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.

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**.

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.

14. Select **Search**.

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**.

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	☑

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.