

NAVIGATION:

Log into MyCSUSM->HR Administration->PeopleSoft HR Access->

(in new window) Academic Advising->Student Advisement->Authorize Student Exceptions

- RUN A DEGREE AUDIT to make sure Course you want to use is not already used in the audit
- PROCESS COURSE DIRECTIVE
- RUN A DEGREE AUDIT to check accuracy of course

Step One: Enter a New Value

- My Favorites
- CSU SA Baseline
- CSUSM Custom
- CSUSM SA Custom
- Self Service
- Recruiting
- Workforce Administration
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Financial Aid
- Student Financials
- Academic Advising
 - Student Advisement
 - Authorize Student Exceptions**
 - Create Course Substitution
 - Student Advisement Report
 - Set Up "What If" Data
- Academic Requirements
- Advising Processes

Authorize Student Exceptions

Enter any information you have and click Search. Leave fields blank for

Find an Existing Value

Add a New Value

| | | |
|--------------------------|-------------|-------|
| Advisement Override: | begins with | |
| Description: | begins with | |
| Selection Code: | = | |
| Selection Data: | begins with | |
| Override Operation Code: | = | |
| Academic Institution: | begins with | SMCMP |
| Academic Career: | begins with | |
| Academic Program: | begins with | |
| Academic Plan: | begins with | |
| Academic Sub-Plan: | begins with | |

Include History Correct History Case Sensitive

Search

Clear

[Basic Search](#)

[Save Search Criteria](#)

ALWAYS choose "Add a New Value" when entering a new Course Directive

Step Two: Enter Course Directive

Authorize Student Exceptions

Find | View All First 1 of 1 Last

Advisement Override: 000001322 User ID: Pamela Bell

*Effective Date: 09/23/2009 *Status: Active

*Description: CD: HIST 699C for HIST 620 Short Description: HIST 699C

Long Description: Alternative course approved by Dr. Lombard because HIST 620 was not offered

Override Detail

*Academic Institution: SMCMP Cal State San Marcos

*Academic Career: PBAC Postbaccalaureate

Academic Program: PMSTR Masters [Create Exception](#)

Academic Plan: HISTXXXMMA History MA

Academic Sub-Plan:

*Selection Code: Student

*Selection Data: 1002020020

*Operation Code: Course Directive

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Corre

Effective Date: Auto entered by system

Status: Auto entered by system

Description: Always start with "CD:" which stands for "Course Directive then enter description of course directive

Short Description: Enter Course being directed to the a requirement

Long Description: Text in this box appears in the audit

Academic Career: Choose or type "PBAC"

Academic Program: Choose or type "PMSTR"

Academic Plan: Choose your Plan from the magnifying glass icon next to field box

Academic Sub-Plan: Leave Blank

Selection Code: Leave as "Student"

Selection Data: Type in Student ID number (do not click magnifying button or you will be searching for a very long time for a student ID among all of our active students)

Operation Code: Choose Course Directive from Drop Down list

Click **CREATE EXCEPTION** to pull up next page

Authorize Student Exceptions

| Direct Courses to | |
|--------------------|--|
| Requirement Group: | <input type="text" value="000741"/> <input type="button" value="🔍"/> HIST MA (1995) |
| Requirement: | <input type="text" value="000000633"/> <input type="button" value="🔍"/> HIST MA COOP |
| Line Nbr: | <input type="text" value="0040"/> <input type="button" value="🔍"/> HIST 620 |

If this Requirement needs more than more course for it to be met (i.e. 12 units of Electives) you must click the + button below to direct >1 courses to the line; you cannot create a NEW Course Directive for the same requirement LINE

| Directed Courses | | | | |
|-------------------|---|---------------------------------------|---|---|
| *Course Sequence: | <input type="text" value="0001"/> | *Directive Type: | <input type="text" value="Substitute"/> | <input type="button" value="+"/> <input type="button" value="-"/> |
| Course Source: | <input type="text" value="Enrollment"/> | <input type="button" value="Search"/> | | |
| Subject: | HIST | Catalog: | 699C | IND STUDY ADV HIST ISSUES |
| Course ID: | 102309 | Offer Nbr: | 1 | Acad Group: COASP |
| Grade: | CR | Units: | 3.00 | |
| Session: | 1 | Section: | 01 | Class Nbr: 41727 |
| Term: | <input type="text" value="2084"/> | Fall 2008 | | |
| Directed Units: | <input type="text"/> | Min Grade Points/Unit: | <input type="text"/> | |
| Directed Courses: | <input type="text"/> | | | |
| Course Topic ID: | <input type="text"/> <input type="button" value="🔍"/> | | | |

Requirement Group: Click magnifying glass and click on requirement group

Requirement: Click magnifying glass and choose the requirement where your approved course is going

Line Nbr: Click magnifying glass and choose the course that will be replaced by your approved course

Course Sequence: Auto entered by system

Directive Type: Leave as "Substitute"

Course Source: Choose one of the following values:

"Enrollment" if the approved course is a CSUSM course

"Transfer Courses" if the approved is a transfer course

Click **SEARCH** button

| | | | | |
|-------------------------------------|------------|--------------|-------------------|--------------------|
| <input checked="" type="checkbox"/> | Subject | Catalog Nbr: | Description: | Class Nbr |
| | HIST | 620 | HISTORY MA THESIS | 21108 |
| | Course ID: | 102303 | Offer Nbr: 1 | Class Section: 01 |
| | Term: | 2092 | Session: 1 | Units Earned: 3.00 |
| | Grade: | CR | Designation: | RD Grade: |
| | Topic ID: | | | |

| | | | | |
|-------------------------------------|------------|--------------|---------------------------|--------------------|
| <input checked="" type="checkbox"/> | Subject | Catalog Nbr: | Description: | Class Nbr |
| | HIST | 699C | IND STUDY ADV HIST ISSUES | 21303 |
| | Course ID: | 102309 | Offer Nbr: 1 | Class Section: 01 |
| | Term: | 2092 | Session: 1 | Units Earned: 3.00 |
| | Grade: | A | Designation: | RD Grade: |
| | Topic ID: | | | |

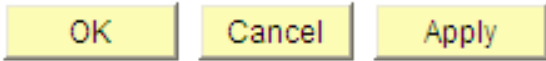
| | | | | |
|-------------------------------------|------------|--------------|---------------------------|--------------------|
| <input checked="" type="checkbox"/> | Subject | Catalog Nbr: | Description: | Class Nbr |
| | HIST | 699C | IND STUDY ADV HIST ISSUES | 41727 |
| | Course ID: | 102309 | Offer Nbr: 1 | Class Section: 01 |
| | Term: | 2084 | Session: 1 | Units Earned: 3.00 |
| | Grade: | CR | Designation: | RD Grade: |
| | Topic ID: | | | |

| | | | | |
|-------------------------------------|------------|--------------|---------------------------|--------------------|
| <input checked="" type="checkbox"/> | Subject | Catalog Nbr: | Description: | Class Nbr |
| | HIST | 699C | IND STUDY ADV HIST ISSUES | 42122 |
| | Course ID: | 102309 | Offer Nbr: 1 | Class Section: 02 |
| | Term: | 2084 | Session: 1 | Units Earned: 3.00 |
| | Grade: | B+ | Designation: | RD Grade: |
| | Topic ID: | | | |

Click the check mark next to the course you want to use for the requirement.

Click the following buttons in the following order to complete the process:

- 1-Apply
- 2-OK
- 3-Save



STEP THREE: RUN DEGREE PROGRESS REPORT TO VALIDATE COURSE DIRECTIVE

HIST 620: THESIS REQUIREMENT - 1 Course Required

Status ●

COURSES: Required 1.00 Taken 1.00 Needed 0.00

| Term | Course | Title | Grade | Units | Code | Requirement Designation | Repeat Code |
|-----------|---|---------------------------|-------|-------|------|-------------------------|-------------|
| Fall 2008 | HIST 699C ★ | IND STUDY ADV HIST ISSUES | B+ | 3.00 | EN | | |

★Alternative course approved by Dr. Lombard because HIST 620 was not offered