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.

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

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**.
6. Locate the course you wish to substitute.

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<thead>
<tr>
<th>Institution</th>
<th>Term Taken</th>
<th>External Subject / Catalog Nbr</th>
<th>Units Taken</th>
<th>Grade</th>
<th>Status</th>
<th>Equivalent Subject / Catalog Nbr</th>
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7. Scroll down to the bottom of the audit and select **Add Course Substitution**.
8. Select the Course Source drop-down menu. In this example, we will select **Transfer Courses**.

9. Enter **Long Description**.

10. Click **Search**.

11. Enter **Subject Area**.

12. Click **Search**.
13. Select the **check box** for the desired class.

![Course Selection](image)

14. Select **Search**.

![Create Course Substitution](image)

15. Enter **Subject Area**.

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

18. Select OK.

19. Return to audit and make sure the substitution appears. This is shown by a check mark.
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 the Toby Shorey, tshorey@ufl.edu.