

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**.

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:

Campus ID:

National ID:

Last Name:

First Name:

Case Sensitive

[Basic Search](#)

2. Click on the student's name to view their degree audit.

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:
 Campus ID:
 National ID:
 Last Name: ALLIGATOR
 First Name:

Case Sensitive

Search Results

View All First 1-2 of 2 Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
55551212	Alligator, Albert	Unknown	****/****	(blank)	*****	USA	SSN	ALLIGATOR	ALBERT

- From the dropdown menu, select **Academic Requirements**. Then, click the **arrow icon**.

Albert Alligator ID 55551212 ★

Albert's Student Center

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

This Week's Schedule

Class	Schedule	Units
<input type="button" value="📅"/> CHM 2211L-7056 LAB (10904) Regular Academic Session	Mo 11:00AM - 3:15PM Joseph Hernandez Hal 210 We 11:00AM - 1:45PM Joseph Hernandez Hal 210	2.00

- The audit loads. Select **Collapse All**.

Albert Alligator ID 55551212

University of Florida | Undergraduate

This report last generated on 07/09/2018 10:52AM

Collapse All Expand All View Report as PDF Return to Default

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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 SCIENCE WITH A MAJOR IN BIOLOGY - PREPROFESSIONAL

▶ Biology Major Catalog Link for Catalog Year 2016

▼ Biology - Critical Tracking ✘

Not Satisfied: Critical Tracking records each student's progress in courses that are required for entry to each major. Please note the critical-tracking requirements below on a per-semester basis.

5. Select the **Requirement Group**.

▶ **CLAS Basic Distribution Requirements** ✘

▶ General Education International and Diversity Requirement ✘

▶ University Writing Requirement ✘

▶ Biology - Criteria for Graduation with Honors

▶ Biology - Common Prerequisites for Transfer Admission ✘

▶ University Requirements ○

6. Select the **Requirement Line**.

▶ **(45)-Humanities**

Social & Behavioral Sciences (9 Credits) ✔

Satisfied: create exception ▼ ⏏

7. Click the Create Exception drop down menu and select **Crse Directive** and click the **arrow icon**.

Composition (6 Credits) ✓
 Satisfied: create exception ▾ >>
 ▶ (44)-Composition
 Humanities (9 Credits) ✗
 Not Satisfied:
 ▼ (45)-Humanities

 create exception ▾ >>
 Bulk Crse Direct
Crse Directive
 Req Change
 Req Waiver
 create exception >>

 • Units: 9.00 required, 6.00 taken, 3.00 needed

8. Enter the **Long Description**.

Description
 Advisement Override: 000000000 🗑️
 Long Description: TJS 📄

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.

Directed Courses 1 of 1
 *Course Sequence *Directive Type + -
 Course Source

Subject	Catalog	
Course ID	Offer Nbr	
Grade	Units	
Session	Section	Class Nbr
Term <input type="text"/>		
Directed Units <input type="text"/>	Min Grade Points/Unit:	
Directed Courses <input type="text"/>		
Course Topic ID <input type="text"/>		

9. Select the **Course Source** drop down menu.
10. Click on **Transfer Courses**.
11. Click **Search**.

Course Source: Transfer Courses Search

12. Enter **Subject Area**.
13. Click **Search**.

Student Course Directive Search

Academic Institution: University of Florida
 Subject Area: HUM x Q
 Catalog Nbr:
 Description:
Search
Return

14. Select **Course Subject** check box and click **Return**.

Course Information		Additional Information		Find First 1 of 1 Last			
Subject	Catalog Nbr	Course Name	Course ID	Artic Term	Official Grade	Units Earned	
1 <input checked="" type="checkbox"/> HUM	L000	Transfer HUM Course	029040	2171	A	3.00	

Return

15. Scroll down to the bottom of the audit and select **Save and Return**.

Save and Return Cancel

16. Return to the Degree Audit and make sure the new course appears.

(45)-Humanities

*Crse Directive ▾ ⏏

The following courses were used to satisfy this requirement:

Personalize | View All | [?](#) First 1-3 of 3 Last

Course	Description	Units	When	Grade	Notes	Status
HUM L000	Transfer HUM Course	3.00	Spring 2017	A	01	TZ
IUF1000	What Is the Good Life	3.00	Spring 2017	A		UF
REL2300	Intro World Religions	3.00	Spring 2017	A		TZ

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 Tobin Shorey, tshorey@ufl.edu.