ACADEMIC ADVISING: COURSE DIRECTIVES

- Will insert or remove a course in a particular Requirement Line
- Not available at the Requirement Level
- Are the most common type of exception

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 COURSE DIRECTIVE

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

2. Click on the student’s name to view their degree audit.
3. From the dropdown menu, select **Academic Requirements**. Then, click the **arrow icon**.

4. The audit loads. Select **Collapse All**.
5. Select the **Requirement Group**.

6. Select the **Requirement Line**.

7. Click the Create Exception drop down menu and select **Crse Directive** and click the **arrow icon**.
8. Enter the **Long Description**.

9. Select the **Course Source** drop down menu.

10. Click on **Transfer Courses**.

11. Click **Search**.

12. Enter **Subject Area**.

13. Click **Search**.
14. Select **Course Subject check box** and click **Return**.

15. Scroll down to the bottom of the audit and select **Save and Return**.

16. Return to the Degree Audit and make sure the new course appears.
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 Tobin Shorey, tshorey@ufl.edu.