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Academic Advisement: Substitutions

Key Terms

Below are the primary components for the Academic Advisement module.

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<th>Component</th>
<th>Description</th>
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<tbody>
<tr>
<td>Requirement Groups</td>
<td>The highest level for graduation requirements. There may be one or more requirements within a requirement group.</td>
</tr>
<tr>
<td></td>
<td>This group determines which rules apply to the student, based on the program(s) of study the student has declared.</td>
</tr>
<tr>
<td>Requirements</td>
<td>They are more detailed and can contain more complex rules.</td>
</tr>
<tr>
<td>Requirement Terms</td>
<td>Another concept that is important for Academic Requirements Reports is requirement terms. For every student's program of study, there are four:</td>
</tr>
<tr>
<td></td>
<td>- 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.</td>
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<tr>
<td></td>
<td>- Program Requirement Term: the catalog version that determines the college-level requirements that a student must follow.</td>
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<td></td>
<td>- Plan Requirement Term: the catalog version that determines the major or minor requirements that a student must follow.</td>
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<tr>
<td></td>
<td>- Sub-Plan Requirement Term: the catalog version that determines the concentration requirements that a student must follow.</td>
</tr>
<tr>
<td>Line Item Details</td>
<td>Identifies the criteria that must be met to satisfy a specific requirement.</td>
</tr>
<tr>
<td></td>
<td>For example, “You must complete 3 courses” or “You must have a minimum GPA of 2.5.”</td>
</tr>
<tr>
<td>Course Lists</td>
<td>Identifies specific courses that may be used to satisfy a requirement. Course Lists are linked to lines within a requirement.</td>
</tr>
</tbody>
</table>

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 Advisor's home page, click the **Student Advising** tile.

![Image of Student Advising Home Page]

The Student Services Center search page will open.

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

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.
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.

- **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.

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.
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.

1. Click the actions menu and select Course (Crse) Directive.
2. Click the two-arrowed 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.

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.
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.

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.

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.
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).

You will know this requirement has had a Course Directive by looking at the action menu in the upper right, which will now contain an asterisk (**Course 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.

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

4. 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.

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

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.

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

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’).