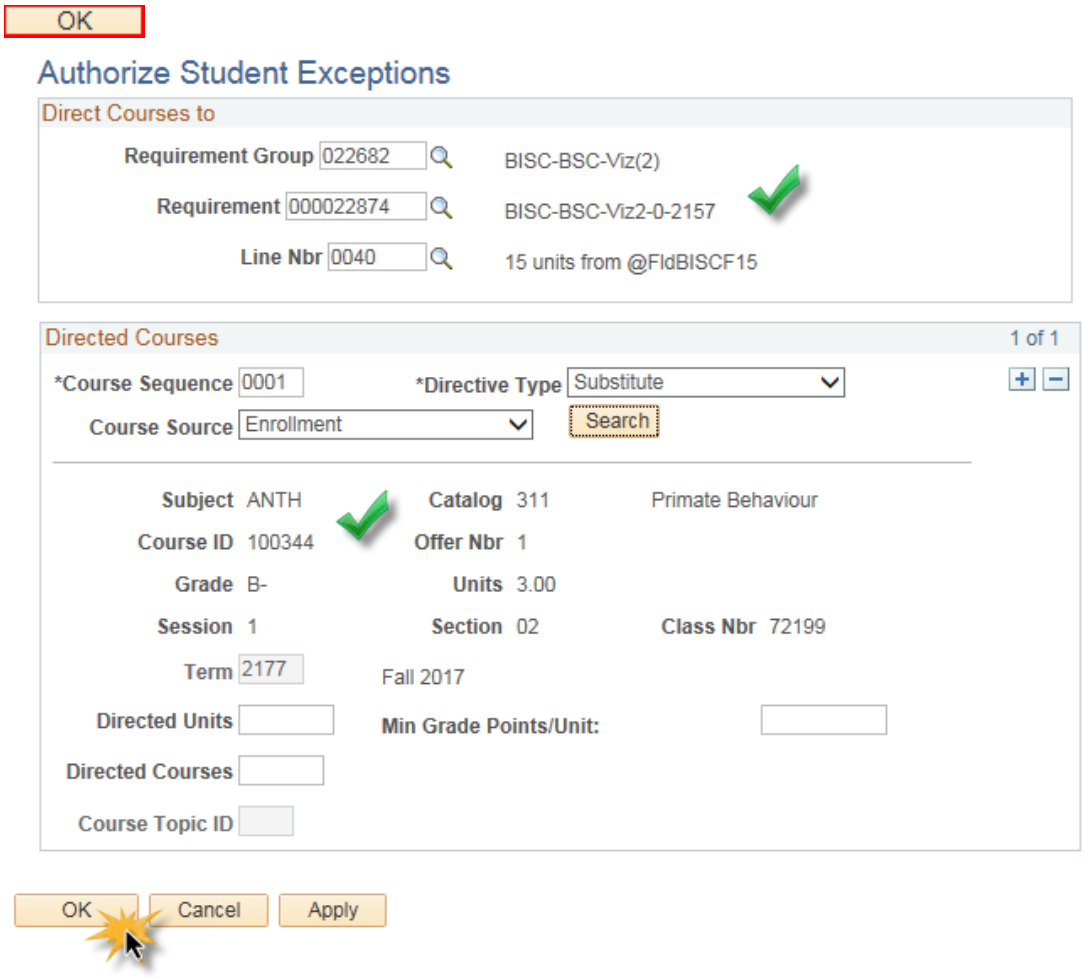
34. Click the **Search** button.



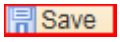
35. From Course Selection, click on the check mark of the desired substitute course. **Note all courses in the list have check marks beside them.** Click the **Class with the Checkmark** to add the class. For this example select ANTH 311.

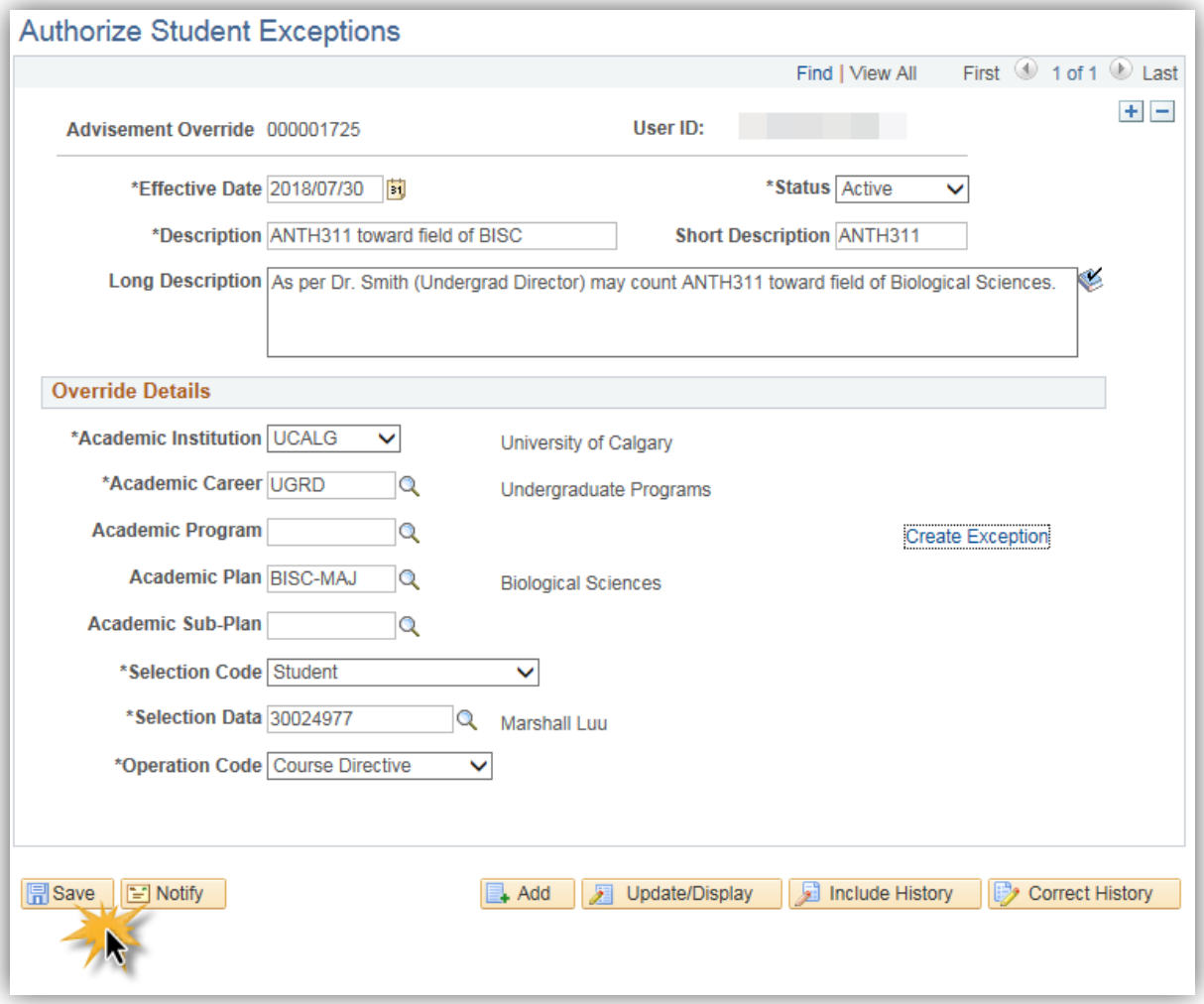


36. After all exceptions have been entered in the Directed Courses click the **OK** button.



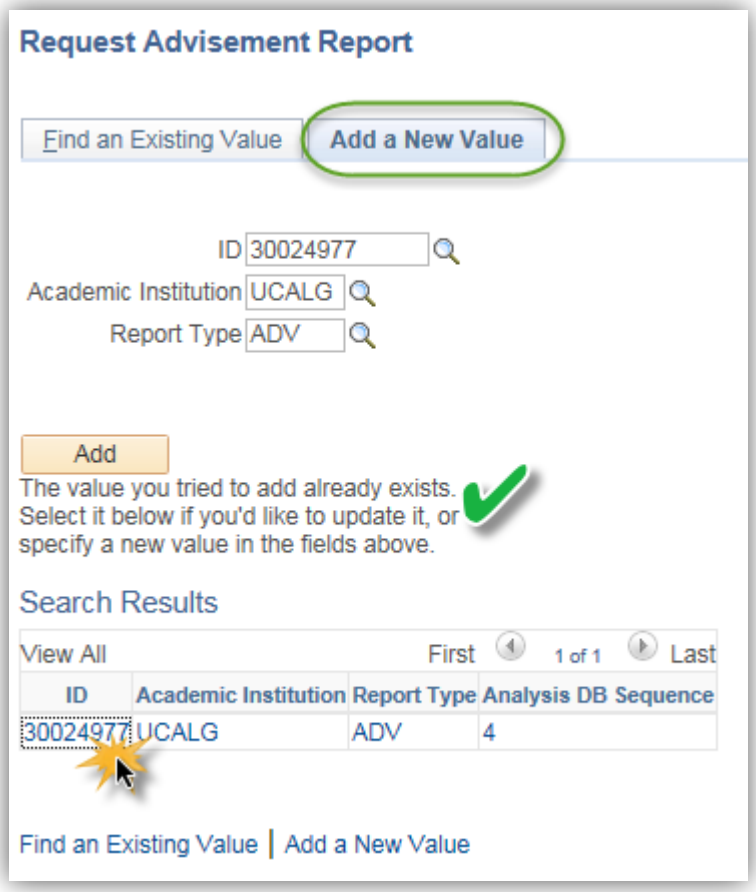
37. Click the **Save** button.



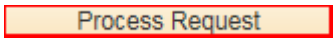


38. Request a new **Advisement Report** to investigate the exception. Click the **Add** button.

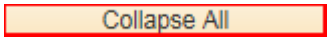
39. Since an Advisement Report already exists click on the ID number in the Search Results. Click the **30024977** link.



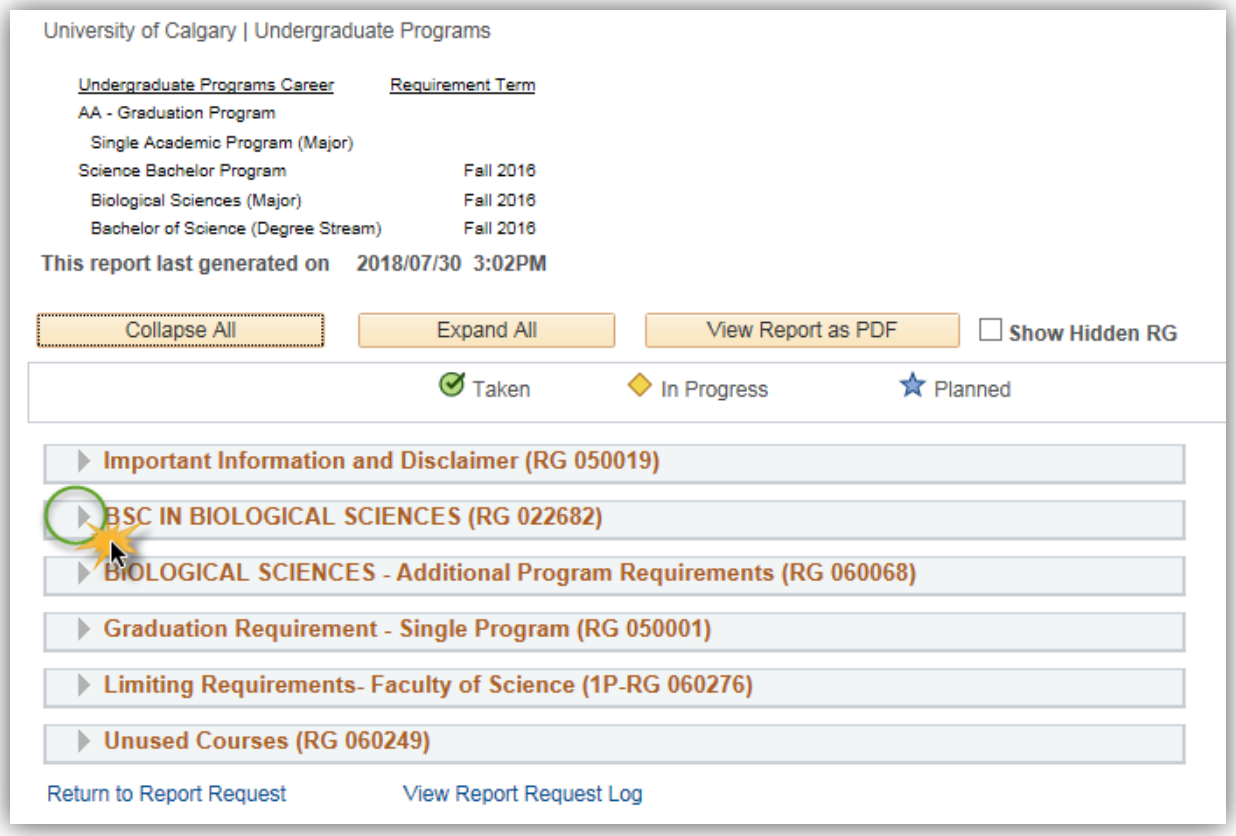
40. Click the **Process Request** button.



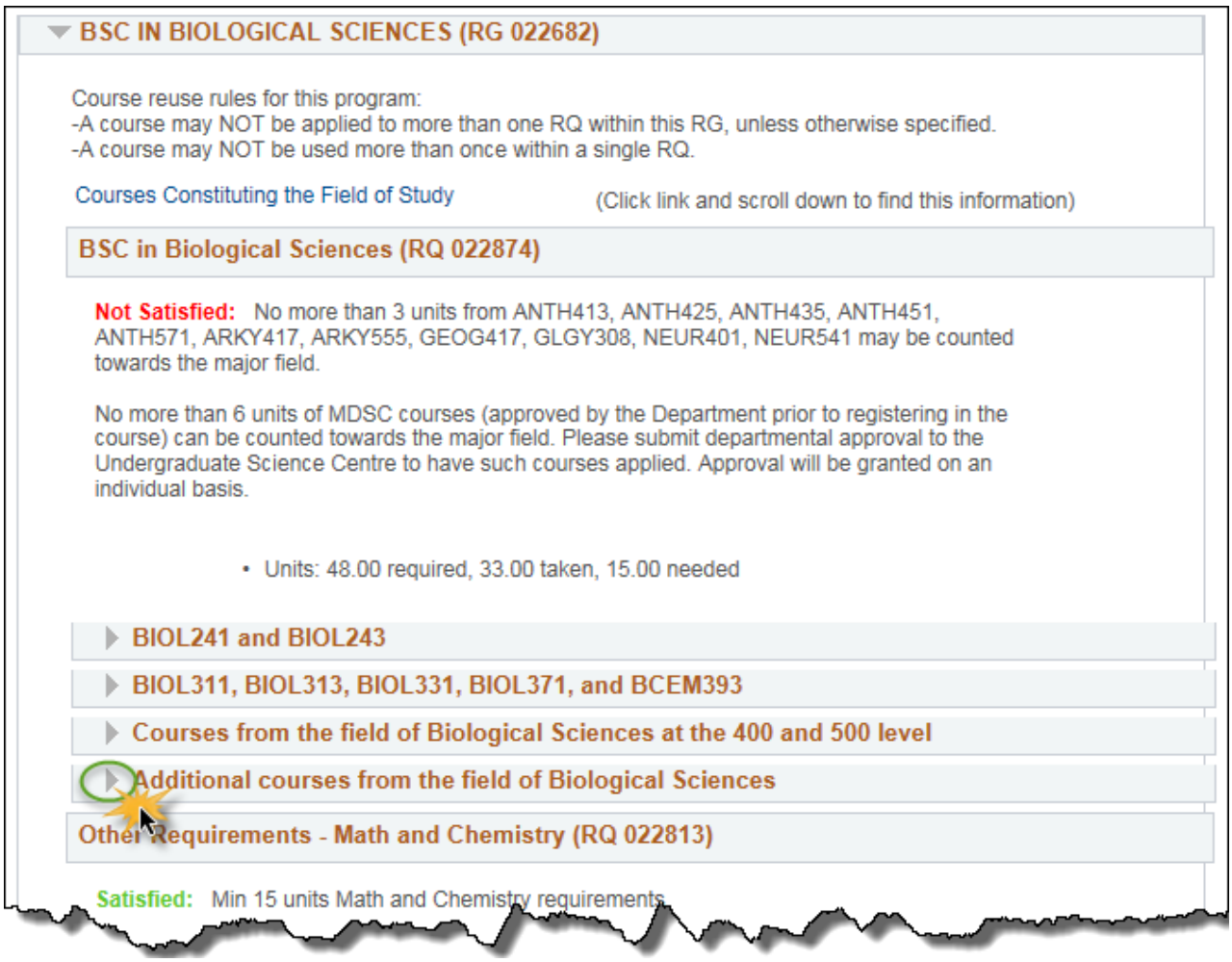
41. Click the **Collapse All** button.



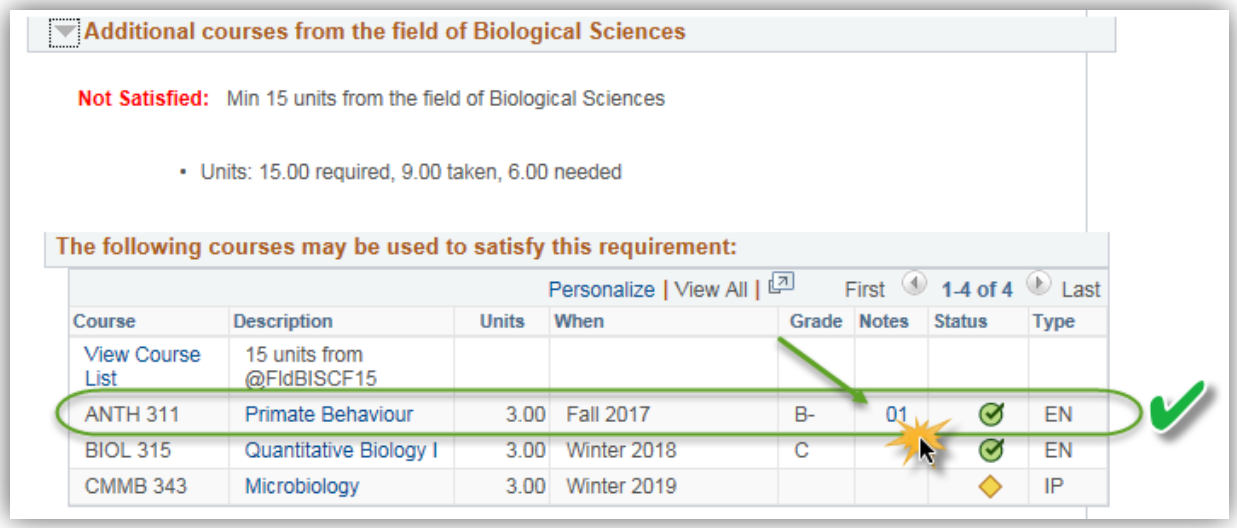
42. Click the **Expand section BSC IN BIOLOGICAL SCIENCES (RG 022682)** link.



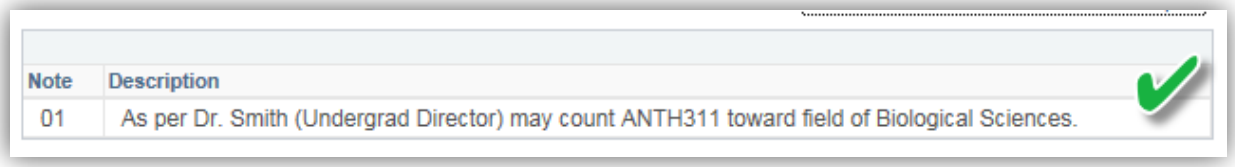
43. Scroll down the Advisement Report to view Additional courses. Click the **Expand section Additional courses** link.



44. In the requirement line where the course substitution has occurred (ANTH 311), a number with a hyperlink in the Notes column displays (e.g. 01).
Click the **01** link.



45. The Note 01 displays the explanation you entered in the Long Description field.



For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.

End of Procedure.