

## Course directives and waivers

Pull up two screens of MyMav. On one screen, pull up the student's GMAP, and on the other pull up the Authorize Student Exceptions page. (You can even pull up a third screen with the Program/Plan stack.)

Go to the Authorize Student Exceptions page in MyMav

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

In Selection Data, enter the student's ID number

**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](#)

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

If you want to modify a sub/waiver that was done previously you can choose the one you want to modify from the list that appears

**Search Results**

[View All](#) First 1-2 of 2 Last

Advisement Override	Description	Selection Code	Selection Data	Override Operation Code	Academic Institution	Academic Career	Academic Program	Academic Plan	Academic Sub-Plan
000259617	CD: SOCW 5322, 5301, 5303	Student	1001135038	Directive	UTARL	GRAD	MASTR	CRCJ.MANTCO	(blank)
000259645	SOCW 5322, 5301, 5303	Student	1001135038	Directive	UTARL	GRAD	MASTR	CRCJ.MANTCO	(blank)

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

If no subs/waivers have been done for what you're trying to change, click the tab for Add a New Value at the top.

This screenshot shows the 'Authorize Student Exceptions' page. At the top, a breadcrumb trail reads: 'Favorites | Main Menu > Academic Advisement > Student Advisement > Authorize Student Exceptions'. Below this is the title 'Authorize Student Exceptions' and a sub-instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two tabs: 'Find an Existing Value' and 'Add a New Value', with the latter highlighted in yellow. A 'Search Criteria' section contains four rows of input fields: 'Advisement Override:' with a 'begins with' dropdown and a text box; 'Description:' with a 'begins with' dropdown and a text box; 'Selection Code:' with an '=' dropdown and a text box; and 'Selection Data:' with a 'begins with' dropdown and a text box.

Do not change anything on the screen that comes up next, just click Add.

This screenshot shows the same 'Authorize Student Exceptions' page, but with the 'Add a New Value' tab selected. The 'Find an Existing Value' tab is now greyed out. The 'Advisement Override:' text box now contains the value '000000000'. Below the search criteria, the 'Add' button is highlighted in yellow. At the bottom of the page, there is a link: 'Find an Existing Value | Add a New Value'.

Enter the required fields as highlighted below. If entering a Course Directive, use the prefix "CD:" and then the list of courses you want to direct, if entering a requirement waiver, enter "RW:" and the list of requirements, if changing a requirement (like, the number of hours required) enter "RC:" and what you're changing. Once you've filled in all the required fields, click Create Exception.

(If you have a program/plan page up, copy/paste the Academic Plan as needed. The subplan field may not be necessary.)

### Authorize Student Exceptions

[Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

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**Advisement Override:** 000259617      **User ID:** Ginger L Dickens

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**\*Effective Date:** 08/04/2016      **\*Status:** Active

**\*Description:** CD: SOCW 5322, 5301, 5303      **Short Description:** CD: SOCW 5

**Long Description:** CD: SOCW 5322, 5301, 5303 to RQ-2310

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**Override Details**

**\*Academic Institution:** UTARL      University of Texas, Arlington

**\*Academic Career:** GRAD      Graduate

**Academic Program:** MASTR      Masters      [Create Exception](#)

**Academic Plan:** CRCJMANTC      Crim & Crim Just-MA NT Cohort

**Academic Sub-Plan:**

**\*Selection Code:** Student

**\*Selection Data:** 1001135038      Erica Renea Griffin

**\*Operation Code:** Course Directive

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#) | [Add](#) | [Update/Display](#) | [Include History](#) | [Com](#)

Now you must enter the information for where you want the course to go. Click the magnifying glass if you don't know what to enter. This information is the "address" of where you want the sub/waiver to go on the GMAP (such as RQ-2310).

Be sure to select Enrollment from the drop down so that you get a list of courses the student was/is enrolled in. Then click Search.

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**Authorize Student Exceptions**

**Direct Courses to**  
Requirement Group:   
Requirement:   
Line Nbr:

**Directed Courses** 1 of 1  
\*Course Sequence: 0001 \*Directive Type: Substitute  
Course Source: Enrollment Search  
Subject: Catalog:  
Course ID: Offer Nbr:  
Term:   
Directed Units:  Min Grade Points/Unit: 2.00  
Directed Courses:   
Course Topic ID:

OK Cancel Apply

You'll then need to narrow down the course options. Enter the subject area of the course you want to use, such as EE, or SOCW, or MSE.

**Student Course Directive Search**

Academic Institution: University of Texas, Arlington

Subject Area:

Catalog Nbr

Description

Search

Return

You'll get a list of courses to choose from. Click the **check mark** of the course you want to use, not just the line, the check mark.

### Course Selection

Find | View All | First 1-9 of 9 Last

Course Information		Additional Information										
		Subject	Catalog Nbr	Course Name	Course ID	Class Nbr	Class Section	Offer Nbr	Term	Session	Official Grade	Units Earned
1	<input checked="" type="checkbox"/>	SOCW	5301	HUMAN BEHAV & SOCIAL ENV I	108961	34506	001		1 2162	ISW	A	3.00
2	<input checked="" type="checkbox"/>	SOCW	5303	FOUND OF SCIAL PLCY & SERVICES	108963	34399	003		1 2162	1	C	3.00
3	<input checked="" type="checkbox"/>	SOCW	5304	GENERALIST MICRO PRACTICE	108964	88392	010		1 2158	1	A	3.00
4	<input checked="" type="checkbox"/>	SOCW	5306	GENERALIST MACRO PRACTICE	108966	85041	003		1 2158	1	A	3.00
5	<input checked="" type="checkbox"/>	SOCW	5317	HUMAN BEHAVIOR & DIVERSE POPS	108976	42059	009		1 2162	1	B	3.00
6	<input checked="" type="checkbox"/>	SOCW	5322	RESEARCH AND EVALUATION I	108980	28647	002		1 2162	1	B	3.00
7	<input checked="" type="checkbox"/>	SOCW	5851	APPLIED SOC WRK PRACT I-BLOCK	112761	90167	001		1 2168	1		8.00
8	<input checked="" type="checkbox"/>	SOCW	6304	SOCIAL POLICY AND CHILD WELFARE	109015	54308	001		1 2165	11W		3.00
9	<input checked="" type="checkbox"/>	SOCW	6324	RESEARCH AND EVALUATION II	109035	82869	003		1 2168	1		3.00

Return

Once you've clicked the check mark, the screen will revert to the exceptions screen with the course information filled in. To save the item, click Apply.

### Authorize Student Exceptions

Direct Courses to

Requirement Group:

Requirement:

Line Nbr:

Directed Courses 1 of 1

\*Course Sequence: 0001 \*Directive Type: Substitute

Course Source: Enrollment Search

Subject: SOCW Catalog: 5303 FOUND OF SCIAL PLCY & SERVICES

Course ID: 108963 Offer Nbr: 1

Grade: C Units: 3.00

Session: 1 Section: 003 Class Nbr: 34399

Term: 2162 2016 Spring

Directed Units: Min Grade Points/Unit: 2.00

Directed Courses:

Course Topic ID:

OK Cancel Apply