

## ADVISING: COURSE SUBSTITUTION

- Replaces every instance of a course on a student's degree audit
- Impacts the entire audit
- Should be used sparingly

## 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 SUBSTITUTION

1. Search for the student's Degree Audit by either UFID or first and last name. Then, click **Search**.

**Advisee's Student Center**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

ID: begins with ▾ 55551212 × 🔍

Campus ID: begins with ▾

National ID: begins with ▾

Last Name: begins with ▾

First Name: begins with ▾

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) 🔍 [Save Search Criteria](#) 📌

2. When the search results load, click on the **student's name** or **UFID** to access the degree audit.
3. On the Advisee Student Center, select **Academic Requirements** from the dropdown menu. Then, click the **arrow icon**.

Faculty Center | **Advisor Center** | Search | Learning Management  
 My Advisees | **Student Center** | General Info | Transfer Credit | Academics  
 Advisee Student Center

- Academic Planner
- Academic Requirements**
- Advising Notes
- Assignments
- Course History
- Exam Schedule
- Grades
- Transcript: View Unofficial
- Transfer Credit: Report
- What-if Report
- other academic...

Deadlines | URL

**This Week's Schedule**

	Class	Schedule	Units
	AMH 3593-4H30 LEC (10285) Six Week - Second	MoTuWeThFr 12:30PM - 1:45PM Keene-Flint Hall 0101	3.00

4. The Degree Audit appears. Select **Collapse All**.

Advisee Requirements  
**Albert Alligator**  
 University of Florida | Undergraduate

This report last generated on 07/13/2018 1:39PM

UF Completed at UF    IP In Progress    ★ Planned  
 T2 2-Year Transfer    T4 4-Year Transfer    EX Exam or Test    IN Internal Transfer    TR Other Transfer    OT Other Course  
 Requirement Satisfied     Requirement Satisfied-IP Course     Requirement Not Satisfied

- ▶ BACHELOR OF ARTS WITH A MAJOR IN HISTORY
- ▶ History - Major Catalog Link for Catalog Year 2017
- ▶ History - Critical Tracking
- ▼ History - College Requirements

5. Scroll down to the bottom of the audit and select the type of course you wish to substitute. In this example, we will select **Transfer Credit**.

▶ University of Florida Courses

▶ Transfer Credit

▶ Test Credit

▶ Other Credit

6. Locate the course you wish to substitute.

Institution	Term Taken	External Subject / Catalog Nbr	Units Taken	Grade Input	Status	Equivalent Subject / Catlg Nbr	Units Accepted	Grade
Eastern Florida State College	2014 FALL	ENC 1101	3.00	C	Posted	ENC 1101	3.000	C
Eastern Florida State College	2014 FALL	REL 2300	3.00	C	Posted	REL 2300	3.000	C
Eastern Florida State College	2014 FALL	SYG 2000	3.00	B	Posted	SYG 2000	3.000	B
Eastern Florida State College	2014 SUMR	SLS 1101	3.00	B	Posted	SLS L000	3.000	B
Eastern Florida State College	2014 SUMR	SPC 2608	3.00	B	Posted	SPC 2608	3.000	B
Eastern Florida State College	2015 SPR	AST 1002	3.00	E	Posted	AST 1002	3.000	E
Eastern Florida State College	2015 SPR	ENC 1102	3.00	W	Posted	ENC 1102	3.000	W
Eastern Florida State College	2015 SPR	PSY 2012	3.00	D	Posted	PSY 2012	3.000	D
Santa Fe College Florida	2015 FALL	ENC 1102	3.00	A	Posted	ENC 1102	3.000	A
Santa Fe College Florida	2015 FALL	HUM 2020	3.00	B	Posted	HUM L000	3.000	B
Santa Fe College Florida	2015 FALL	MAT 1033	3.00	B	Posted	MAT L000	3.000	B
Santa Fe College Florida	2016 FALL	AMH 2020	3.00	A	Posted	AMH 2020	3.000	A
Santa Fe College Florida	2016 FALL	AMH 2091	3.00	A	Posted	AMH L000	3.000	A

7. Scroll down to the bottom of the audit and select **Add Course Substitution**.

A screenshot of a web interface showing a list of requirements. The requirements are: University Writing Requirement (with a red X icon), History - Criteria for Graduation with Honors, History - Common Prerequisites for Transfer Admission (with a green checkmark icon), and University Requirements (with a red X icon). Below the list are two buttons: 'Add Course Substitution' (highlighted with a red border) and 'Bulk Course Directives'.

8. Select the Course Source drop-down menu. In this example, we will select **Transfer Courses**.

A screenshot of the 'Create Course Substitution' form. The form displays student information: Name Albert Alligator, Student ID 55551212, Academic Career: Undergraduate, and Student Career Nbr 0. The '\*Substitution Seq' field contains '0001'. The '\*Course Source' dropdown menu is open, showing options: Course Offerings, Enrollment (highlighted in blue), Other Credit, Test Credit, and Transfer Courses (highlighted with a red border). There are search buttons for 'Select Course' and 'Substitute for'.

9. Enter **Long Description**.

10. Click **Search**.

A screenshot of the 'Create Course Substitution' form. The '\*Course Source' dropdown menu is now set to 'Transfer Courses'. The '\*Long Description' field contains the text 'Course Sub for AMH2631' and is highlighted with a red border. The 'Search' button for 'Select Course' is also highlighted with a red border.

11. Enter **Subject Area**.

12. Click **Search**.

**Student Course Subs Search**

Academic Institution University of Florida

Subject Area

13. Select the **check box** for the desired class.

**Course Selection**

Personalize | Find | View All |  |  First 1-2 of 2 Last

Subject	Catalog	
<input checked="" type="checkbox"/> AMH	L000	Transfer AMH Course
<input checked="" type="checkbox"/> AMH	2020	Us Since 1877

14. Select **Search**.

**Create Course Substitution**

Name Albert Alligator Student ID 55551212

Academic Career: Undergraduate Student Career Nbr 0

Find | View All 1 of 1

\*Substitution Seq  \*Course Source

\*Long Description

Select Course:  027870 AMH L000 Transfer AMH Course

Substitute for:

15. Enter **Subject Area**.

16. Click **Search**.

**Student Course Subs Search**

Academic Institution University of Florida

Subject Area **AMH** x American History

**Search**

Return

17. To view more subjects, select **View 100**. Then scroll down to the class you want to create a substitution for.

<input checked="" type="checkbox"/>	AMH	2093	Africa-Am His 1877-Pr
<input checked="" type="checkbox"/>	AMH	2631	His of Sustainability
<input checked="" type="checkbox"/>	AMH	2631	His of Sustainability

18. Select **OK**.

**Create Course Substitution**

Name Albert Alligator Student ID 55551212

Academic Career: Undergraduate Student Career Nbr 0

Find | View All 1 of 1

\*Substitution Seq 0001 \*Course Source Transfer Courses

\*Long Description Course Sub for AMH2631

Select Course: Search 027870 AMH L000 Transfer AMH Course

Substitute for: Search 026355 AMH 2631 His of Sustainability

**OK** Cancel Apply

19. Return to audit and make sure the substitution appears. This is shown by a **check mark**.

(11)-9 Credits Must Be from American or European History Courses

Satisfied: create exception

The following courses were used to satisfy this requirement:

Personalize | View All | First 1-5 of 5 Last

Course	Description	Units	When	Grade	Notes	Status
AMH L000	Transfer AMH Course	3.00	Summer 2017	A	04	<input checked="" type="checkbox"/>
AMH2020	Us Since 1877	3.00	Summer 2017	A		<input type="checkbox"/>
AMH3593	Oral History	3.00	Summer 2018			<input type="checkbox"/>
AMH3931	Special Topics/Am His	3.00	Summer 2017	C		<input type="checkbox"/>
AMH3931	Special Topics/Am His	3.00	Summer 2018			<input type="checkbox"/>

Eastern Florida State College	2015 SPR	PSY 2012	3.00	D	Posted	PSY 2012	3.000	D	
Santa Fe College Florida	2015 FALL	ENC 1102	3.00	A	Posted	ENC 1102	3.000	A	
Santa Fe College Florida	2015 FALL	HUM 2020	3.00	B	Posted	HUM L000	3.000	B	
Santa Fe College Florida	2015 FALL	MAT 1033	3.00	B	Posted	MAT L000	3.000	B	
Santa Fe College Florida	2016 FALL	AMH 2020	3.00	A	Posted	AMH 2020	3.000	A	
Santa Fe College Florida	2016 FALL	AMH 2091	3.00	A	Posted	AMH L000	3.000	A	<input checked="" type="checkbox"/>

## 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](mailto:helpdesk@ufl.edu).

For assistance with processes or policies related to Academic Advising, contact the Toby Shorey, [tshorey@ufl.edu](mailto:tshorey@ufl.edu).