ACADEMIC ADVISING: BULK COURSE DIRECTIVES

Advisors may use the Bulk Course Directive functionality to place courses into specific Requirement Lines on a Degree Audit. This feature allows for placing multiple courses into one Requirement Line simultaneously as well as placing a single course onto multiple Requirement Lines with one action.

NAVIGATION

After logging into myUFL, use one of the following navigation paths:

Advisee Student Center:

NavBar > Main Menu > Student Information System > Self Service > Advisor Center > Advisee Student Center

Student Services Center:

NavBar > Main Menu > Student Information System > Campus Community > Student Services Center

ENTER A BULK COURSE DIRECTIVE

1. Search for the student by UFID or first and last name that needs the requirement waiver. Click Search.

2. Select Academic Requirements from the drop-down menu.
3. Select >>.
4. Select the **arrow** to expand and collapse the Requirement Groups and Requirement Lines.
5. Select the **Create Exception** drop-down menu.

6. Select **Bulk Course Directive** from the drop-down menu.
7. Select >>.

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8. The Bulk Course Directive screen appears. Scroll right and down as needed.

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9. Locate the first Requirement Line from which you arrived on this page. In this example, we will be adding course directives for line 1 and 2.

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9. Locate the first Requirement Line from which you arrived on this page. In this example, we will be adding course directives for line 1 and 2.
10. **Scroll left and down** as needed.

11. Find the course on the left for which you want to add a Course Directive. Enter the **Requirement Line Numbers** from the right hand of the screen.

   **Note:** If the course is being used in multiple requirement lines, enter the requirement line numbers separated by a comma (no spaces).
12. Scroll up and click **Save and Reprocess**.

13. Enter **Comments** for Requirement Line Number 1.

**Note**: This box will default to the minimum grade points per unit on the requirement line. If no minimum is specified in the requirement, it will default to 0.5. This prevents exception courses that are subsequently failed from completing requirement lines.

If a failed course has to be added to a requirement line (for example, adding a failed course to a GPA), change this box to 0.0.

14. Enter **Comments** for Requirement Line Number 2.

15. Click **OK**.
16. Verify that the **Course Directive** was properly applied.

**Critical Tracking Summary**

Not Satisfied: Complete MAC2311, MAC2312, MAC2313, PHY2048/2048L or PHY2053/PHY2053L, PHY2049/PHY2049L or PHY2054/PHY2054L, and COP3502 with grades of C or better

- **(1)-MAC2311 - Calculus 1**
  - Satisfied:
    - The following courses were used to satisfy this requirement:
      - **Course**: MAC2311
        - **Description**: Analyt Geom and Calc 1
        - **Units**: 4.00
        - **When**: Spring 2019
        - **Grade**: A
        - **Status**: 01

- **(2)-MAC2312 - Calculus 2**
  - Satisfied:
    - The following courses were used to satisfy this requirement:
      - **Course**: MAC2312
        - **Description**: Analyt Geom and Calc 2
        - **Units**: 4.00
        - **When**: Spring 2020
        - **Grade**: P
        - **Status**: 02
ADDITIONAL HELP

Further resources are available at https://learn-and-grow.hr.ufl.edu/toolkits-resource-center/.

For help with technical issues, contact the UF Computing Help Desk at 352-392-HELP or helpdesk@ufl.edu.

For assistance with processes or policies related to Academic Advising, contact SIS Advisor Support at sis-advisor-support@aa.ufl.edu.