Create Course Substitutions

This guide will cover:

- Simultaneously adding a course to a space in the audit, while removing a separate course from that same space.

Step One

Navigate to the following breadcrumb:

Step Two

On the search criteria page, search for the student you would like to make the exception for by using either the ID or Campus ID field.

IMPORTANT: You can specify the Academic Career as well if you know your student will have more than one Academic Career on their record.
Step Three

At the top of the table click on the drop down menu for Course Source and select a source value that will allow you to search for a course you will be adding to the student.

- **Offering**: Prompt the system to search against all of the courses in the course catalog
- **Enrollment**: Prompt the system to search all the courses the student has enrolled in at UC
- **Test Credit**: Search courses that have been added to the students record through tests.
- **Other Credit**: Search courses that have been added to the students record through life experiences.
- **Transfer Credit**: Search courses that have been added to the students record through approved transfer courses.

![Create Course Substitution](image)

Step Four

Selecting the **Search** button next to the **Select Course** field.

This will allow you to search for the course you would like to add to your student’s degree audit based on your selected course source.

![Select and Substitute Course](image)
Step Five
Enter in the **subject area** and click **search**.

**NOTE:** Remember the subject area value is the abbreviation of a subject. The value should not have a college number associated with it. If it does remember to remove the number value.

Step Six
To select a course, click on the associated check mark for your intended course.

![Course Selection](image)

Notice that the course you selected has now populated next to the Select Course field.

![Create Course Substitution](image)
Step Seven
Select a course source value and search for the course you would like to replace by selecting the search button next to the substitute for field.

The course source value for your substitute for course can be different than your course source that you have already selected for select course.

Step Eight
Select the Search button next to the Substitute for field.

This will allow you to search for the course you have chosen to replace with the select course in the student’s audit.

Step Nine
Enter in the subject area and click search.

**NOTE:** Remember the subject area value is the abbreviation of a subject. The value should not have a college number associated with it. If it does remember to remove the number value.

Step Ten
To select a course, click on the associated check mark for your intended course.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Catalog</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL</td>
<td>000</td>
<td>English</td>
</tr>
<tr>
<td>ENGL</td>
<td>000BLOCK</td>
<td>English</td>
</tr>
<tr>
<td>ENGL</td>
<td>021</td>
<td>Strategic Reading and Writing</td>
</tr>
<tr>
<td>ENGL</td>
<td>022</td>
<td>Strategic Reading and Writing</td>
</tr>
</tbody>
</table>
Notice that the course you selected has now populated next to the Substitute for field.

**Create Course Substitution**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Danny Fortson</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID:</td>
<td>10479636</td>
</tr>
<tr>
<td>Academic Career:</td>
<td>Undergraduate</td>
</tr>
<tr>
<td>Student Career Nbr:</td>
<td>1</td>
</tr>
</tbody>
</table>

**Substitution Seq:** 0001

**Course Source:** Enrollment

**Select Course:** Search [120210 ENGL 1001 ENGLISH COMP]

**Substitute for:** Search [139036 ENGL 021 Strategic Reading and Writing]

**IMPORTANT:** Click the plus symbol (+) to add another transaction if you will be creating more than one course substitution for the same student’s program and plan. Then follow steps three through step nine.

**Step Eleven**

Click **SAVE** to complete the exception.

**Step Twelve**

Once you have completed your exception, run a degree audit for the student to view the exception by following the breadcrumb:

- Main Menu ➔ Campus Solutions ➔ Self Service ➔ Advisor Center ➔ Advisee Student Center

**Step Thirteen**

Select **Academic Requirements** then click ➔

**Step Fourteen**

Each place the “substitute for” course existed in the audit, you will now find the “select course” in its place. Because this exception is for the student’s program, it remains valid for any plan or sub plan that exists under this program.

**IMPORTANT:** This exception is best used when a user wants to replace everywhere one course exists in an audit with a separate course from a student’s record.

You have now completed the steps for creating a course substitution exception.