



PAWS

9.0 TRAINING

Student Exceptions

Updated: August, 2010

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OVERVIEW

Course Materials Overview

In this manual you will learn how to do the following:

- Complete a Course Directive of Substitute and Exclude
- Complete a Requirement Change
- Complete a Requirement Waiver
- Complete a Course Substitution

What is a Student Exception?

A student exception is the manipulation of a requirement or course for an individual student.

There are four primary types of student exceptions:

1. Course Directive
2. Requirement Change
3. Requirement Waiver
4. Course Substitution

The **Course Directive** allows you to either move a course into a specific requirement (“Substitute”) or move an existing course out of a specific requirement (“Exclude”). The exception is only applied to the specified requirement, not throughout the Degree Progress Report.

The **Requirement Change** allows you to alter a requirement’s parameters – *e.g.*, reduce the number of required credits in a requirement from 10 to 8.

The **Requirement Wavier** allows you to exempt a student from a requirement. This exception should not be confused with simply waiving a specified number of credits from a requirement, which would require a Requirement Change.

The **Course Substitution** is a straight substitution of one course for another throughout the Degree Progress Report. You only use a Course Substitution when you want a course to take the place of another course in every applicable requirement on the Degree Progress Report. **Only select users have access to complete a Course Substitution; whenever possible, a Course Directive should be completed rather than a Course Substitution.**



NOTES



COURSE DIRECTIVE

OVERVIEW

The Course Directive allows you to either move a course into a specific requirement (“Substitute”) or move an existing course out of a specific requirement (“Exclude”). The exception is only applied to the specified requirement, not throughout the Degree Progress Report.

Navigation: Home > Academic Advisement > Student Advisement > Authorize Student Exceptions

Process:

Step 1: Click the “Add a New Value” tab or link

Authorize Student Exceptions
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Advisement Override: begins with

Description: begins with

Selection Code: =

Selection Data: begins with

Override Operation Code: =

Academic Institution: begins with

Academic Career: begins with

Academic Program: begins with

Academic Plan: begins with

Academic Sub-Plan: begins with

Include History Correct History Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) **Add a New Value**

Step 2: Click the button

Authorize Student Exceptions

Find an Existing Value **Add a New Value**

Advisement Override:

[Find an Existing Value](#) **Add a New Value**



- Step 3:** Enter the following values on the “Authorize Student Exceptions” page
Effective Date: leave as default (current date) or back-date, if necessary
Description: enter an appropriate description for the exception
Short Description: enter an appropriate short description for the exception
Long Description: enter an appropriate long description for the exception

Authorize Student Exceptions	
Find View All First 1 of 1 Last	
Advisement Override: 000000000	User ID: Seth Zlotocha
*Effective Date: 08/25/2006	*Status: Active
*Description: [enter appropriate]	Short Description: [approp]
Long Description: [enter appropriate long description]	

- Academic Institution:** leave as default (“UWMIL”)
Academic Career: enter “UGRD” (for “Undergraduate”)
Academic Program: enter appropriate program code for student or search using spyglass (optional)
Academic Plan: enter appropriate plan code for student or search using spyglass (optional)
Academic Sub-Plan: enter appropriate plan code for student or search using spyglass (optional)
Selection Code: leave as default (“Student”)
Selection Date: enter student’s Empl ID or search using spyglass
Operation Code: select “Course Directive” from drop-down – the screen will refresh after this selection

Override Detail	
*Academic Institution:	UWMIL University Wisconsin-Milwaukee
*Academic Career:	UGRD Undergraduate
Academic Program:	LAUG Letters & Science Undergrad Create Exception
Academic Plan:	HISTORYBA2 History
Academic Sub-Plan:	
*Selection Code:	Student
*Selection Data:	0274742 Seth Zlotocha
*Operation Code:	Course Directive

NOTE: Academic Program, Academic Plan, and Academic Sub-Plan are optional fields. Using these fields is dependant upon where the requirement you are trying to change is written. For instance, if the requirement you are trying to change is written at the program level, you should enter the code into the Academic Program field. Likewise, if the requirement you are trying to change is written at the plan level, you should enter the appropriate code Academic Plan field.



Step 4: Click the “Create Exception” link

Override Detail		
*Academic Institution:	<input type="text" value="UWMIL"/>	University Wisconsin-Milwaukee
*Academic Career:	<input type="text" value="UGRD"/>	Undergraduate
Academic Program:	<input type="text" value="LAUG"/>	Letters & Science Undergrad
Academic Plan:	<input type="text" value="HISTORYBA2"/>	History
Academic Sub-Plan:	<input type="text"/>	
*Selection Code:	<input type="text" value="Student"/>	
*Selection Data:	<input type="text" value="0604064"/>	Rita Paws
*Operation Code:	<input type="text" value="Course Directive"/>	

[Create Exception](#)

Step 5: Enter the following values

Requirement Group: enter appropriate Requirement Group number or search using spyglass

Requirement: enter appropriate Requirement number or search using spyglass

Line Nbr: enter appropriate Line number or search using spyglass

Direct Courses to		
Requirement Group:	<input type="text" value="002424"/>	L&S HISTORY MAJOR REQUIREMENTS
Requirement:	<input type="text" value="000002194"/>	L&S HISTORY REQUIREMENTS
Line Nbr:	<input type="text" value="0030"/>	HISTORY - NON-WESTERN/GLOBAL

Course Sequence: leave as default

Directive Type: select appropriate from drop-down

Substitute = moving course into selected requirement

Exclude = moving course out of selected requirement

Course Source: select appropriate from drop-down

Course Offerings = all courses available at UWM

Enrollment = all UWM courses on student's enrollment record

Other Credit = all Other Credit listings from student's record

Test Credit = all Test Credit listings from student's record

Transfer Courses = all Transfer Courses from student's record

Term: leave blank

Directed Units: leave blank

Min Grade Points/Unit: leave blank

Directed Courses: leave blank

Course Topic ID: leave blank



Step 6: Click the **Search** button.

Step 7: Search for and select desired course by clicking next to the course in the search list.

	Subject	Catalog Nbr:	Course Title:
<input checked="" type="checkbox"/>	HIST	599	Special Topics in History
	Course ID:	005546	Offer Nbr: 1 Effective Date: 09/02/1983
<input checked="" type="checkbox"/>	HIST	600	Seminar in History
	Course ID:	005547	Offer Nbr: 1 Effective Date: 09/06/2005

NOTE: There may be multiple lines listed for each course. This is because the course may have gone through numerous revisions over time. Since the Course ID is the same for each version, you can select any of the lines of the course for the student exception to function properly.

The selected course will auto-populate into the Directed Courses box.

Step 8: Click the **OK** button.



Step 9: Run a Degree Progress Report to make sure the course was directed properly in the Advisement report with appropriate "Course [directed to/excluded from] this line" text and operator name.

Here's how the Course Directive will appear on the Advisement Report:

Course directed to this line						
Fall 2005	HIST	600	Seminar in History	3.00	C	EN
[appropriate description]						
Operator: Seth Zlotocha						



REQUIREMENT CHANGE

OVERVIEW

The Requirement Change allows you to alter a requirement's parameters – e.g., reduce the number of required credits in a requirement from 10 to 8.

Navigation: Home > Academic Advisement> Student Advisement > Authorize Student Exceptions

Process:

Step 1: Click the “Add a New Value” tab or link

Authorize Student Exceptions
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Advisement Override: begins with [] []
 Description: begins with [] []
 Selection Code: = [] []
 Selection Data: begins with [] []
 Override Operation Code: = [] []
 Academic Institution: begins with [] []
 Academic Career: begins with [] []
 Academic Program: begins with [] []
 Academic Plan: begins with [] []
 Academic Sub-Plan: begins with [] []

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | **Add a New Value**

Step 2: Click the **Add** button

Authorize Student Exceptions

Find an Existing Value | **Add a New Value**

Advisement Override: 0000000000

Add

Find an Existing Value | **Add a New Value**



Step 3: Enter the following values

Effective Date: leave as default (current date) or back-date, if necessary

Description: enter an appropriate description for the exception

Short Description: enter an appropriate short description for the exception

Long Description: enter an appropriate long description for the exception

Authorize Student Exceptions	
Find View All First 1 of 1 Last	
Advisement Override: 000000000	User ID: Seth Zlotocha
*Effective Date: 08/25/2006	*Status: Active
*Description: [enter appropriate]	Short Description: [approp]
Long Description: [enter appropriate long description]	

Academic Institution: leave as default ("UWMIL")

Academic Career: enter "UGRD" (for "Undergraduate")

Academic Program: enter appropriate program code for student or search using spyglass (optional)

Academic Plan: enter appropriate plan code for student or search using spyglass (optional)

Academic Sub-Plan: enter appropriate plan code for student or search using spyglass (optional)

Selection Code: leave as default ("Student")

Selection Date: enter student's Empl ID or search using spyglass

Operation Code: select "Requirement Change" from drop-down – the screen will automatically refresh after this selection and the **Level** row will be added

Override Detail	
*Academic Institution:	UWMIL University Wisconsin-Milwaukee
*Academic Career:	UGRD Undergraduate
Academic Program:	LAUG Letters & Science Undergrad Create Exception
Academic Plan:	HISTORYBA2 History
Academic Sub-Plan:	
*Selection Code:	Student
*Selection Date:	0804064 Rita Paws
*Operation Code:	Requirement Change
Level:	

Level: enter appropriate or search using spyglass

RG = Requirement Group

RQ = Requirement

LN = Line



NOTE: Academic Program, Academic Plan, and Academic Sub-Plan are optional fields. Using these fields is dependant upon where the requirement you are trying to change is written. For instance, if the requirement you are trying to change is written at the program level, you should enter the code into the Academic Program field. Likewise, if the requirement you are trying to change is written at the plan level, you should enter the appropriate code Academic Plan field.

NOTE: The Level is dependant upon where the requirement you are trying to change is written. For instance, if the requirement you are trying to change is written at the Line level, you should enter LN. Likewise, if the requirement you are trying to change is written at the requirement level, you should enter RQ.

Step 4: Click the “Create Exception” link

Override Detail	
*Academic Institution:	UWMIL University Wisconsin Milwaukee
*Academic Career:	UGRD Undergraduate
Academic Program:	LAUG Letters & Science Undergrad
Academic Plan:	HISTORYBA2 History
Academic Sub-Plan:	
*Selection Code:	Student
*Selection Data:	0604064 Rita Paws
*Operation Code:	Requirement Change
Level:	LN Rq Line

[Create Exception](#)

Step 5: Enter the following values

Requirement Group: enter appropriate Requirement Group number or search using spyglass

Requirement: enter appropriate Requirement number or search using spyglass (if applicable)

Line Nbr: enter appropriate Line number or search using spyglass (if applicable)

Requirement Line to Change	
Requirement Group:	002424 L&S HISTORY MAJOR REQUIREMENTS
Requirement:	000002194 L&S HISTORY REQUIREMENTS
Line Nbr:	0030

New Values			
Minimum Units:	<input type="text"/>	Maximum Units Allowed:	<input type="text"/>
Minimum Courses:	<input type="text"/>	Maximum Courses Allowed:	<input type="text"/>



Once the desired RG, RQ, or LN is selected, the default values will auto-populate in the New Values box.

Requirement Line to Change			
Requirement Group:	<input type="text" value="002424"/>		L&S HISTORY MAJOR REQUIREMENTS
Requirement:	<input type="text" value="000002194"/>		L&S HISTORY REQUIREMENTS
Line Nbr:	<input type="text" value="0030"/>		HISTORY - NON-WESTERN/GLOBAL
New Values			
Minimum Units:	<input type="text" value="9.00"/>	Maximum Units Allowed:	<input type="text" value="9.00"/>
Minimum Courses:	<input type="text"/>	Maximum Courses Allowed:	<input type="text"/>

NOTE: If nothing auto-populates in the New Values box, then there are no values for the selected RG, RQ, or LN. You should return to the previous screen by clicking the Cancel button in order to select a new Level for the exception.

Step 6: Change the values in the New Values box to the new values being allowed under the exception.

New Values			
Minimum Units:	<input type="text" value="3.00"/>	Maximum Units Allowed:	<input type="text" value="9.00"/>
Minimum Courses:	<input type="text"/>	Maximum Courses Allowed:	<input type="text"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Apply"/>			

Step 7: Click the button.

Step 8: Run a Degree Progress Report to make sure the requirement was changed properly in the Advisement report with appropriate "[Value changed] Required changed from" text and operator name.

Here's how the Requirement Change will appear on the Degree Progress Report:

```

Minimum Units Required changed from    9.00 to    3.00

[appropriate description]

Operator: Seth Zlotocha

```



REQUIREMENT WAIVER

OVERVIEW

The Requirement Waiver allows you to exempt a student from a requirement. This exception should not be confused with simply waiving a specified number of credits from a requirement, which would require a Requirement Change.

Navigation: Home > Academic Advisement > Student Advisement > Authorize Student Exceptions

Process:

Step 1: Click the “Add a New Value” tab or link

Authorize Student Exceptions
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Advisement Override: begins with

Description: begins with

Selection Code: =

Selection Data: begins with

Override Operation Code: =

Academic Institution: begins with

Academic Career: begins with

Academic Program: begins with

Academic Plan: begins with

Academic Sub-Plan: begins with

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | **Add a New Value**

Step 2: Click the button

Authorize Student Exceptions

Find an Existing Value | **Add a New Value**

Advisement Override:

Find an Existing Value | **Add a New Value**



Step 3: Enter the following values

Effective Date: leave as default (current date) or back-date, if necessary

Description: enter an appropriate description for the exception

Short Description: enter an appropriate short description for the exception

Long Description: enter an appropriate long description for the exception

Authorize Student Exceptions

Find | View All First 1 of 1 Last + -

Advisement Override: 000000000 **User ID:** Seth Zlotocha + -

***Effective Date:** ***Status:**

***Description:** **Short Description:**

Long Description:

Academic Institution: leave as default ("UWMIL")

Academic Career: enter "UGRD" (for "Undergraduate")

Academic Program: enter appropriate program code for student or search using spyglass (optional)

Academic Plan: enter appropriate plan code for student or search using spyglass (optional)

Academic Sub-Plan: enter appropriate plan code for student or search using spyglass (optional)

Selection Code: leave as default ("Student")

Selection Date: enter student's Empl ID or search using spyglass

Operation Code: select "Requirement Waiver" from drop-down – the screen will automatically refresh after this selection and the **Level** row will be added

Override Detail

***Academic Institution:** University Wisconsin-Milwaukee

***Academic Career:** Undergraduate

Academic Program: Letters & Science Undergrad [Create Exception](#)

Academic Plan: History

Academic Sub-Plan:

***Selection Code:**

***Selection Date:** Rita Paws

***Operation Code:**

Level:

Level: enter appropriate or search using spyglass

RG = Requirement Group

RQ = Requirement

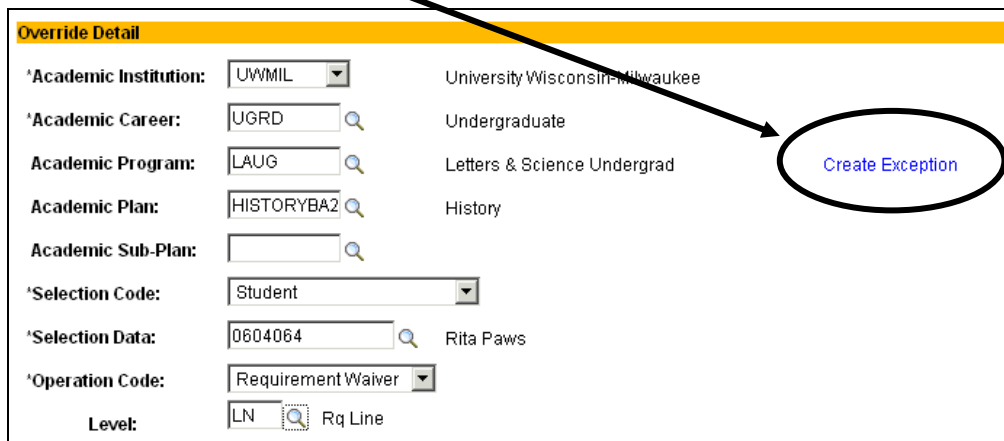
LN = Line



NOTE: Academic Program, Academic Plan, and Academic Sub-Plan are optional fields. Using these fields is dependant upon where the requirement you are trying to waive is written. For instance, if the requirement you are trying to waive is written at the program level, you should enter the code into the Academic Program field. Likewise, if the requirement you are trying to waive is written at the plan level, you should enter the appropriate code Academic Plan field.

NOTE: The Level is dependant upon where the requirement you are trying to waive is written. For instance, if the requirement you are trying to waive is written at the Line level, you should enter LN. Likewise, if the requirement you are trying to waive is written at the requirement level, you should enter RQ.

Step 4: Click the “Create Exception” link



The screenshot shows the 'Override Detail' form with the following fields and values:

*Academic Institution:	UWMIL	University Wisconsin-Milwaukee
*Academic Career:	UGRD	Undergraduate
Academic Program:	LAUG	Letters & Science Undergrad
Academic Plan:	HISTORYBA2	History
Academic Sub-Plan:		
*Selection Code:	Student	
*Selection Data:	0604064	Rita Paws
*Operation Code:	Requirement Waiver	
Level:	LN	Rq Line

The 'Create Exception' link is circled in blue, and an arrow points to it from the text above.

Step 5: Enter the following values

Requirement Group: enter appropriate Requirement Group number or search using spyglass

Requirement: enter appropriate Requirement number or search using spyglass (if applicable)

Line Nbr: enter appropriate Line number or search using spyglass (if applicable)

Step 6: Click the  button.

Step 7: Run a Degree Progress Report to make sure the requirement was waived properly in the Advisement report with appropriate “Exempted” text and operator name.

Here’s how the Requirement Waiver will appear on the Degree Progress Report:

Exempted -

[appropriate description]

Operator: Seth Zlotocha



ALTERING EXISTING EXCEPTION

Overview

Certain instances exist when it is necessary or useful to alter an existing exception rather than creating a new exception. Some examples include:

- When a student has moved from intended major status to declared major status (e.g., HISTORYBA1 to HISTORYBA2). If an exception is entered for requirements created under the intended major plan code, the exception must be altered for the requirements created under the declared plan code.
- When a Course Directive is entered for the incorrect course. PAWS will not allow a new Course Directive to be entered for the same requirement line if a Course Directive already exists for that requirement line. The existing Course Directive needs to be entered.

Altering exceptions in each of the two examples are demonstrated below.

Scenario 1: A Requirement Change to reduce the number of required American History credits was entered for a student when she was a History – Intended major (HISTORYBA1). The student is now a History – Declared major (HISTORYBA2), and the exception is no longer appearing on the advisement report.

Navigation: Home > Academic Advisement > Student Advisement > Authorize Student Exceptions

Step 1: Click on the “Find an Existing Value” tab.

The screenshot shows the 'Authorize Student Exceptions' interface. At the top, there are two tabs: 'Find an Existing Value' (which is selected and highlighted with a red box) and 'Add a New Value'. Below the tabs is a text input field labeled 'Advisement Override:' containing the value '00000000'. Below this field is an 'Add' button. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

Step 2: Enter the following values on the search page:

- Advisement Override: leave blank
- Description: leave blank
- Selection Code: select “Student” from the drop-down
- Selection Data: enter the student’s EMPLID
- Override Operation Code: leave blank
- Academic Institution: leave blank
- Academic Career: leave blank
- Academic Program: leave blank
- Academic Plan: leave blank
- Academic Sub-Plan: leave blank

Check the “Correct History” check box.



Authorize Student Exceptions
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Advisement Override: begins with []

Description: begins with []

Selection Code: = [] Student []

Selection Data: begins with [0808175] []

Override Operation Code: = [] []

Academic Institution: begins with [] []

Academic Career: begins with [] []

Academic Program: begins with [] []

Academic Plan: begins with [] []

Academic Sub-Plan: begins with [] []

Include History Correct History Case Sensitive

Step 3: Click the **Search** button.

Step 4: Select the exception from the list that needs to be altered.

Search Results
 View All First 1-4 of 4 Last

Advisement Override	Description	Selection Code	Selection Data	Override Operation Code	Academic Institution	Academic Career	Academic Program	Academic Plan	Academic Sub-Plan
000030037	Waive 3 credits of Am History	Student	0808175	Change	UWMIL	UGRD	LAUG	HISTORYBA1	(blank)
000030038	Allow Pol Sci 251 for SS GER	Student	0808175	Directive	UWMIL	UGRD	LAUG	(blank)	(blank)
000030039	FL requirement waived	Student	0808175	Waiver	UWMIL	UGRD	LAUG	(blank)	(blank)
000030040	Allow Hist 357 as Europe Hist	Student	0808175	Directive	UWMIL	UGRD	LAUG	HISTORYBA2	(blank)

Step 5: Change the “Academic Plan” in the Override Details section to the student’s new plan code.

Override Details

*Academic Institution: UWMIL University Wisconsin-Milwaukee

*Academic Career: UGRD Undergraduate

Academic Program: LAUG Letters & Science Undergrad

Academic Plan: HISTORYBA1 History - Int

Academic Sub-Plan: []

*Selection Code: Student

*Selection Data: 0808175 Elizabeth Paws

*Operation Code: Requirement Change

Override Details

*Academic Institution: UWMIL University Wisconsin-Milwaukee

*Academic Career: UGRD Undergraduate

Academic Program: LAUG Letters & Science Undergrad

Academic Plan: HISTORYBA2 History

Academic Sub-Plan: []

*Selection Code: Student

*Selection Data: 0808175 Elizabeth Paws



Step 6: Click on the “Create Exceptions” link to alter the requirement that is being changed.

Step 7: Override the Requirement Group, Requirement, and Line Nbr values by using the look-up (Q) button to select the values associated with the new plan code.

Step 8: Alter the values in the New Values section to the desired level.




NOTE: These values will revert to the default settings for the requirement after the Requirement Group, Requirement, and Line Nbr fields are altered.



Step 9: Click the  button to save the changes.

Authorize Student Exceptions

Requirement Line to Change

Requirement Group:	<input type="text" value="002424"/>		L&S HISTORY MAJOR REQUIREMENTS
Requirement:	<input type="text" value="000002194"/>		L&S HISTORY REQUIREMENTS
Line Nbr:	<input type="text" value="0020"/>		HISTORY - AMERICAN

New Values

Minimum Units:	<input type="text" value="3.00"/>	Maximum Units Allowed:	<input type="text" value="6.00"/>
Minimum Courses:	<input type="text"/>	Maximum Courses Allowed:	<input type="text"/>

Scenario 2: A Course Directive was entered prior to the completion of a course. The student did not earn a passing grade in the directed course. The student subsequently re-enrolled in the course. The existing Course Directive needs to be altered to direct the re-enrolled course into the requirement.

Navigation: Home > Academic Advisement > Student Advisement > Authorize Student Exceptions

Step 1: Click on the “Find an Existing Value” tab.

Authorize Student Exceptions

Advisement Override:

[Find an Existing Value](#) | [Add a New Value](#)

Step 2: Enter the following values on the search page:

- Advisement Override: leave blank
- Description: leave blank
- Selection Code: select “Student” from the drop-down
- Selection Data: enter the student’s EMPLID
- Override Operation Code: leave blank
- Academic Institution: leave blank
- Academic Career: leave blank
- Academic Program: leave blank
- Academic Plan: leave blank
- Academic Sub-Plan: leave blank

Check the “Correct History” check box.



Authorize Student Exceptions
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Advisement Override: begins with []

Description: begins with []

Selection Code: = [] Student []

Selection Data: begins with [0808175] []

Override Operation Code: = [] []

Academic Institution: begins with [] []

Academic Career: begins with [] []

Academic Program: begins with [] []

Academic Plan: begins with [] []

Academic Sub-Plan: begins with [] []

Include History Correct History Case Sensitive

Step 3: Click the **Search** button.

Step 4: Select the exception from the list that needs to be altered.

Search Results
 View All First 1-4 of 4 Last

Advisement Override	Description	Selection Code	Selection Data	Override Operation Code	Academic Institution	Academic Career	Academic Program	Academic Plan	Academic Sub-Plan
000030037	Waive 3 credits of Am History	Student	0808175	Change	UWMIL	UGRD	LAUG	HISTORYBA2	(blank)
000030038	Allow Pol Sci 251 for SS GER	Student	0808175	Directive	UWMIL	UGRD	LAUG	(blank)	(blank)
000030039	FL requirement waived	Student	0808175	Waiver	UWMIL	UGRD	LAUG	(blank)	(blank)
000030040	Allow Hist 132 as Europe Hist	Student	0808175	Directive	UWMIL	UGRD	LAUG	HISTORYBA1	(blank)

Step 5: (if necessary) Change the Description fields to fit the re-enrolled course.

'Description: Allow Hist 132 as Europe Hist Short Description: Hist 132

Long Description: Allow Hist 132 to count as European History per department.



'Description: Allow Hist 131 as Europe Hist Short Description: Hist 131

Long Description: Allow Hist 131 to count as European History per department.



Step 6: Click on the “Create Exceptions” link.

Authorize Student Exceptions

Find | View All First 1 of 1 Last

Advisement Override: 000030040 User ID: Seth Zlotocha

'Effective Date: 08/17/2010 'Status: Active

'Description: Allow Hist 132 as Europe Hist 'Short Description: Hist 132

Long Description: Allow Hist 132 to count as European History per department.

Override Details

'Academic Institution: UWMIL University Wisconsin-Milwaukee

'Academic Career: UGRD Undergraduate

Academic Program: LAUG Letters & Science Undergrad

Academic Plan: HISTORYBA1 History - Int

Academic Sub-Plan:

'Selection Code: Student

'Selection Data: 0808175 Elizabeth Paws

'Operation Code: Course Directive

Create Exception

Step 7: Select the appropriate Course Source for the re-enrolled course. If the student has already re-enrolled in the course, use “Enrollment.” If the student has not re-enrolled in the course, use “Course Offerings.” Click the **Search** button.

Authorize Student Exceptions

Direct Courses to

Requirement Group: 002423 L&S HISTORY MAJOR REQUIREMENTS

Requirement: 000002194 L&S HISTORY REQUIREMENTS

Line Nbr: 0010 HISTORY - 6U EUROPEAN

Directed Courses 1 of 1

'Course Sequence: 0001 'Directive Type: Substitute

Course Source: Enrollment Search

Subject: HIST Catalog: 132 World History Since 1500

Course ID: 005337 Offer Nbr: 1 Acad Group: L&S

Grade: Units: 3.00

Session: 1 Section: 201 Class Nbr: 48756

Term: 1088 Spring 2010

Directed Units: Min Grade Points/Unit: 1.00

Directed Courses:

Course Topic ID:



Step 8: Enter the Subject Heading for the re-enrolled course. Click the **Search** button.

Student Course Directive Search

Academic Institution: University Wisconsin-Milwaukee

Subject Area: History

Step 9: Click the button to select the appropriate course from the search list.

Course Selection

Course Selection				Find	1-4 of 4
<input checked="" type="checkbox"/>	Subject	Catalog Nbr:	Course Name:	Class Nbr	
	HIST	131	World History to 1500	43613	
	Course ID:	Offer Nbr:	Class Section:		
	005336	1	401		
	Term:	Session:	Units Earned:		
	1092	1	3.00		
	Grade:	Designation:	RD Grade:		
		GERH			
	Topic ID:				
<input checked="" type="checkbox"/>	Subject	Catalog Nbr:	Course Name:	Class Nbr	
	HIST	132	World History Since 1500	48756	
	Course ID:	Offer Nbr:	Class Section:		
	005337	1	201		
	Term:	Session:	Units Earned:		
	1088	1	3.00		
	Grade:	Designation:	RD Grade:		
	F16	GERH			
	Topic ID:				
<input checked="" type="checkbox"/>	Subject	Catalog Nbr:	Course Name:	Class Nbr	
	HIST	192	Freshman Seminar	60631	
	Course ID:	Offer Nbr:	Class Section:		
	005346	1	007		

Step 10: Click the **OK** button to save the changes.

Direct Courses to

Requirement Group: L&S HISTORY MAJOR REQUIREMENTS

Requirement: L&S HISTORY REQUIREMENTS

Line Nbr: HISTORY - 6U EUROPEAN

Directed Courses

1 of 1

Course Sequence: **Directive Type:**

Course Source:

Subject: HIST **Catalog:** 131 World History to 1500

Course ID: 005336 **Offer Nbr:** 1 **Acad Group:** L&S

Grade: **Units:** 3.00

Session: 1 **Section:** 401 **Class Nbr:** 43613

Term: Fall 2010

Directed Units: **Min Grade Points/Unit:**

Directed Courses:

Course Topic ID:



COURSE SUBSTITUTION

OVERVIEW

The Course Substitution is a straight substitution of one course for another throughout the Degree Progress Report. You only use a Course Substitution when you want a course to take the place of another course in every requirement on the Degree Progress Report. **Only select users have access to complete a Course Substitution; whenever possible, a Course Directive should be completed rather than a Course Substitution.**

Navigation: Home > Academic Advisement > Student Advisement > Create Course Substitution

NOTES: Substitutions also can be set up in advance of course completion. For example, transfer work in the summer session can be pre-approved so it is automatically calculated in the fall session. If the student never takes the course, the substitution is not processed. The course substitution panel is keyed off a student's ID making each substitution student-specific.

Substitutions affect a student's career. Each career can contain course substitutions. A student with multiple careers can have multiple course substitutions that are relevant to the specific career.

Process:

Step 1: Enter a student's identifying information (preferably an ID) on the search page.

If the student has multiple careers, select the career to which the substitution should apply.

Select appropriate {

ID	Academ Career	Program Short Descr	Institution Short Descr	National ID Country	HID Short Description	National ID	Date of Birth	Name
0604064	UGRD	AHUG	UWM	USA	SSN	*****	06/19	Paws,Rita Barbara
0604064	UGRD	LAUG	UWM	USA	SSN	*****	06/19	Paws,Rita Barbara



If this is the first substitution for the student, use the blank row that appears.

Course Substitution

Name: Rita Paws Student ID: 0604064
 Academic Career: Undergraduate Student Career Nbr: 1

Find | View All 1 of 1

*Substitution Seq: 0001 *Course Source: Enrollment

*Long Description:

Select Course: Search
 Substitute for: Search

Blank first row means no other substitutions exist

If the student has other substitutions, click the **+** button to add an additional row.

Course Substitution

Name: Rita Paws Student ID: 0604064
 Academic Career: Undergraduate Student Career Nbr: 1

Find | View All 1 of 1

*Substitution Seq: 0001 *Course Source: Enrollment

*Long Description: Substitute Ad Ldsp 517 for Hist 101.

Select Course:	Search	001009	Ad Ldsp	517	Intro to Adult Educ Practice
Substitute for:	Search	005332	Hist	101	Western Civ. Ancient Wrld-1500

Completed first row means another row must be added to enter another substitution

Step 2: Enter the following values

Substitution Seq: leave as default

Course Source: select appropriate from drop-down

Course Offerings = All available courses in UWM catalog

Enrollment = All UWM courses student has enrolled in

Other Credit, Test Credit, Transfer Credit = Credits and courses earned by the student from other sources than course offerings and enrollment

Long Description: enter appropriate description for substitution

Find | View All 1 of 1

*Substitution Seq: 0001 *Course Source: Enrollment

*Long Description: test

Select Course: Search
 Substitute for: Search

Save Return to Search Previous in List Next in List

Step 3: Click the **Search** button next to the **Select Course** text.



Step 4: Search for course to be substituted.

Step 5: Select desired course from list by clicking on button.

Course Selection

Customize | Find | View All | First 1-2 of 2 Last

Subject	Catalog	
<input checked="" type="checkbox"/> HIST	249	Second World War in Europe
<input checked="" type="checkbox"/> HIST	275	Intro Mddl EastWest Religions

You will be automatically returned to the Course Substitution page.

Step 6: Click **Search** button next to the **Substitute for** text.

Find | View All | 1 of 1

*Substitution Seq: 0001 *Course Source: Enrollment

*Long Description: test

Select Course:	Search	005372	Hist	249	Second World War in Europe
Substitute for:	Search				

Step 7: Search for course to be substituted for.

Step 8: Select desired course from list by clicking on button (see screen shot above).

You will be automatically returned to the Course Substitution page.

Step 9: Click **Save**.

Find | View All | 1 of 1

*Substitution Seq: 0001 *Course Source: Enrollment

*Long Description: [appropriate description]

Select Course:	Search	005372	Hist	249	Second World War in Europe
Substitute for:	Search	005387	Hist	275	Intro Mddl EastWest Religions

Save Return to Search Previous in List Next in List



Step 10: Run a Degree Progress Report to make sure the course substituted properly throughout the Degree Progress Report with appropriate "Use in place of" text.

Here's how the substitution will appear on the Degree Progress Report:

Term	Course	Description	Units	Grade	Code
Fall 2005	HIST 249	Second World War in	3.00	A-	EN
	Use in place of HIST 275	Intro Mddl East/West Relig			

