

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 → Academic Advisement → Student Advisement → Authorize Student Exceptions

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

[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.

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

▼ Search Criteria

Advisement Override:

begins with ▼

Description:

begins with ▼

Selection Code:

= ▼

Selection Data:

begins with ▼

1000xxxxxx

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

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

[Search](#)

[Clear](#)

[Basic Search](#)

[Save Search Criteria](#)

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

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

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Favorites

Main Menu

Academic Advisement

Student Advisement

Authorize Student Exceptions

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Find an Existing Value

Add a New Value

Search Criteria

Advisement Override:

begins with

Description:

begins with

Selection Code:

=

Selection Data:

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1000xxxxxx

Override Operation Code:

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Academic Institution:

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Academic Career:

begins with

Academic Program:

begins with

Academic Plan:

begins with

Academic Sub-Plan:

begins with

☐ Include History

☐ Correct History

☐ Case Sensitive

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

300

Search

Clear

Basic Search

Save Search Criteria

No matching values were found.

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.

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](#)

Search Criteria

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

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

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1-3 of 8 Last

Advisement Override	Description	Selection Code	Selection Data	Override Operation Code	Academic Institution	Academic Career	Academic Program	Academic Plan	Academic Sub-Plan
000079131	cd:math 1324	Student		Directive	UTARL	UGRD	UGRD	(blank)	(blank)
000079133	cd:arch elect	Student		Directive	UTARL	UGRD	(blank)	ARCHBS	(blank)
000079134	cd:univ electives	Student		Directive	UTARL	UGRD	(blank)	ARCHBS	(blank)
000106389	cd: arch history	Student		Directive	UTARL	UGRD	(blank)	ARCHBS	(blank)
000231996	CD: ARCH 5381 as Elect Cr	Student		Directive	UTARL	GRAD	MASTR	ARCHARNTB	(blank)
000231997	CD: ARCH 5349 as Core Cr	Student		Directive	UTARL	GRAD	MASTR	ARCHARNTB	(blank)

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

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

[Favorites](#) [Main Menu](#) > [Academic Advisement](#) > [Student Advisement](#) > [Authorize Student Exceptions](#)

Authorize Student Exceptions

Find | View All First 1 of 1 Last

Advisement Override: 000274033 User ID:

*Effective Date: *Status: Active

*Description: Short Description:

Long Description:

Override Details

*Academic Institution: University of Texas, Arlington

*Academic Career: Graduate

Academic Program: Masters [Create Exception](#)

Academic Plan: Industrial Engr-MS Non Thesis

Academic Sub-Plan:

*Selection Code:

*Selection Data:

*Operation Code:

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

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.)

Authorize Student Exceptions

Advisement Override: 000274033 User ID: [REDACTED]

*Effective Date: 01/26/2017 *Status: Active

*Description: CD: OPMA 5368, INSY 5373 Short Description: CD: OPMA 5

Long Description: CD: OPMA 5368, INSY 5373 to Elective

Override Details

*Academic Institution: UTARL University of Texas, Arlington

*Academic Career: GRAD Graduate

Academic Program: MASTR Masters

Academic Plan: IE_MSNT Industrial Engr-MS Non Thesis

Academic Sub-Plan:

*Selection Code: Student

*Selection Data: [REDACTED]

*Operation Code: Course Directive

Create Exception

Save Return to Search Notify Add Update/Display Include History Correct History

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

Authorize Student Exceptions

Direct Courses to

Requirement Group: 000056 IE MS NT 2000

Requirement: 000000607 IE ELECT (18)

Line Nbr: 0020 IE ADDL ELECT

Directed Courses

*Course Sequence: 0001 *Directive Type: Substitute

Course Source: Enrollment Search

Subject: OPMA Catalog: 5368 GLOBAL SUPPLY CHAIN MANAGEMENT

Course ID: 101174 Offer Nbr: 1 Acad Group: BUSA

Grade: B Units: 3.00

Session: 1 Section: 001 Class Nbr: 80750

Term: 2168 2016 Fall

Directed Units: Min Grade Points/Unit: 2.00

Directed Courses:

Course Topic ID:

*Course Sequence: 0002 *Directive Type: Substitute

Course Source: Enrollment Search

Subject: INSY Catalog: 5373 INF SYS PROJECT MANAGEMENT

Course ID: 101085 Offer Nbr: 1 Acad Group: BUSA

Grade: Units: 3.00

Session: 1 Section: 001 Class Nbr: 25362

Term: 2172 2017 Spring

Directed Units: Min Grade Points/Unit: 2.00

Directed Courses:

Course Topic ID:

OK Cancel Apply

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.

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☐ Include History

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

Search

Clear

Basic Search

Save Search Criteria

Search Results

View All

First

1-6 of 6

Last

Find an Existing Value

Add a New Value