



JOB AID

Academic Advisement: Substitutions

01/28/2021





Contents

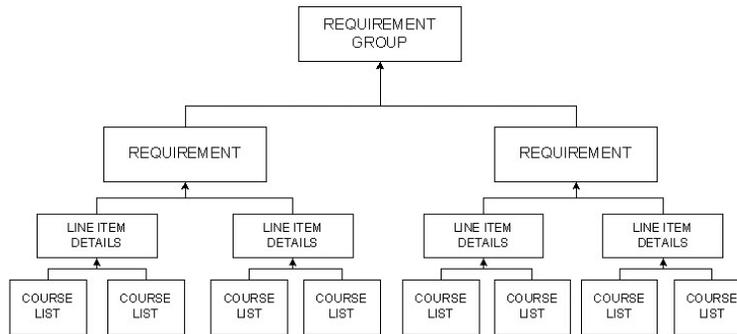
Key Terms	2
Academic Requirements Report	3
Substitutions.....	6
Course Directive	6
Waivers	10
Requirement Change.....	11



Academic Advisement: Substitutions

Key Terms

Below are the **primary components** for the Academic Advisement module.



Component	Description
Requirement Groups	<p>The highest level for graduation requirements. There may be one or more requirements within a requirement group.</p> <p>This group determines which rules apply to the student, based on the program(s) of study the student has declared.</p>
Requirements	They are more detailed and can contain more complex rules.
Requirement Terms	<p>Another concept that is important for Academic Requirements Reports is requirement terms. For every student's program of study, there are four:</p> <ul style="list-style-type: none"> • Career Requirement Term: the term that determines the university requirements a student must follow. This value is only updated by the Registrar's Office, upon request. • Program Requirement Term: the catalog version that determines the college-level requirements that a student must follow. • Plan Requirement Term: the catalog version that determines the major or minor requirements that a student must follow. • Sub-Plan Requirement Term: the catalog version that determines the concentration requirements that a student must follow.
Line Item Details	<p>Identifies the criteria that must be met to satisfy a specific requirement.</p> <p>For example, "You must complete 3 courses" or "You must have a minimum GPA of 2.5."</p>
Course Lists	Identifies specific courses that may be used to satisfy a requirement. Course Lists are linked to lines within a requirement.

Degree Audit rules in Campus Solutions have been set up so that most of the criteria a student must complete to satisfy a requirement will live at the line item level. This is where exceptions and substitutions will occur.



Academic Requirements Report

1. From the Advisors home page, click the **Student Advising** tile.



The Student Services Center search page will open.

A screenshot of the Student Services Center search page. The page has a dark green header with the text 'Student Advising' and navigation icons. Below the header, there is a section titled 'Student Services Center' with the instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a 'Find an Existing Value' button. Underneath, there is a 'Search Criteria' section with several input fields: 'ID:' (with a dropdown menu set to 'begins with' and the value '15'), 'Campus ID:', 'National ID:', 'Last Name:', and 'First Name:'. Each of these fields has a dropdown menu set to 'begins with'. A red arrow points to the 'ID:' field. At the bottom, there is a 'Search' button (highlighted with a red box), a 'Clear' button, and links for 'Basic Search' and 'Save Search Criteria'. There is also a 'Case Sensitive' checkbox which is unchecked.

2. Enter the student's **ID**, if known. If you do not know the ID number, search by last name/first name.

Note: Within Campus Solutions, the 'A' in student IDs (APID) has been replaced with a '1.' For example, legacy SIS ID A123456789 will be 1123456789 in Campus Solutions.

- Search fields are not case-sensitive.

3. Click the **Search** button.

The Student Services Center will open with the student's **Academics** section displaying.



Admin Home Student Services Center

Matt C ID 158

Student Center General Info Admissions Transfer Credit Academics Finances Financial Aid

Matt's Student Center

Academics

My Class Schedule Shopping Cart My Planner

other academic... [Go]

Deadlines URL

Search for Classes

Holds: No Holds.

To Do List: No To Do's.

Milestones: No Milestones.

Enrollment Dates: Open Enrollment Dates.

Class	Schedule
EC 201-004 LEC (12700)	12:00AM - 12:00AM Arranged TuTh 8:30AM - 9:50AM Room: TBA
MC 220-004 LEC (18327)	TuTh 10:20AM - 11:40AM Room: TBA
MTH 124-025 LEC (21303)	MoWeFr 3:00PM - 3:50PM Room: TBA
RUS 201-002 LEC (26972)	12:00AM - 12:00AM Arranged MoWeFr 11:30AM - 12:20PM Wells Hall A132

Weekly Schedule ▶

4. Click the drop-down next to **other academic...** and select **Academic Requirements** from the list.

other academic...

- Academic Requirements
- Advising Notes
- Course History
- Exam Schedule
- Grades
- Transfer Credit: Report
- other academic...

[Go]

5. Click the **Go** button to run the report.

After a moment, the academic requirements report will generate. The top half of the page will contain the student's **Current Academic Program** details and **Current Academic Summary**.

My Academic Requirements

Matt C ID 158

Michigan State University | Undergraduate

This report last generated on 10/16/2020 1:07PM

Collapse All Expand All View Report as PDF Refresh

Current Academic Program		Current Academic Summary	
	Requirement (Catalog) Term		
Career:	Undergraduate	Report Date	10/16/2020
Program:	James Madison College	Last Term Registered	Fall 2020
Plan:	James Madison NOHN	Academic Standing	
Expected Grad Term:		MSU GPA:	3.473
Graduation Status:	Not Applied		



The lower half of the page will contain a list of the student's requirement groups (University Requirements, Tier I Writing Requirements, IAH/ISS/Diversity Requirements, etc.), the different requirement lines within each group, and the status of each.

An icon legend and disclaimer are provided at the top of the requirements section, explaining the status icons.

Legend:
✓ Taken
◆ In Progress
★ Planned
✓ Requirement Satisfied
⌚ Requirement Satisfied-IP Course
✗ Requirement Not Satisfied

DISCLAIMER

This report is a representation of your degree requirements. It is the responsibility of each student to be aware of and understand University requirements as published in the Academic Programs catalog. Please review with your Academic Advisor for approval.

- **Requirement Satisfied** (green check mark): These sections will default to being collapsed, but can be expanded by clicking on the arrows within each section, which will show details pertaining to the courses taken to satisfy the requirement.
- **Requirement Satisfied-IP Course** (blue hourglass): These sections contain details pertaining to in-progress requirements/courses and will also default to being collapsed as the system assumes the student will successfully complete them. If the student does not successfully complete the requirement, the section will once again expand and show "Not Satisfied."
- **Requirement Not Satisfied** (red cancel button): These sections will be expanded upon default and will display requirements not yet satisfied or currently in progress.

My Academic Requirements

- ✓ TIER I WRITING
- ⌚ MATHEMATICS
- ✗ IAH / ISS / DIVERSITY REQUIREMENTS
 - Not Satisfied:
 - IAH / ISS / DIVERSITY REQUIREMENTS
 - ⌚ Integrative Studies - Arts and Humanities
 - Satisfied:
 - Integrative Studies - Arts and Humanities
 - ⌚ (8)-IAH 201 - IAH 210
- ✓ (9)-IAH 211 or higher

Use the navigation bar on the right to scroll down the report to view each requirement group.

The very bottom of the report will contain the student's **Course History**, a list of each course the student has taken or is currently taking, including detailed **Course, Description, Term, Grade, Units** and **Status** information.



Course History					
Course	Description	Term	Grade	Units	Status
CAS 111	Design and Layout	Fall Semester 2019	T	3.00	
CJ 220	Criminology	Fall Semester 2019	T	3.00	
COM GCU	General Credit-Undergraduate	Fall Semester 2019	T	3.00	
EC 201	Introduction to Microeconomics	Fall Semester 2020		3.00	
HST 202	U.S. History to 1876	Fall Semester 2019	T	4.00	
HST 203	U.S. History Since 1876	Fall Semester 2019	T	4.00	
IAH 201	U.S. & The World (D)	Spring Semester 2021		4.00	
ISB 201	Insects, Global, & Sustain	Spring Semester 2020	S	3.00	

Substitutions

In the Academic Requirements report, areas where requirements have not been met will contain a menu of actions the advisor can take. This job aid contains instructions for completing the following actions:

- Course Directive
- Requirement Change
- Requirement Waiver

Course Directive

A course directive allows you to substitute a course that is different from the courses listed to satisfy the requirement. In the example below, the **(17)-MC 111 and MC 112** requirement has not been satisfied, and the student has completed only one of the two MC courses required.

A course directive will allow the advisor to substitute MC 112 with a different course. In the example below, we will substitute MC 112 with a completed course from the student's Course History.

The screenshot shows a window titled "My Academic Requirements". A requirement "(17)-MC 111 and MC 112" is listed as "Not Satisfied". Below it, it says "MC 111 and MC 112" and "Courses: 2 required, 1 taken, 1 needed". A table lists the following courses that may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
MC 111	Identity and Community	4.00	Fall Semester 2019	3.0	
MC 112	Identity and Community	4.00	Spring every year		

An actions menu is open over the requirement, with options: "create substitute", "Crse Directive", "Req Change", "Req Waiver", and "create substitute". Red arrows point to the "Crse Directive" option and the "Go" button (a two-headed arrow) next to it.

1. Click the actions menu and select **Course (Crse) Directive**.
2. Click the two-armed **Go** button.

The **Authorize Student Substitutions** page will open where advisors can select a course to use as directive for the requirement.



The **Direct Courses** to section lists the Requirement Group, Requirement and Line Nbr. for the course we are substituting.

In the **Directed Courses** section, the **Course Source** is where we will indicate the area the directed course is coming from:

- **Course Offerings:** select this option if the student has not yet taken or registered for the course and the course is not transfer work or test credit.
 - **Note:** The course selected from the catalog will not appear in the student's audit report until they have enrolled into the course.
- **Enrollment:** select this option if the student has taken or registered for the course at MSU.
- **Test Credit:** select this option if the student has test credit for the course.
- **Transfer Credit:** select this option if a student has transferred the course into MSU.

The screenshot shows the 'AA Student Exceptions' window. At the top, it displays 'Requirement Group: 000037 JAMES MADISON COLLEGE', 'Requirement: 000000023 FOUNDATION COURSES', and 'Line Nbr: 0010 MC 111 and MC 112'. Below this is the 'Directed Courses' section, which is currently showing '1 of 1' entries. The entry has '*Course Sequence' 0001 and '*Directive Type' set to 'Substitute'. The 'Course Source' dropdown menu is open, with 'Enrollment' selected. A red box highlights the 'Enrollment' option in the dropdown. To the right of the dropdown is a 'Search' button. Below the dropdown, the subject 'Intro Study of Public Aff I' is visible, along with 'Course ID', 'Grade' (00), 'Session' (09), and 'Class Nbr 18619'. At the bottom, 'Directed Units' and 'Min Grade Points/Unit: 1.00' are shown.

3. **Course Source:** Click the drop-down and select *Enrollment*.
4. **Directive Type:** Click the drop-down and select *Substitute*.

Note: The **Directive Type** “Exclude” can be selected when the advisor wishes to exclude an option from the requirement course list, preventing the student from using that course to satisfy the requirement.

- You may add multiple course into the substitution by adding a “row” (clicking the plus ‘+’ button located in the upper right).

5. Click the **Search** button.

A window will open for you to enter search criteria to narrow down the list of courses the student has taken. In this example, we are looking for another MC course to substitute for the MC 112 requirement.



Student Course Directive Search

Academic Institution Michigan State University

Subject Area MC

Catalog Nbr

Description

Search

Return

6. **Subject Area:** Enter MC

7. Click **Search**.

Courses meeting the search criteria will be displayed. The **Official Grade** column will populate grades for courses the student has already completed.

Course Selection										
Course Information		Additional Information								
Subject	Catalog Nbr	Course Name	Course ID	Class Nbr	Class Section	Offer Nbr	Term	Session	Official Grade	Units Earned
1	MC	111	Identity and Community	120116	18601	006	1 2198	1	3.0	4.00
2	MC	201	Intro Study of Public Aff I	120118	18619	009	1 2198	1	3.5	4.00
3	MC	202	Intro Study of Public Aff II	120119	18764	010	1 2202	1	3.5	4.00
4	MC	220	IR I World Pol & Intl Security	120120	18327	004	1 2208	1		4.00
5	MC	221	IR II Pol Intl Econ Relations	120121	18222	003	1 2212	1		4.00

8. Click the **+Add** button next to the course you would like to use for the substitution.

A pop-up window will appear for you to confirm the course selection.

9. Click **OK** to confirm your selection.

You will be returned to the Student Exceptions page.

- **Note:** Keep in mind there is a 6-credit limit on ESL coursework that may be used to fulfill a requirement. In addition, remedial courses that do not count toward graduation may not be applied to any requirements.

10. **Comments** (Required): Enter the justification for the exception or substitution.

Note: Student will be able to view this comment in their Academic Progress report.

Comments

Justification for the exception/substitution.

Save and Return

Cancel

11. Click **Save and Return**.

After a moment, the system will automatically generate an updated academic requirements report. You will see that the **(17)-MC 111 and MC 112** requirement that was previously not satisfied is now satisfied, has a green Requirement Satisfied checkmark, and the requirement section is collapsed.



FOUNDATION COURSES

Not Satisfied:
FOUNDATION COURSES

- Units: 22.00 required, 15.00 taken, 7.00 needed

(17)-MC 111 and MC 112

(18)-EC 201 OR EC 251H

12. Click the arrow to expand the **(17)-MC 111 and MC 112** requirements section.

You can see that the requirement was satisfied with the substituted course (MC 201).

FOUNDATION COURSES

Not Satisfied:
FOUNDATION COURSES

- Units: 22.00 required, 15.00 taken, 7.00 needed

(17)-MC 111 and MC 112

Satisfied: ***Crse Directive**

MC 111 and MC 112

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
MC 111	Identity and Community	4.00	Fall Semester 2019	3.0		✓
MC 201	Intro Study of Public Aff I	4.00	Fall Semester 2019	3.5	01	✓

(18)-EC 201 OR EC 251H

You will know this requirement has had a Couse Directive by looking at the action menu in the upper right, which will now contain an asterisk (***Crse Directive**). Additionally, the substituted course will have a note attached that can be viewed by clicking the number (**01**) in the **Notes** column.



Waivers

Advisors may waive a requirement that the student has not yet satisfied. In the example below, requirement line (19)-EC 202 or EC 252H is not yet satisfied and we will waive the requirement for this student.

Not Satisfied:
EC 202 or EC 252H

→ Courses: 1 required, 0 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Status
EC 202	Introduction to Macroeconomics	3.00	Fall, Spring, Summer all years		
EC 252H	Macroeconomics & Public Policy	3.00			

1. Click the actions menu and select **Req Waiver**.
2. Click the two-arrowed **Go** button.

The **Authorize Student Substitutions** page will open where advisors must enter a reason for the waiver in the **Comment** field. The page also displays details about the **Requirement Line to Waive**, including the Requirement Group, the Requirement, and the Line Number.

AA Student Exceptions

Authorize Student Substitutions

Description

Advisement Override: 000000000

Comment: Waiving with permission from the College Dean

Requirement Line to Waive

Requirement Group: 000037 JAMES MADISON COLLEGE

Requirement: 000000023 FOUNDATION COURSES

Line Nbr: 0030 EC 202 or EC 252H

Save and Return Cancel



- Comment** (Required): Enter the justification for the waiver. **Note:** Student will be able to view this comment in their Academic Progress report.
- Click **Save and Return**.

After a moment, the system will automatically generate an updated academic requirements report. You will see that the **(19)-EC 202 or EC 252H** requirement which was previously not satisfied is now satisfied, and the requirement section is collapsed.

Note: The system does not attach a green Requirement Satisfied checkmark for requirements that have been waived.

The screenshot shows a list of requirements. The first requirement is '(18)-EC 201 OR EC 251H' with a blue hourglass icon. The second requirement, '(19)-EC 202 or EC 252H', is highlighted with a red box and has a right-pointing arrow. The third requirement, '(20)-MC 201 and MC 202', has a red 'X' icon and is marked as 'Not Satisfied'. Below it, the text 'MC 201 and MC 202' is visible, along with a 'create substitute' button and a right-pointing arrow.

- Click the arrow to expand the **(19)-EC 202 or EC 252H** requirements section.

The screenshot shows the same requirements list. The '(19)-EC 202 or EC 252H' requirement is now expanded, showing a dropdown arrow, the status 'Waived:', and the text 'EC 202 or EC 252H'. Below this, it says 'Waiving with permission from the College Dean.' The action menu now shows '*Req Waiver' with a right-pointing arrow. The '(20)-MC 201 and MC 202' requirement remains below it, still marked as 'Not Satisfied'.

You can see the requirement now has a status of Waived. You will also know this requirement has had a Waiver by looking at the action menu, which will now contain an asterisk (***Req Waiver**).

Requirement Change

Advisors will be able to change what is required for a specific line. In the example below, requirement **(20)-MC 201 and MC 202** consists of two courses the student must complete. We will change this to a one-course



requirement and allow the student to satisfy it with the one course (MC 202), which has already been completed.

Not Satisfied:
MC 201 and MC 202

• Courses: 2 required, 1 taken, 1 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
MC 201	Intro Study of Public Aff I	4.00	Fall every year			
MC 202	Intro Study of Public Aff II	4.00	Spring Semester 2020	3.5		✓

1. Click the actions menu and select **Req Change**.
2. Click the two-arrowed **Go** button.

The **Authorize Student Substitutions** page will open where advisor must enter a reason for the change in the **Comment** field. The page also displays details about the **Requirement Line to Change**, including the Requirement Group, the Requirement, and the Line Number.

3. **Comment** (Required): Enter the justification for the change.
Note: Student will be able to view this comment in their Academic Progress report.

The **New Values** section shows the current criteria the student must meet to satisfy the requirement. Here is where we will change the **Minimum Courses** value from two to one.

4. **Minimum Courses:** Enter the new number of courses needed to satisfy this requirement (1).
5. Click **Save and Return**.

After a moment, the system will automatically generate an updated academic requirements report. You will see that the **(20)-MC 201 and MC 202** requirement that was previously not satisfied is now satisfied, and the requirement section is collapsed.



(18)-EC 201 OR EC 251H

(19)-EC 202 or EC 252H

✓ ▶ (20)-MC 201 and MC 202

✗ Language Requirement

Not Satisfied:

Second year competency in a foreign language. This requirement may be satisfied by placing into a 300-level foreign language course based on the MSU placement test.

✗ (21)-Second-year competency in a foreign language

Not Satisfied: create substitute ▾ »

6. Click the arrow to expand the **(20)-MC 201 and MC 202** requirements section.

✓ ▾ (20)-MC 201 and MC 202 *Req Change ▾ »

Satisfied:

MC 201 and MC 202 • Courses: 1 required, 1 taken

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
MC 202	Intro Study of Public Aff II	4.00	Spring Semester 2020	3.5		✓

✗ Language Requirement

Not Satisfied:

You can see that the requirement was satisfied with the MC 202 course. You will also know that there has been a requirement change by looking at the Action menu, which will now contain an asterisk (***Req Change**).