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**.

**Note**: The Min Grade Points/Unit 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.
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/](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.