

SA

7. Click the button.
8. Click either the or link depending on the student's career.
9. Click the button.
10. Begin typing in a few letters of the "desired plan" (e.g. for BISC). The "desired plan" is the portion of the student's program

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14. Once the required values are entered you can create the exception. Click the link.

15. On _____, Direct Courses

16. At this point you need to reference the _____ number from the Academic Advisement Report. Therefore you must open a new window and navigate to Academic Advisement > Student Advisement > Request Advisement Report

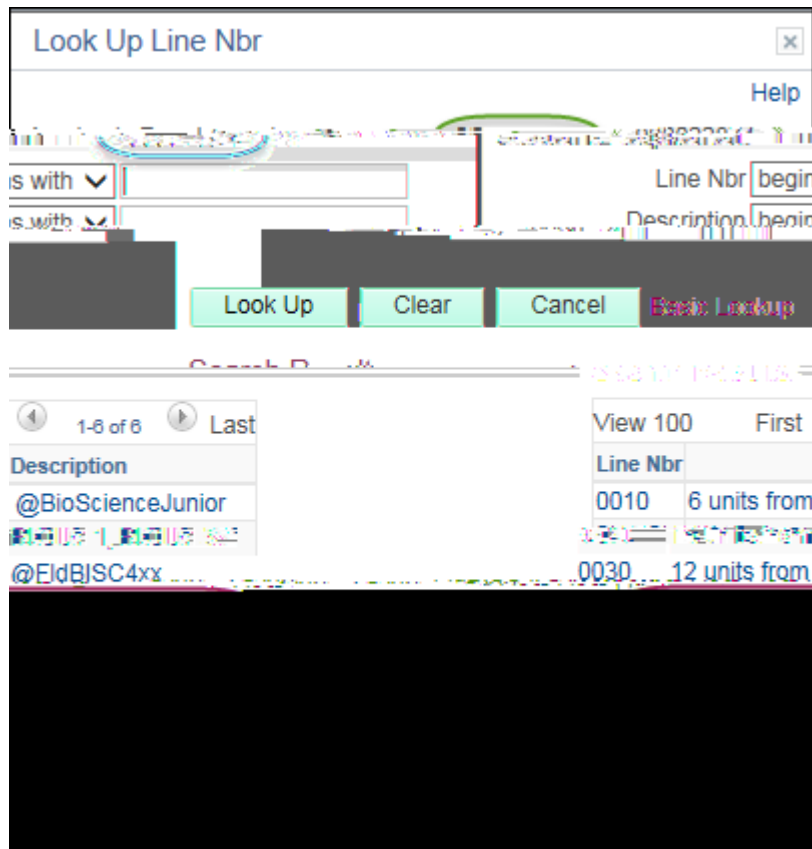
17.

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

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26. Click the

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The screenshot shows a 'Look Up Line Nbr' dialog box with a search field and buttons for 'Look Up', 'Clear', and 'Cancel'. Below the dialog is a table with the following data:

Description	Line Nbr	Units
@BioScienceJunior	0010	6 units from
@FldBISC4xx	0030	12 units from


31. Click the button.

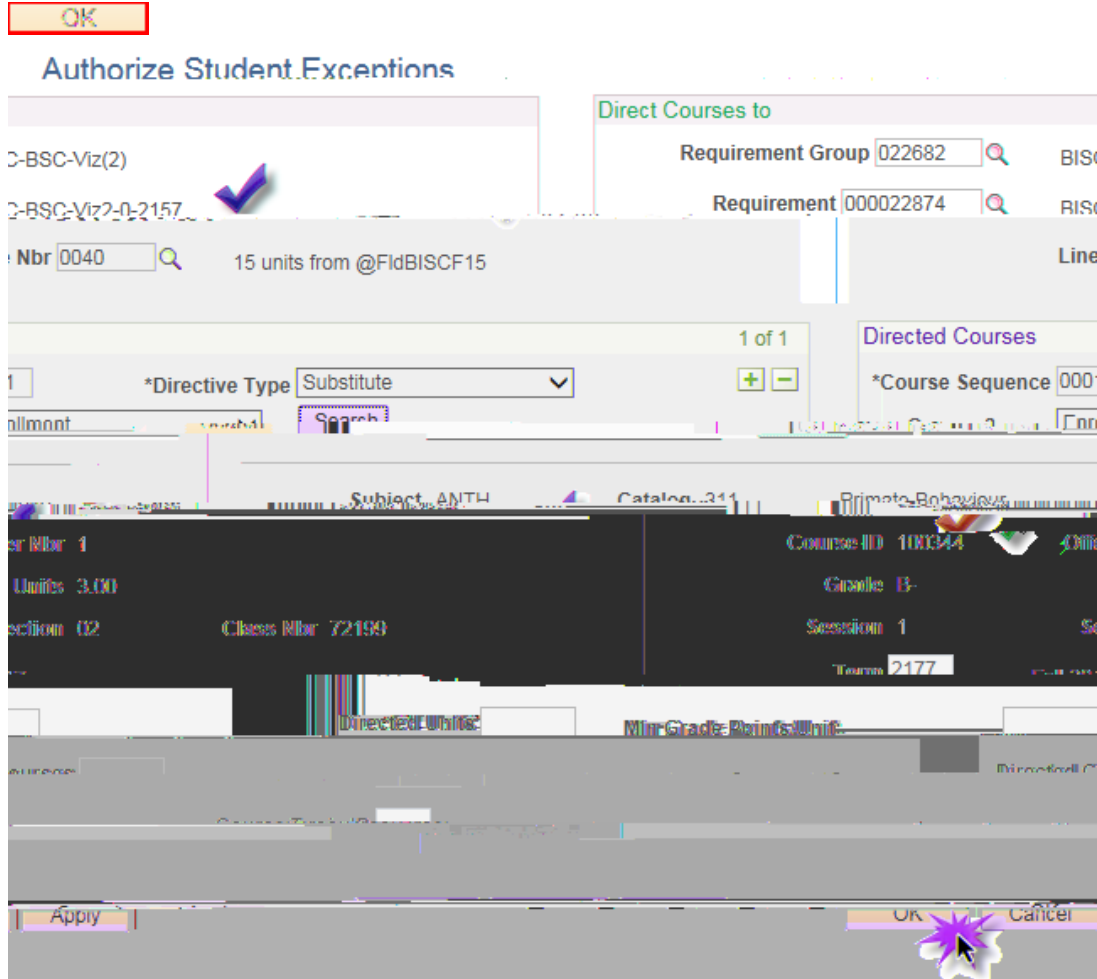
32. On

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

34. Click the _____

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



Authorize Student Exceptions

Direct Courses to

Requirement Group 022682

Requirement 000022874

Nbr 0040 15 units from @FldBISCF15

*Directive Type Substitute

*Course Sequence 000

Subject ANTH Catalog...311 Primate Behaviors

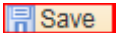
Course ID 100344

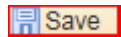
Grade B-

Session 1

Term 2177

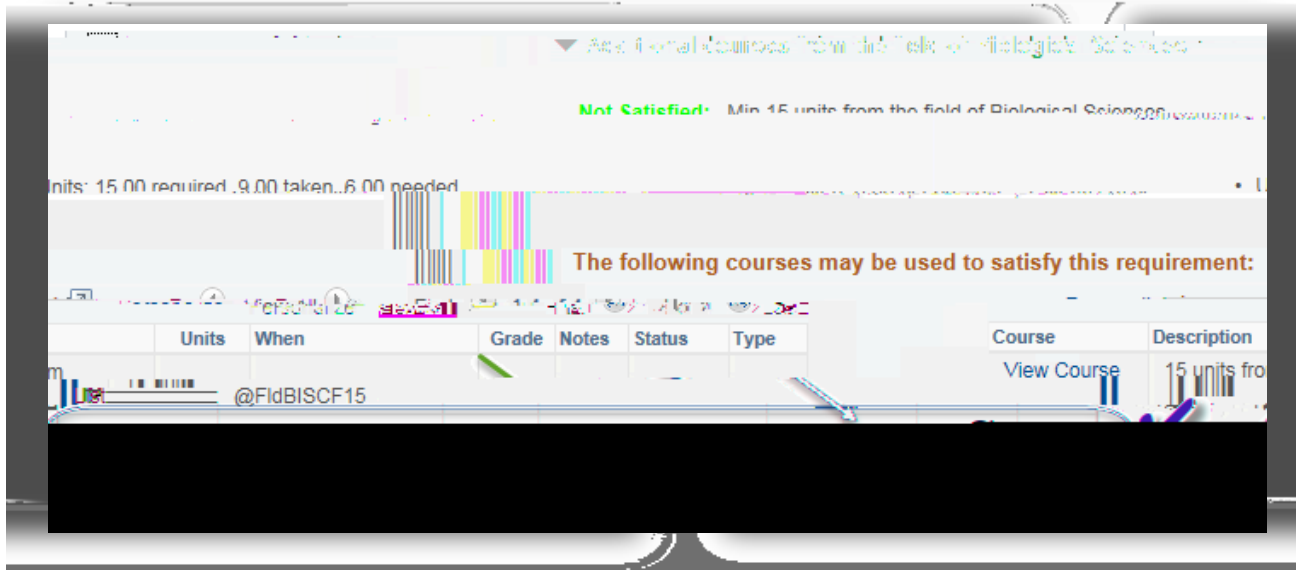
Apply OK Cancel

37. Click the  button.

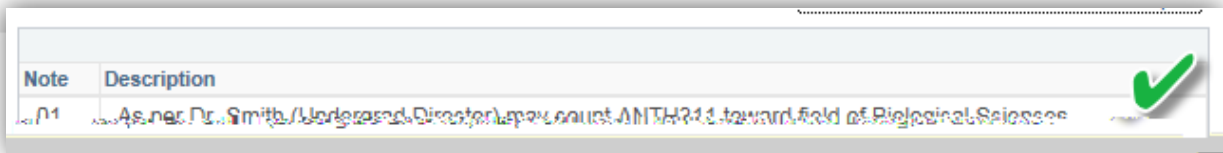


38. Request a new _____ to investigate the exception. Click the _____ button.

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



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

