

The Course Directive student exception type is used to override a specific requirement within Academic Advisement. Course Directive is most commonly used to force a course to be applied toward a requirement where it would not normally appear. Although less common, it can also be used to manually exclude a course from a requirement where it would normally appear.

1. Click the **Academic Advisement** link.



2. Click the **Student Advisement** link.



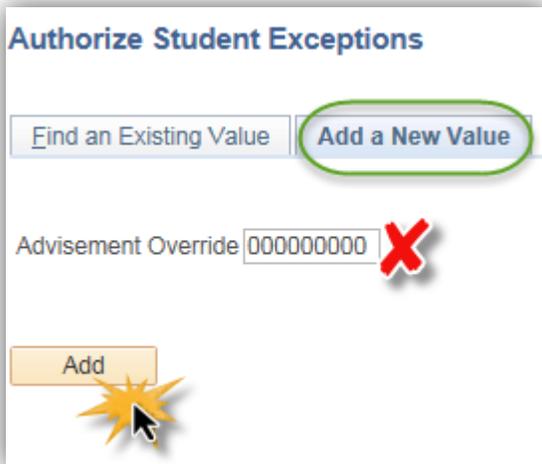
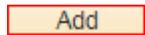
3. Click the **Authorize Student Exceptions** link.



4. Click the **Add a New Value** tab.



5. Do not change the Advisement Override value (number) from all zeros. Click the **Add** button.



Authorize Student Exceptions

Find an Existing Value **Add a New Value**

Advisement Override 00000000 **X**

Add

6. In the **Description field**, enter a brief description of the exception. In the **Short Description** field, enter the course or requirement involved. In the **Long Description** field, explain the exception in a way that will make sense to a student (this is visible to the student in the Advisement Report).
NOTE: Faculty Advising Offices may have established standardized wording protocols for these three fields. Check with your supervisor for details.

Entering Student Exceptions: Course Directive

SA – Academic Advisement



Authorize Student Exceptions

Find | View All First 1 of 1 Last

Advisement Override 000000000 User ID: [REDACTED]

*Effective Date 2018/07/30 *Status Active

*Description ANTH311 toward field of BISC Short Description ANTH311

Long Description As per Dr. Smith (Undergrad Director) may count ANTH311 toward field of Biological Sciences

Override Details

*Academic Institution UCALG University of Calgary

*Academic Career [REDACTED]

Academic Program [REDACTED]

Academic Plan [REDACTED]

Academic Sub-Plan [REDACTED]

*Selection Code Student

*Selection Data [REDACTED]

*Operation Code [REDACTED]

Create Exception

Save Notify Add Update/Display Include History Correct History

7. Click the **Look up Academic Career** button.
8. Click either the **UGRD** or **GRAD** link depending on the student's career.
9. Click the **Look up Academic Plan** button.
10. Begin typing in a few letters of the "desired plan" (e.g. **bi** for BISC). The "desired plan" is the portion of the student's program that requires the exception. If the exception is to be in the Major then that is your "desired plan" You can make an exception to any portion of the student's program, for example the student's Major or Minor. For Graduate students, this will be their Area of Study (AOS)
11. Press **Enter** and a reduced list displays. Select the desired major, minor, or area of study for the exception (e.g. BISC-MAJ Biological Sciences). Click the **BISC-MAJ** link.

Look Up Academic Plan Help

Academic Institution: UCALG

Academic Plan: begins with x

Description: begins with

Academic Plan Type: =

Academic Program: begins with 🔍

Academic Career: begins with 🔍

Basic Lookup

Search Results

View 100 First 1-11 of 11 Last

Academic Plan	Description	Academic Plan Type	Academic Program	Academic Career
BI-IMA	Biomedical Engineering	IMA	(blank)	UGRD
BINF-G-SPC	Bioinformatics	SPC	(blank)	GRAD
BINF-MAJ	Bioinformatics	MAJ	(blank)	UGRD
BINF-MIN	Bioinformatics	MIN	(blank)	UGRD
BIOL-AOS	Biology	AOS	(blank)	GRAD
BISC-MAJ	Biological Sciences	MAJ	(blank)	UGRD
BISC-MIN	Biological Sciences	MIN	(blank)	UGRD
BISCBSC	BISC-BSC	ACP	(blank)	UGRD
BISCBSCH	BISC-BSC-H	ACP	(blank)	UGRD
BISI-AOS	Biological Sciences	AOS	(blank)	GRAD
BIST-G-SPC	Biostatistics	SPC	(blank)	GRAD

- Enter the student ID number into the **Selection Data** field. *Note for FOIP reasons the student name is scrambled data and not the actual name of the student.*

*Selection Data 🔍 Marshall Luu

- Click the **Operation Code** list. Click the **Course Directive** list item.

*Operation Code

Course Directive ←

Requirement Change

Requirement Override

Requirement Waiver

Entering Student Exceptions: Course Directive

SA – Academic Advisement



- Once the required values are entered you can create the exception. Click the **Create Exception** link.

Authorize Student Exceptions

Find | View All First 1 of 1 Last

Advisement Override 000000000 User ID: [REDACTED]

*Effective Date 2018/07/30 *Status Active

*Description ANTH311 toward field of BISC Short Description ANTH311

Long Description As per Dr. Smith (Undergrad Director) may count ANTH311 toward field of Biological Sciences.

Override Details

*Academic Institution UCALG University of Calgary

*Academic Career UGRD Undergraduate Programs

Academic Program [REDACTED]

Academic Plan BISC-MAJ Biological Sciences

Academic Sub-Plan [REDACTED]

*Selection Code Student

*Selection Data 30024977 Marshall Luu

*Operation Code Course Directive

Create Exception

- On **Authorize Student Exceptions**, Direct Courses displays where you need to pinpoint the location of the requirement within the Advisement Report.

Authorize Student Exceptions

Direct Courses to

Requirement Group

Requirement

Line Nbr

Directed Courses 1 of 1

*Course Sequence *Directive Type

Course Source

Subject	Catalog	
Course ID	Offer Nbr	
Term <input style="width: 50px;" type="text"/> <input type="button" value="🔍"/>		
Directed Units <input style="width: 50px;" type="text"/>	Min Grade Points/Unit:	<input style="width: 50px;" type="text"/>
Directed Courses <input style="width: 100%;" type="text"/>		
Course Topic ID <input style="width: 50px;" type="text"/> <input type="button" value="🔍"/>		

16. At this point you need to reference the **Requirement Group/Requirement** number from the Academic Advisement Report. Therefore you must open a new window and navigate to Academic Advisement > Student Advisement > Request Advisement Report
17. Use the breadcrumbs to navigate to **Request Advisement Report**, and generate the student's report. *For complete instructions on Request Advisement Report, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.*
18. On the Academic Requirements Report, collapse the display and navigate to the applicable Requirement Group (e.g. BSC in BIOLOGICAL SCIENCES). Click the **Collapse All** button.

Collapse All
19. Click the **Expand section BSC IN BIOLOGICAL SCIENCES (RG 022682)** link.

Entering Student Exceptions: Course Directive

SA – Academic Advisement



University of Calgary | Undergraduate Programs

<u>Undergraduate Programs Career</u>	<u>Requirement Term</u>
AA - Graduation Program	
Single Academic Program (Major)	
Science Bachelor Program	Fall 2018
Biological Sciences (Major)	Fall 2018
Bachelor of Science (Degree Stream)	Fall 2018

This report last generated on 2018/07/30 3:02PM

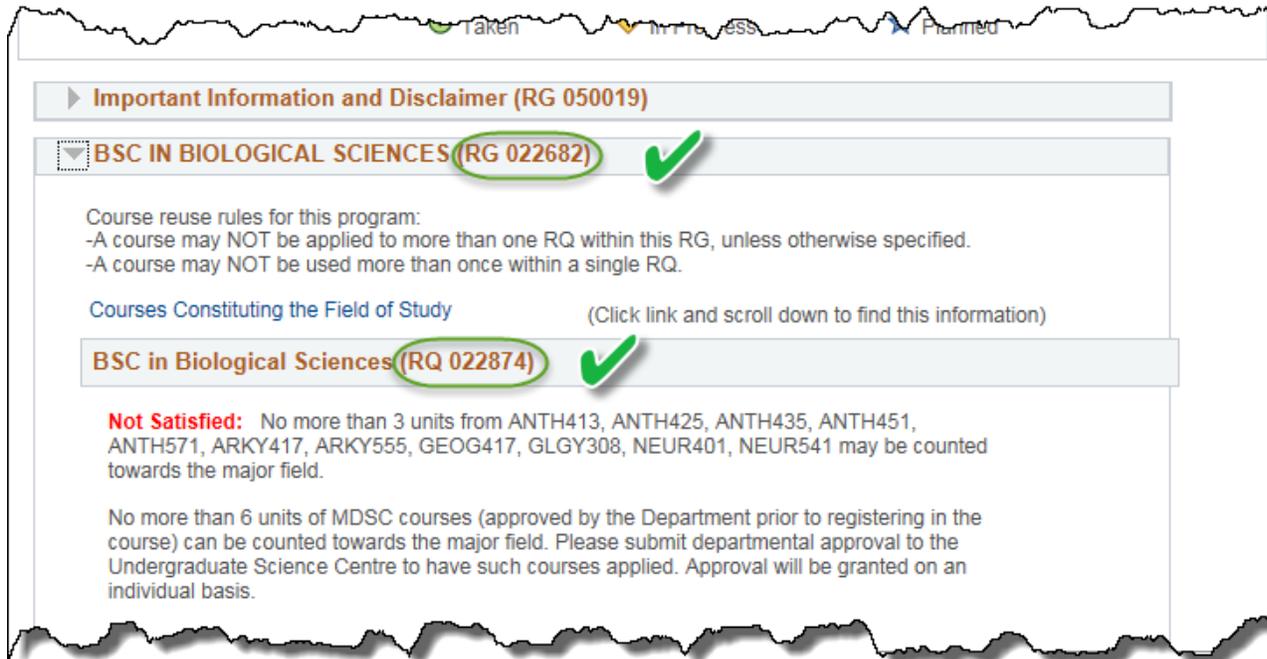
[Collapse All](#) [Expand All](#) [View Report as PDF](#) Show Hidden RG

Taken In Progress Planned

- ▶ [Important Information and Disclaimer \(RG 050019\)](#)
- ▶ [BSC IN BIOLOGICAL SCIENCES \(RG 022682\)](#)
- ▶ [BIOLOGICAL SCIENCES - Additional Program Requirements \(RG 060068\)](#)
- ▶ [Graduation Requirement - Single Program \(RG 050001\)](#)
- ▶ [Limiting Requirements- Faculty of Science \(1P-RG 060276\)](#)
- ▶ [Unused Courses \(RG 060249\)](#)

[Return to Report Request](#) [View Report Request Log](#)

20. **Important:** Make a note of the Requirement Group number for BSC IN BIOLOGICAL SCIENCES (e.g. **RG 022682**) and the BSC in Biological Sciences Requirement (e.g. **RQ 022874**) as these are essential for the Direct Courses exceptions.



Taken In Progress Planned

▶ **Important Information and Disclaimer (RG 050019)**

▼ **BSC IN BIOLOGICAL SCIENCES (RG 022682)** ✓

Course reuse rules for this program:
 -A course may NOT be applied to more than one RQ within this RG, unless otherwise specified.
 -A course may NOT be used more than once within a single RQ.

Courses Constituting the Field of Study (Click link and scroll down to find this information)

BSC in Biological Sciences (RQ 022874) ✓

Not Satisfied: No more than 3 units from ANTH413, ANTH425, ANTH435, ANTH451, ANTH571, ARKY417, ARKY555, GEOG417, GLGY308, NEUR401, NEUR541 may be counted towards the major field.

No more than 6 units of MDSC courses (approved by the Department prior to registering in the course) can be counted towards the major field. Please submit departmental approval to the Undergraduate Science Centre to have such courses applied. Approval will be granted on an individual basis.

21. Navigate back to the Authorize Student Exception tab to enter the RG and RQ numbers. Click the **Authorize Student Exceptions Tab**.
22. Use the Look Up tool in Directs to Requirement Group to select the RG in which the requirement is housed. Click the **Look up Requirement Group** button.

Authorize Student Exceptions

Direct Courses to

Requirement Group 🔍

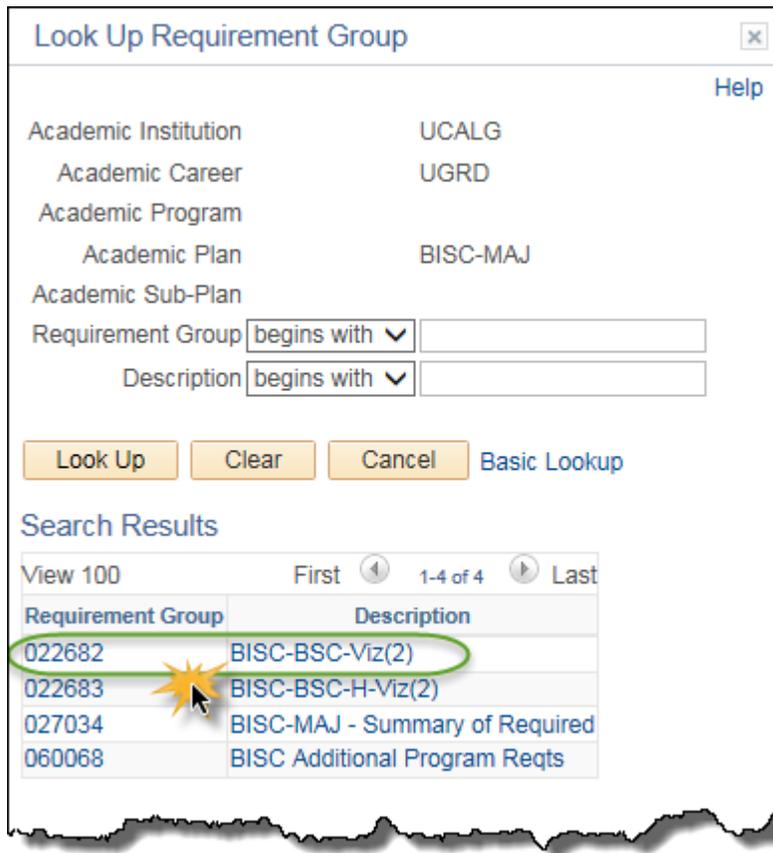
Requirement 🔍

Line Nbr 🔍

23. Select the same RG number obtained from the Advisement Report (e.g. **022682**). Click the **022682** link.

Entering Student Exceptions: Course Directive

SA – Academic Advisement



Look Up Requirement Group

Help

Academic Institution UCALG
Academic Career UGRD
Academic Program
Academic Plan BISC-MAJ
Academic Sub-Plan
Requirement Group begins with
Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-4 of 4 Last

Requirement Group	Description
022682	BISC-BSC-Viz(2)
022683	BISC-BSC-H-Viz(2)
027034	BISC-MAJ - Summary of Required
060068	BISC Additional Program Reqts

24. Click on Look Up Requirement and select the applicable RQ number obtained from the Advisement Report in which the requirement is housed. Click the **Look up Requirement** button.

Authorize Student Exceptions



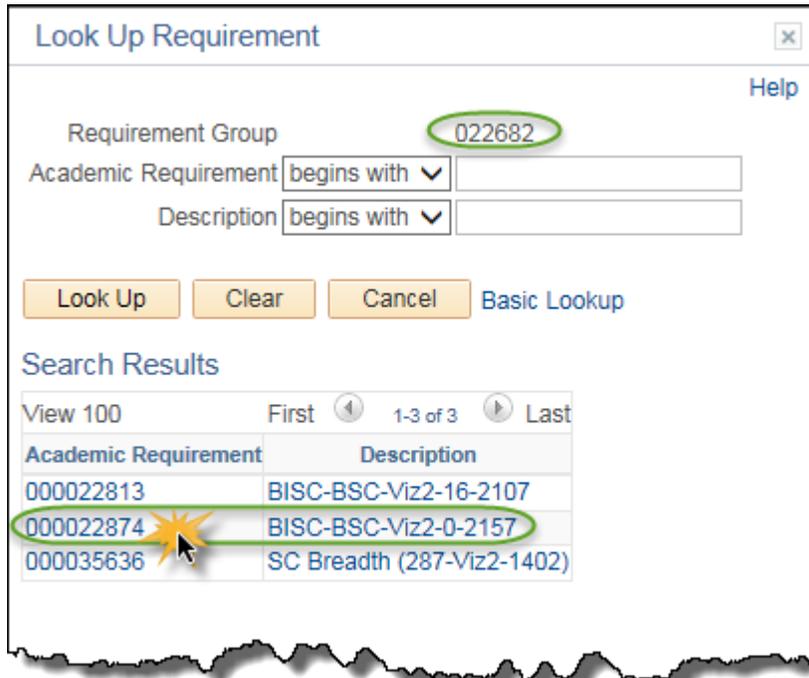
Direct Courses to

Requirement Group 022682 BISC-BSC-Viz(2)

Requirement

Line Nbr

25. Note the Requirement Group displays (e.g. 022682). From the list displayed, verify your selection against the RQ number obtained in the Advisement Report (e.g. **000022874**). Click the **000022874** link.



Look Up Requirement

Requirement Group 022682

Academic Requirement begins with

Description begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-3 of 3 Last

Academic Requirement	Description
000022813	BISC-BSC-Viz2-16-2107
000022874	BISC-BSC-Viz2-0-2157
000035636	SC Breadth (287-Viz2-1402)

26. Click the **Look up Line Nbr** button.



27. From the list that appears, select the line number in which the specific requirement is housed. Verify your selection against the line numbers in the Advisement Report (as a general rule, line 0010 is the first line, line 0020 is the second line, etc.). Click the **0040** link.

Entering Student Exceptions: Course Directive

SA – Academic Advisement



Look Up Line Nbr ✕

Academic Requirement Help

Line Nbr

Description

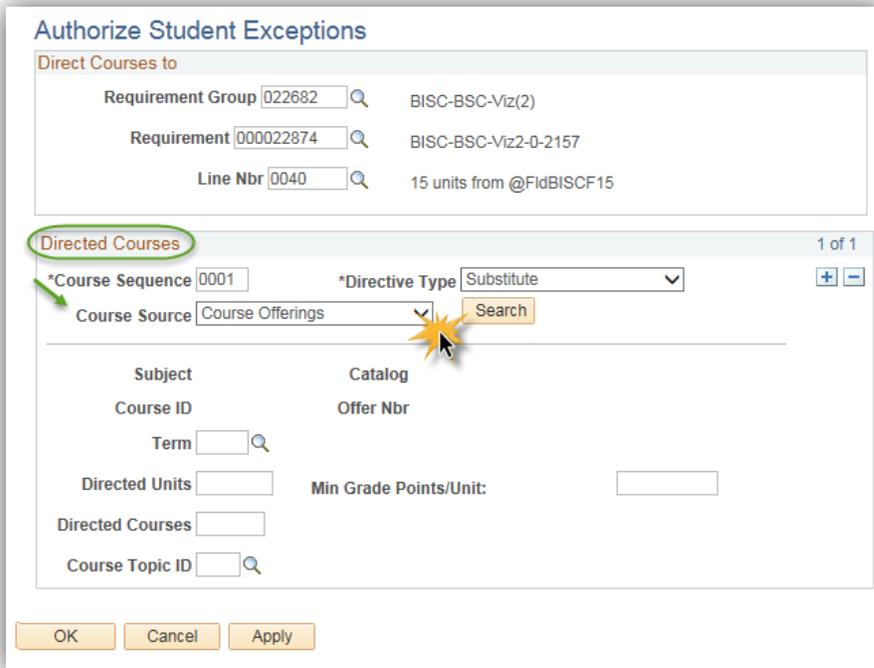
Basic Lookup

Search Results

View 100 First 1-8 of 8 Last

Line Nbr	Description
0010	6 units from @BioScienceJunior
0020	15 units from BIOL311, BIOL313
0030	12 units from @FldBISC4xx
0040	15 units from @FldBISCF15
0050	Units from ANTH413, ANTH425, A
0060	Units from MDSC

28. In Directed Courses select the Directive Type based on whether you are seeking to substitute a course (by far the most common) or exclude a course.



Authorize Student Exceptions

Direct Courses to

Requirement Group BISC-BSC-Viz(2)

Requirement BISC-BSC-Viz2-0-2157

Line Nbr 15 units from @FldBISCF15

Directed Courses 1 of 1

*Course Sequence *Directive Type

Course Source

Subject Catalog

Course ID Offer Nbr

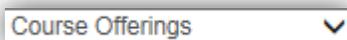
Term

Directed Units Min Grade Points/Unit:

Directed Courses

Course Topic ID

29. Click the **Course Source** list.



Course Offerings

30. On the Course Source drop down menu, a list of Course Sources display:
- **Course Offerings:** UofC Courses not yet registered
 - **Enrollment:** UofC Course in progress or complete
 - **Other Credit:** Course showing as OT type in Advisement Report (e.g. block credit from another institution)
 - **Test Credit:** Course showing TE type in Advisement Report (e.g. IB or AP credit)
 - **Transfer Courses:** Course showing as TR type in Advisement Report (e.g. individual courses transferred from another institution)

For this example select Enrollment. Click the **Enrollment** list item.

Entering Student Exceptions: Course Directive

SA – Academic Advisement



Authorize Student Exceptions

Direct Courses to

Requirement Group BISC-BSC-Viz(2)

Requirement BISC-BSC-Viz2-0-2157

Line Nbr 15 units from @FldBISCF15

Directed Courses 1 of 1

*Course Sequence *Directive Type

Course Source

Subject

Course ID Offer Nbr

Term

Directed Units Min Grade Points/Unit:

Directed Courses

Course Topic ID

31. Click the **Search** button.

32. On **Student Course Directive Search** enter the subject area of the substitute course or click on Look up Subject Area and select from the list. Click the **Look up Subject Area** button.

Student Course Directive Search

Academic Institution

Subject Area

Catalog Nbr

Description

33. For this example we will search for **ANTH Anthropology**. Enter a few letters in the Subject Area and press enter or Look Up. Click the **ANTH** link.

Look Up Subject Area x

[Help](#)

Academic Institution UCALG

Subject Area begins with x

Academic Organization begins with 🔍

Description begins with

Look Up
Clear
Cancel
Basic Lookup

Search Results

View 100 First 1-8 of 8 Last

Subject Area	Academic Organization	Description
ANAT	UCALG	Anatomy
ANBI	UCALG	ANBI
ANCH	GLAH	Ancient History
ANHU	UCALG	ANHU
ANSC	UCALG	Social & Cultural Anthro
ANTH	ANAR	Anthropology

34. Click the **Search** button.

Search

35. From Course Selection, click on the check mark of the desired substitute course. **Note all courses in the list have check marks beside them.** Click the **Class with the Checkmark** to add the class. For this example select ANTH 311.



Course Selection

Find | View All | First 1-4 of 4 Last

Course Information	Additional Information											
	Subject	Catalog Nbr	Course Name	Course ID	Class Nbr	Class Section	Offer Nbr	Term	Session	Official Grade	Units Earned	
1	<input checked="" type="checkbox"/>	ANTH	201	IntroPrimatol&HumanEvolution	100321	71069	01	1	2167	1	B-	3.00
2	<input checked="" type="checkbox"/>	ANTH	203	IntroductionSocialAnthropology	100324	14940	02	1	2171	1	B	3.00
3	<input checked="" type="checkbox"/>	ANTH	311	Primate Behaviour	100344	72199	02	1	2177	1	B-	3.00
4	<input checked="" type="checkbox"/>	ANTH	331	Sex and Gender	100361	11644	01	1	2191	1		3.00

Return

Entering Student Exceptions: Course Directive

SA – Academic Advisement



36. After all exceptions have been entered in the Directed Courses click the **OK** button.

OK

Authorize Student Exceptions

Direct Courses to

Requirement Group	<input type="text" value="022682"/>	BISC-BSC-Viz(2)	
Requirement	<input type="text" value="000022874"/>	BISC-BSC-Viz2-0-2157	
Line Nbr	<input type="text" value="0040"/>	15 units from @FldBISCF15	

Directed Courses 1 of 1

*Course Sequence *Directive Type

Course Source

Subject	ANTH		Catalog	311	Primate Behaviour
Course ID	100344		Offer Nbr	1	
Grade	B-		Units	3.00	
Session	1		Section	02	Class Nbr 72199
Term	<input type="text" value="2177"/>		Fall 2017		
Directed Units	<input type="text"/>		Min Grade Points/Unit:	<input type="text"/>	
Directed Courses	<input type="text"/>				
Course Topic ID	<input type="text"/>				

37. Click the **Save** button.

Save

Authorize Student Exceptions

Find | View All First 1 of 1 Last

Advisement Override 000001725 User ID: [REDACTED]

*Effective Date 2018/07/30 *Status Active

*Description ANTH311 toward field of BISC Short Description ANTH311

Long Description As per Dr. Smith (Undergrad Director) may count ANTH311 toward field of Biological Sciences.

Override Details

*Academic Institution UCALG University of Calgary

*Academic Career UGRD Undergraduate Programs

Academic Program [REDACTED] [Create Exception](#)

Academic Plan BISC-MAJ Biological Sciences

Academic Sub-Plan [REDACTED]

*Selection Code Student

*Selection Data 30024977 Marshall Luu

*Operation Code Course Directive

Save Notify Add Update/Display Include History Correct History

38. Request a new **Advisement Report** to investigate the exception. Click the **Add** button.

Add

39. Since an Advisement Report already exists click on the ID number in the Search Results. Click the **30024977** link.

Entering Student Exceptions: Course Directive

SA – Academic Advisement

Request Advisement Report

[Find an Existing Value](#) [Add a New Value](#)

ID

Academic Institution

Report Type

The value you tried to add already exists. 
Select it below if you'd like to update it, or specify a new value in the fields above.

Search Results

View All First 1 of 1 Last

ID	Academic Institution	Report Type	Analysis DB Sequence
30024977	UCALG	ADV	4

[Find an Existing Value](#) | [Add a New Value](#)

40. Click the **Process Request** button.

41. Click the **Collapse All** button.

42. Click the **Expand section BSC IN BIOLOGICAL SCIENCES (RG 022682)** link.

University of Calgary | Undergraduate Programs

<u>Undergraduate Programs Career</u>	<u>Requirement Term</u>
AA - Graduation Program	
Single Academic Program (Major)	
Science Bachelor Program	Fall 2016
Biological Sciences (Major)	Fall 2016
Bachelor of Science (Degree Stream)	Fall 2016

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[Collapse All](#) [Expand All](#) [View Report as PDF](#) Show Hidden RG

 Taken  In Progress  Planned

- ▶ **Important Information and Disclaimer (RG 050019)**
- ▶ **BSC IN BIOLOGICAL SCIENCES (RG 022682)**
- ▶ **BIOLOGICAL SCIENCES - Additional Program Requirements (RG 060068)**
- ▶ **Graduation Requirement - Single Program (RG 050001)**
- ▶ **Limiting Requirements- Faculty of Science (1P-RG 060276)**
- ▶ **Unused Courses (RG 060249)**

[Return to Report Request](#) [View Report Request Log](#)

43. Scroll down the Advisement Report to view Additional courses. Click the **Expand section Additional courses** link.

Entering Student Exceptions: Course Directive

SA – Academic Advisement



▼ **BSC IN BIOLOGICAL SCIENCES (RG 022682)**

Course reuse rules for this program:
-A course may NOT be applied to more than one RQ within this RG, unless otherwise specified.
-A course may NOT be used more than once within a single RQ.

[Courses Constituting the Field of Study](#) (Click link and scroll down to find this information)

BSC in Biological Sciences (RQ 022874)

Not Satisfied: No more than 3 units from ANTH413, ANTH425, ANTH435, ANTH451, ANTH571, ARKY417, ARKY555, GEOG417, GLGY308, NEUR401, NEUR541 may be counted towards the major field.

No more than 6 units of MDSC courses (approved by the Department prior to registering in the course) can be counted towards the major field. Please submit departmental approval to the Undergraduate Science Centre to have such courses applied. Approval will be granted on an individual basis.

- Units: 48.00 required, 33.00 taken, 15.00 needed

▶ **BIOL241 and BIOL243**

▶ **BIOL311, BIOL313, BIOL331, BIOL371, and BCEM393**

▶ **Courses from the field of Biological Sciences at the 400 and 500 level**

▶ **Additional courses from the field of Biological Sciences**

Other Requirements - Math and Chemistry (RQ 022813)

Satisfied: Min 15 units Math and Chemistry requirements.

44. In the requirement line where the course substitution has occurred (ANTH 311), a number with a hyperlink in the Notes column displays (e.g. 01).
Click the **01** link.

Additional courses from the field of Biological Sciences

Not Satisfied: Min 15 units from the field of Biological Sciences

- Units: 15.00 required, 9.00 taken, 6.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status	Type
View Course List	15 units from @FldBISCF15						
ANTH 311	Primate Behaviour	3.00	Fall 2017	B-	01	✓	EN
BIOL 315	Quantitative Biology I	3.00	Winter 2018	C		✓	EN
CMMB 343	Microbiology	3.00	Winter 2019			◇	IP

45. The Note 01 displays the explanation you entered in the Long Description field.

Note	Description
01	As per Dr. Smith (Undergrad Director) may count ANTH311 toward field of Biological Sciences.

For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.

End of Procedure.