

ACADEMIC ADVISING: BULK COURSE DIRECTIVES

Advisors may use the Bulk Course Directive functionality to place courses into specific Requirement Lines on a Degree Audit. This feature allows for placing multiple courses into one Requirement Line simultaneously as well as placing a single course onto multiple Requirement Lines with one action.

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 BULK COURSE DIRECTIVE

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

Student Services 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 ▼ 12345678

Campus ID: begins with ▼

National ID: begins with ▼

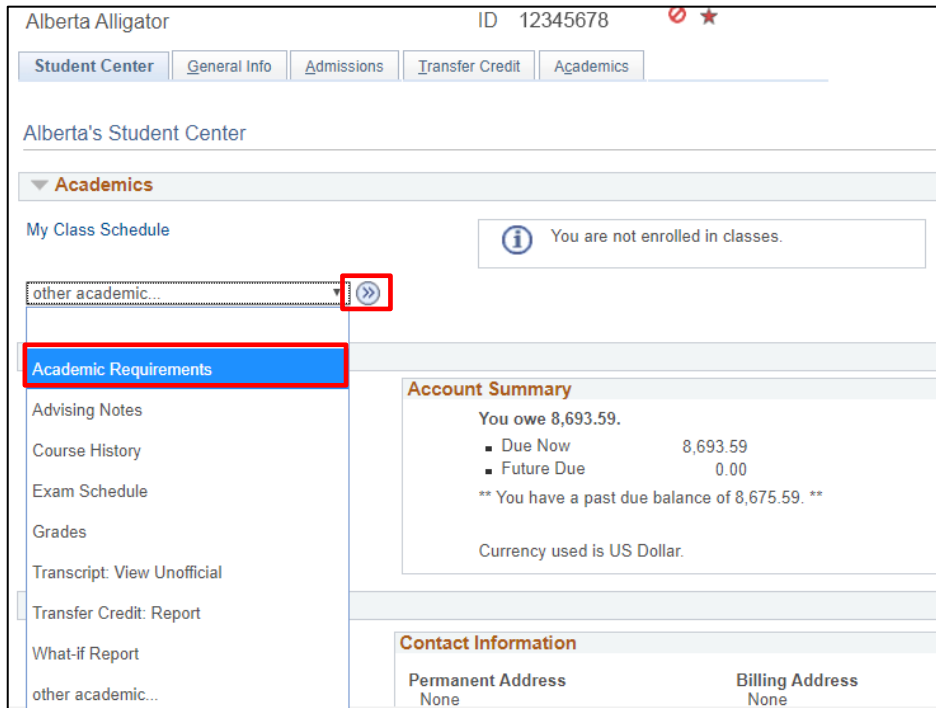
Last Name: begins with ▼



First Name: begins with ▼

Case Sensitive

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

2. Select **Academic Requirements** from the drop-down menu.
3. Select >>.





Alberta Alligator ID 12345678  

[Student Center](#) | [General Info](#) | [Admissions](#) | [Transfer Credit](#) | [Academics](#)

Alberta's Student Center

Academics

My Class Schedule  You are not enrolled in classes.

other academic... 

Academic Requirements

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

Account Summary

You owe 8,693.59.

- Due Now 8,693.59
- Future Due 0.00

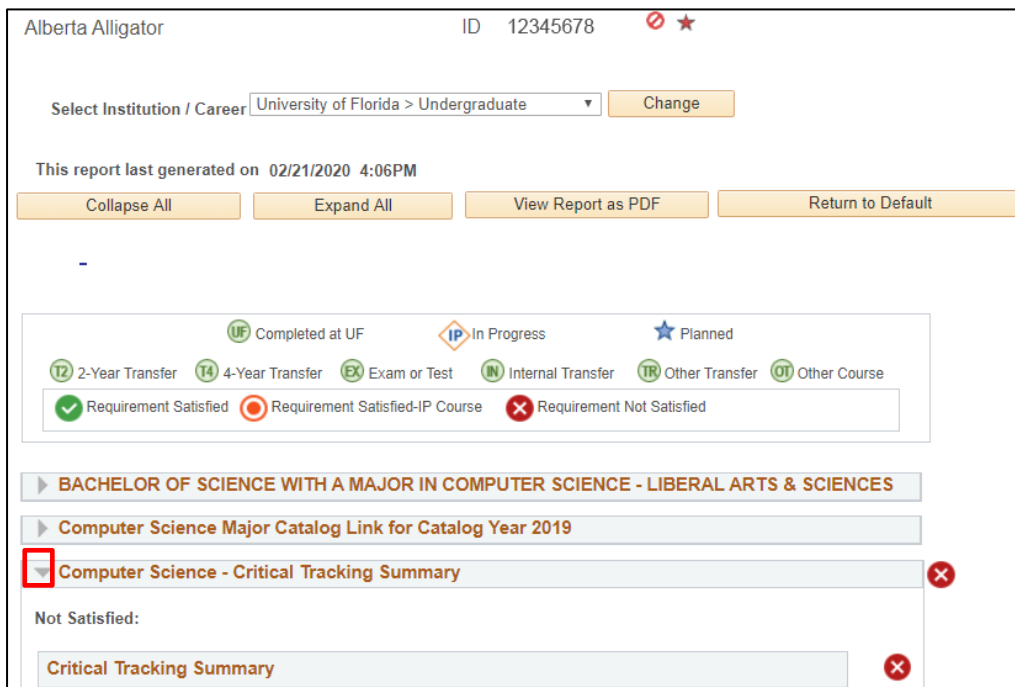
** You have a past due balance of 8,675.59. **



Currency used is US Dollar.

Contact Information

Permanent Address	Billing Address
None	None

4. Select the **arrow** to expand and collapse the Requirement Groups and Requirement Lines.












Alberta Alligator ID 12345678  




Select Institution / Career [Change](#)

This report last generated on 02/21/2020 4:06PM

[Collapse All](#) | [Expand All](#) | [View Report as PDF](#) | [Return to Default](#)



 Completed at UF |  In Progress |  Planned

 2-Year Transfer |  4-Year Transfer |  Exam or Test |  Internal Transfer |  Other Transfer |  Other Course


 Requirement Satisfied |  Requirement Satisfied-IP Course |  Requirement Not Satisfied

BACHELOR OF SCIENCE WITH A MAJOR IN COMPUTER SCIENCE - LIBERAL ARTS & SCIENCES

[Computer Science Major Catalog Link for Catalog Year 2019](#)

 **Computer Science - Critical Tracking Summary** 

Not Satisfied:

Critical Tracking Summary 

5. Select the **Create Exception** drop-down menu.

The screenshot shows a 'Critical Tracking Summary' window with a red 'X' close button in the top right. The main text reads: 'Not Satisfied: Complete MAC2311, MAC2312, MAC2313, PHY2048/2048L or PHY2053/PHY2053L, PHY2049/PHY2049L or PHY2054/PHY2054L, and COP3502 with grades of C or better'. Below this, there are two course entries, each with a red 'X' close button. The first entry is '(1)-MAC2311 - Calculus 1'. Underneath it, the text says 'Not Satisfied:' followed by a bullet point: 'Units: 3.00 required, 0.00 taken, 3.00 needed'. To the right of this text is a dropdown menu labeled 'create exception' with a right-pointing arrow. This dropdown menu is highlighted with a red rectangular box. The second entry is '(2)-MAC2312 - Calculus 2', also with 'Not Satisfied:' and the same unit requirements, and a 'create exception' dropdown menu to its right.

6. Select **Bulk Course Directive** from the drop-down menu.

This screenshot is similar to the previous one, showing the 'Critical Tracking Summary' window. The 'create exception' dropdown menu for the first course entry, '(1)-MAC2311 - Calculus 1', is open. The menu items are: 'create exception', 'Bulk Crse Direct', 'Crse Directive', 'Req Change', 'Req Waiver', 'create exception', and 'create exception'. The 'Bulk Crse Direct' option is highlighted with a red rectangular box. The rest of the interface, including the 'Not Satisfied' text and the second course entry, remains the same as in the previous screenshot.

7. Select >>.

(1)-MAC2311 - Calculus 1 ✖
 Not Satisfied:
 • Units: 3.00 required, 0.00 taken, 3.00 needed
Bulk Crse Direct >>

8. The Bulk Course Directive screen appears. **Scroll right** and **down** as needed.

ID 12345678 Alligator,Alberta Institution UFLO Career UGRD
 Post Changes Save and Reprocess Cancel

Select A Course
 Expand All Collapse All

University of Florida Courses
 *Denotes course with multiple instructors.

Crse	Reqs	Term	Course	Class Nbr	Title	Credits Taken	Credits Earned	Grade
c1	<input type="text"/>	2201	ABE-4033-01E5	10084	Fndmntls & Apps Biosensors	3.0		W
c2	<input type="text"/>	2201	AMH-2020-39G8	20926	US Since 1877	3.0		W
c3	<input type="text"/>	2201	ENC-1102-6212	13704	Argument and Persuasion	3.0		W
c4	<input type="text"/>	2201	LEI-3360-0265	15209	Hospitality Managemnt	3.0		W
c5	<input type="text"/>	2201	PHC-6001-OLOB	19109	Epidemiology Pub Hlth	3.0		W
c6	<input type="text"/>	2191	CHM-2045-0465	11093	General Chemistry	3.0		NG
c7	<input type="text"/>	2191	CHM-2045L-0688	11196	General Chemistry Lab	1.0		NG
c8	<input type="text"/>	2191	CRW-2300-1644	13129	Poetry Writing	3.0		

Req Num	Crse Directs	Group
1		Comp Critical Summ.
2		
3		
4		
5		
6		

9. Locate the first **Requirement Line** from which you arrived on this page. In this example, we will be adding course directives for line 1 and 2.

Req Num	Crse Directs	Group	Requirement	Line
1		Computer Science - Critical Tracking Summary	Critical Tracking Summary	MAC2311 - Calculus 1
2				MAC2312 - Calculus 2
3				MAC2313 - Calculus 3

10. Scroll left and down as needed.

11. Find the course on the left for which you want to add a Course Directive. Enter the **Requirement Line Numbers** from the right hand of the screen.

Note: If the course is being used in multiple requirement lines, enter the requirement line numbers separated by a comma (no spaces).

c9		2191	HFT-2750-111B	14536	Event Management	3.0	3.0	A
c10	1	2191	MAC-2311-02H2	15976	Analyt Geom and Calc 1	4.0	4.0	A
c11		2191	MUH-2501-0035	18714	Intro to World Musics	3.0	3.0	A
c12		2181	DAN-4959-17DA	13245	Senior Project	2.0		W
c13		2178	SPN-1131-1178	11068	Beginning Spanish 2	3.0		U

Transfer Credit								
Xfer Info		Equiv Info		Model Info				
Crse	Reqs	Institution	Term Taken	External Subject / Catalog Nbr	Ext Crse Descr	Units Accepted	Grade	
x1		Univ Central Florida	2019 FALL	MAC 1104C		3.000	A	

Test Credit								
Test Info		Model Info						
Crse	Reqs	Test ID	Test Component	Test Date	Score	Equivalent Course	Units Accepted	Grade
t1		AP	English Literature	01/01/2013	3.00	AML 2070	3.000	P
t2		AP	Mathematics: Calculus AB			MAC 2311	4.000	TR
t3		AP	Mathematics: Calculus BC	10/10/2019	4.00	MAC 2311	4.000	P
t4	2	AP	Mathematics: Calculus BC	10/10/2019	4.00	MAC 2312	4.000	P

12. Scroll up and click **Save and Reprocess**.

ID 12345678	Alligator, Alberta	Institution UFLO	Career UGRD
<input type="button" value="Post Changes"/>	<input type="button" value="Save and Reprocess"/>	<input type="button" value="Cancel"/>	

13. Enter **Comments** for Requirement Line Number 1.

Provide Comments

Comments

Note: This 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.

Group Computer Science - Critical Tracking Summary	
Requirement Critical Tracking Summary	
Line MAC2311 - Calculus 1	
Personalize Find First 1 of 1 Last	
ans/Test/Other	Minimum Grade Points
UF Course: 2191 MAC-2311-02H2 Analyt Geom and Calc 1	<input style="border: 2px solid red;" type="text" value="2.00"/>

14. Enter **Comments** for Requirement Line Number 2.

15. Click **OK**.

Courses	Crse/Trans/Test/Other
t4	Add - Test Credit: AP Mathematics: Calculus BC MAC 2312

16. Verify that the **Course Directive** was properly applied.

Not Satisfied:

Critical Tracking Summary create exception ▾ ⏏

Not Satisfied: Complete MAC2311, MAC2312, MAC2313, PHY2048/2048L or PHY2053/PHY2053L, PHY2049/PHY2049L or PHY2054/PHY2054L, and COP3502 with grades of C or better

▾ **(1)-MAC2311 - Calculus 1** *Crse Directive ▾ ⏏

Satisfied:

The following courses were used to satisfy this requirement:

Personalize | View All | First ◀ 1 of 1 ▶ Last

Course	Description	Units	When	Grade	Notes	Status
MAC2311	Analyt Geom and Calc 1	4.00	Spring 2019	A	01	

▾ **(2)-MAC2312 - Calculus 2** *Crse Directive ▾ ⏏

Satisfied:

The following courses were used to satisfy this requirement:

Personalize | View All | First ◀ 1 of 1 ▶ Last

Course	Description	Units	When	Grade	Notes	Status
MAC2312	Analyt Geom and Calc 2	4.00	Spring 2020	P	02	

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 SIS Advisor Support at sis-advisor-support@aa.ufl.edu.