Authorizing Additional Course Directives for a Student

Course directives are sometimes needed when you need to use a course that is not a specifically recognized GMAP

requirement for a specified requirement.

Note that you will need to include History, and likely Correct History permissions to complete Course Directives.

To see if course directives have already been entered for a student, go to

Main Menu \rightarrow Academic Advisement \rightarrow Student Advisement \rightarrow Authorize Student Exceptions

In Selection Data, enter the student's ID number.

anter any information you ha	ive and click Se	arch. Leave fields bl	ank for a list o	of all valu	ues.		
Find an Existing Value	Add a New Va	ue					
 Search Criteria 							
Advisement Override:	An and an an alternative						
	begins with V	J					
Description: Selection Code:	begins with V	J					
Selection Data:	= V	1000	Q	۲			
Override Operation Code:	begins with •	1000xxxxxxx	M	•			
Academic Institution:	begins with *	1000	0				
Academic Career:	begins with •	1					
Academic Program:	begins with v						
Academic Plan:	begins with *	1					
Academic Sub-Plan:	begins with *						
Include History			/e				
imit the number of results to	(up to 300): [300					
Search Clear Ba	asic Search	Save Search Crite	eria				

If no course directives have been done for this student, the screen will show "No matching values were found".

ORACLE							
Favorites Main Menu >	Academic Advise	ement 🚿 Student Advise	ment⇒	Authorize	Student Exce	ptions	
• • •	•	· ·					
Authorize Student Ex	ceptions						
Enter any information you ha	ave and click Sea	arch. Leave fields blank fo	or a list o	f all values.			
Find an Existing Value	Add a New Val	lue					
- Search Criteria							
* Scarch Chiena							
Advisement Override:	begins with *	\					
Description:	begins with v		_				
Selection Code:	= 7			•			
Selection Data:	begins with *	1000xxxxxxx					
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 🔲 C	orrect History	Case Sensitive					
Limit the number of results to	-						
Search Clear B	asic Search	Save Search Criteria					
No matching values were for	und						
No matching values were to	unu.						
Find on Eviating Value 1 Adv	d e blew) (ekse						
Find an Existing Value Add	a New Value						

If the student has several course directives already entered, you will see a list. Select the one you want to modify.

1-8 of 8 🕞 Las Academic Sub-Plar

	Authorize Student Exceptions							
	Enter any information you have and click Searc	h. Leave fields blank for a lis	t of all values.					
	Find an Existing Value				_			
l	- Search Criteria							
	Advisement Override: begins with v Description: begins with v							
	Selection Code: = v Selection Data: begins with v 10	000xxxxx000	*					
	Selection Data: begins with v 10 Override Operation Code: = v	00000000						
	Academic Institution: begins with v	Q	•					
	Academic Career: begins with v	~~~~~~~~~~~~~~~~~~~~~~~~~						
	Academic Program: begins with v	~~~~~~~~~~~~						
	Academic Plan: begins with v	~~~~~~~~~~						
	Academic Sub-Plan: begins with v							
		1						
	Include History Correct History							
	Limit the number of results to (up to 300): 300							
	Search Clear Basic Search	ave Search Criteria						
	and a second sec							
	Search Results							
	View All						First	1-6 of
	Advisement Override Description			on Code Academic Institutio				
	000079131 cd:math 1324	Student	Directive	UTARL	UGRD	UGRD		(blank)
	000079133 cd:arch elect 000079134 cd:univ electives	Student Student	Directive Directive	UTARL UTARL	UGRD UGRD	(blank) (blank)		(<u>blank)</u> (blank)
	000106389 cd: arch history	Student	Directive	UTARL	UGRD	(blank)		(blank)
	000231996 CD: ARCH 5381 as Elect		Directive	UTARL	GRAD	MASTR	ARCHARNTB	
	000231997 CD: ARCH 5349 as Core	Cr Student	Directive	UTARL	GRAD	MASTR	ARCHARNTB	(<u>blank</u>)
	Find an Existing Value <u>Add a New Value</u>							

If a student has only one course directive already entered, it will come up on your screen.

				Find View All	First 🛙 1 of 1 🗗 Lint
Advisement Override:	000274033		User ID:		
Effective Date:	01/26/2017		*Status:	Active •	
Description:	CD: OPMA 5368, INSY 53	73	Short Description:	CD: OPMA 5	
ong Description:	CD: OPMA 5368, INSY 53	73 to Elective			1 Alexandre
verride Details					
Academic Institution:	UTARL *	University of Te	xas, Arlington		
Academic Career:	GRAD	Graduate			
cademic Program:	MASTR	Masters		Create Exc	eption
Academic Plan:	IE_MSNT	Industrial Engr-	MS Non Thesis		
cademic Sub-Plan:					
selection Code:	Student	•			
Selection Data:					
	Course Directive	1	1.85		
Operation Code:	Course Directive .	1			

If you need to add more course directives for the same student and the same requirement group, click Create Exception.

(Remember, you must be in Correct History mode.)

				Find View All	First KI 1 of 1	Last
Advisement Override:	000274033		User ID:		+	
Effective Date:	01/26/2017		"Status:	Active •		
Description:	CD: OPMA 5368, INSY 537	73	Short Description:	CD: OPMA 5		
ong Description:	CD: OPMA 5368, INSY 53	73 to Elective			1 and	
Academic Institution: Academic Career: Academic Program: Academic Plan:	UTARL V GRAD Q MASTR Q	University of Tex Graduate Masters		Create Exc	ception	
cademic Plan:		Industrial Engr-1	IS Non Thesis			
Selection Code:	Student	•				
Selection Data:			-			
Operation Code:	Course Directive •					

Click the lowest plus sign available and add the exception you want to submit, then click Apply.

Authorize St Direct Courses to		coptionic	_			
Requirement Gr	oup: 0000	056	IE MC I	NT 2000		
Requirement:	0000006	507 🔍	IE ELE	CT (18)		
Line Nbr:	002	0	IE ADD	LELECT		
Directed Courses						1-2 of 2
Course Sequence	:0001	*Directive	Type:	Substitute	٣	+ -
Course Source:	Enrollment		۲	Search		
Subject:	OPMA	Catalog:	5368	GLOBAL	SUPPLY CHAIN MAN	AGEMENT
Course ID:	101174	Offer Nbr:	1	Acad Gro	up: BUSA	
Grade:	В	Units:	3.00			
Session:	1	Section:	001	Class Nbr	: 80750	
Term:						
	2168	2016 Fall				
Directed Units:	2168	2016 Fall Min Grade F	Points/U	Init:	2.00	
			Points/U	Init:	2.00	
Directed Units:			Points/U	Init:	2.00	
Directed Units: Directed Courses:				Init: Substitute	2.00	•
Directed Units: Directed Courses: Course Topic ID:		Min Grade F				Œ
Directed Units: Directed Courses: Course Topic ID: 'Course Sequence	:0002	Min Grade F	Туре:	Substitute Search		_
Directed Units: Directed Courses: Course Topic ID: Course Sequence Course Source: Subject:	:0002 Enroliment	Min Grade F *Directive	Type:	Substitute Search	PROJECT MANAGEN	_
Directed Units: Directed Courses: Course Topic ID: 'Course Sequence Course Source:	:0002 Enrollment	Min Grade F *Directive Catalog:	Type: • 5373	Substitute Search INF SYS	PROJECT MANAGEN	_
Directed Units: Directed Courses: Course Topic ID: 'Course Sequence Course Source: Subject: Course ID:	:0002 Enrollment	Min Grade F *Directive Catalog: Offer Nbr:	Type: • 5373 1	Substitute Search INF SYS	PROJECT MANAGEN	_
Directed Units: Directed Courses: Course Topic ID: 'Course Sequence Course Source: Subject: Course ID: Grade:	: 0002 Enrolment INSY 101085	Min Grade F *Directive Catalog: Offer Nbr: Units:	Type: 5373 1 3.00 001	Substitute Search INF SYS Acad Grou	PROJECT MANAGEN	_
Directed Units: Directed Courses: Course Topic ID: 'Course Sequence Course Source: Subject: Course ID: Grade: Session:	: 0002 Enrollment INSY 101085	Min Grade F *Directive Catalog: Offer Nbr: Units: Section:	Type: • 5373 1 3.00 001	Substitute Search INF SYS Acad Gro Class Nbr	PROJECT MANAGEN	_
Directed Units: Directed Courses: Course Topic ID: "Course Sequence Course Source: Subject: Course ID: Grade: Session: Term:	:0002 Enrollment INSY 101085 1 2172	Min Grade F "Directive Catalog: Offer Nbr: Units: Section: 2017 Spring	Type: • 5373 1 3.00 001	Substitute Search INF SYS Acad Gro Class Nbr	PROJECT MANAGEN up: BUSA 25362	MENT

If the student already has course directives done, but you need to create a new one for a different requirement group on the GMAP, click Add a New Value and proceed as with any new course directive.

ORACLE

Favorites | Main Menu > Academic Advisement > Student Advisement > Authorize Student Exceptions

Authorize Student Exceptions

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

- Search Criteria					
Advisement Override:	h				
	begins with *	J			
Description:	begins with *]			
Selection Code:	= *	-			۳
Selection Data:	begins with *	1000xxxxxx		0	
Override Operation Code:	= •		Ν		۳
Academic Institution:	begins with *)[13	0	
Academic Career:	begins with *		1	0	
Academic Program:	begins with *			0	
Academic Plan:	begins with *				
Academic Sub-Plan:	begins with *			0	

Limit the number of results to (up to 300): 300

Search Clear Basic Search Criteria

Search Resu	llts							
View All							First	1-8 of 8 🕟 La
Advisement Overr	ide Description	Selection Code	Selection Data Override	e Operation Code Academic	Institution Academic	Career Academic Pr	ogram Academic Plan	Academic Sub-Pla
000079131	cd:math 1324	Student	Directive	e UTARL	UGRD	UGRD	(blank)	(blank)
000079133	cd:arch elect	Student	Directive	e UTARL	UGRD	(blank)	ARCHBS	(blank)
000079134	cd:univ electives	Student	Directive	e UTARL	UGRD	(blank)	ARCHBS	(blank)
000106389	cd: arch history	Student	Directive	e UTARL	UGRD	(blank)	ARCHBS	(blank)
000231996	CD: ARCH 5381 as Elect Cr	Student	Directive	e UTARL	GRAD	MASTR	ARCHARNTB	(blank)
000231997	CD: ARCH 5349 as Core Cr	Student	Directive	e UTARL	GRAD	MASTR	ARCHARNTB	(blank)

Find an Existing Value Add a New Value