COURSE DIRECTIVES FOR FACULTY

PURPOSE

This document will demonstrate how to create a Course Directive for a university course or a transfer course. It will also demonstrate how to direct multiple courses to the same requirement.

Prerequisites

- PeopleSoft Role to view/create Student Exceptions: SMSA_AA_ADVISOR_UPDATE.
  - Navigation to Authorize Student Exceptions: Main Menu > Academic Advisement > Student Advisement > Authorize Student Exceptions
  - If user does not have access, their supervisor must submit an Access Request Form.

- Access to run an Academic Requirements Report (ARR)
  - Navigation to run an Academic Requirements Report: Main Menu > Self Service > Advisor Center > Advisee Student Center (or My Advisees). Enter the student’s ID number. Select Academic Requirements from the drop down list, click the button next to the field to run the report.
  - If user does not have access, submit an Access Request Form for Student Records – Degree Progress Report or the role SMSA_SR_INQUIRE.

Preparation

- In a separate window, run an ACADEMIC REQUIREMENTS REPORT (aka – Degree Audit, Degree Progress Report, DPR, ARR).
  - Navigation to run an Academic Requirements Report: Main Menu > Self Service > Advisor Center > Advisee Student Center (or My Advisees). Enter the student’s ID number. Select Academic Requirements from the drop down list, and then click the button next to the field to run the report.
  - Make sure any courses you want to use are not already used in the audit for another requirement. Look at the end of the report, in the Courses Not Used section, for the alternate course (to verify it is available to use).
NOTE ON TRANSFER COURSES: Transfer courses are not automatically posted for graduate students, so you must first send a request to the Transfer Credit Unit (in EMS - Enrollment & Student Records) to post the necessary transfer courses. The current contact would be Lynn Marie Rantanen (lrantane@csusm.edu).

Look for the requirement line you are directing the course to. Verify the use of the course abides by other academic policies and restrictions.

### Processing a Course Directive

**NAVIGATION:** (in new window)

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

Academic Advising->Student Advisement->Authorize Student Exceptions

**STEP ONE: ADD A NEW VALUE**

- Enter the student’s ID in the *Selection Data* field, and search for existing values. If there is a Student Exception already created for the same requirement line, you will use the record to add the additional courses to it. If there is no existing Student Exception for the specific requirement line, select *Add new Value*. Leave the Advisement Override default number (all zeroes), and click Add.
STEP TWO: CREATE COURSE DIRECTIVE

- Enter the relevant description, and include the name of the approving faculty member. See field descriptions below image for additional directions.

ALWAYS choose “Add a New Value” when entering a new Course Directive
**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 will appear to the student on the Academic Requirements Report (ARR)

**Academic Career:** Choose or type “PBAC”

**Academic Program:** Choose or type “PMSTR”

**Academic Plan:** Choose the Academic Plan that corresponds with the requirement the course will be directed to. Choose from the magnifying glass icon next to field box. If directing courses to non-major requirements (GE courses, or general degree requirements), leave the academic plan field blank.

**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
STEP THREE: ENTER COURSES

- Click the blue CREATE EXCEPTION link, on the right, to pull up the next page
- Use the ARR to determine the corresponding Requirement Group, Requirement, and Line numbers to direct the course to. You can also click the magnifying glass to lookup the major's corresponding requirements.

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Notes</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 472</td>
<td>INTRO TO GRAPH THEORY</td>
<td>1.00</td>
<td>Spring 2009</td>
<td>C</td>
<td>93</td>
<td>✔️</td>
</tr>
<tr>
<td>MATH 620</td>
<td>SEM ADV MATH</td>
<td>1.00</td>
<td>Spring 2012</td>
<td>B-</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>MATH 510</td>
<td>MATH COMM</td>
<td>1.00</td>
<td>Spring 2009</td>
<td>B-</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>MATH 490</td>
<td>SENIOR SEMINAR</td>
<td>3.00</td>
<td>Fall 2012</td>
<td>B+</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>MATH 536</td>
<td>COMPLEX ANALYSIS</td>
<td>3.00</td>
<td>Spring 2010</td>
<td>B+</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>MATH 537</td>
<td>CALCULUS OF VARIATIONS</td>
<td>3.00</td>
<td>Spring 2010</td>
<td>B+</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>MATH 6XX</td>
<td>Generic Credit (MATH 6XX)</td>
<td>3.00</td>
<td>Spring 2009</td>
<td>B+</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>MATH 570</td>
<td>STOCHASTIC PROCESSES</td>
<td>1.00</td>
<td>Fall 2011</td>
<td>A</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>MATH 550</td>
<td>GEOMETRY</td>
<td>1.00</td>
<td>Fall 2009</td>
<td>A</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>MATH 555</td>
<td>TOPOLOGY</td>
<td>1.00</td>
<td>Spring 2013</td>
<td></td>
<td>✔️</td>
<td></td>
</tr>
</tbody>
</table>

- ✔️ Trusted sites | Protected Mod
Authorize Student Exceptions

**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”

**Directed Units**: The number of units you would like applied to this requirement. If left blank, system will use the units the course is worth.

**Directed Courses**: The number of courses you would like applied to this requirement (For the Course Count). If left blank, system will add 1 course to the requirement line total course count.

**Min Grade Points/Unit**: Only use Minimum Grade Points Per Unit to restrict if the student receives credit for an in-progress or future course, based on what grade the student receives at the end of the term. For example, if a student is currently taking SOC 101, and you are going to allow them to receive credit for a PSYCH 101 requirement if they receive at least a “C” grade in the course, then you would enter “2.00” in this field.

- **Course Source**: Choose one of the following values:
  
  “Enrollment” if the approved course is a CSUSM course
  
  “Transfer Courses” if the approved course is a transfer course

- Click **SEARCH** button
• Enter the course subject area (of the course you want to apply to the requirement). Click **SEARCH** button

![Student Course Directive Search](image1)

• Click the check mark next to the course you want to use for the requirement. Checking the box will return you to the directed courses screen.

![Course Selection](image2)

Click the check mark next to the course you want to use for the requirement.
• Add the number of units or course counts to direct and the minimum grade points/unit, if applicable. If left blank, it will automatically pull in the number of units the course is worth. Minimum grad points/unit should be filled in for in-progress or future courses. See field descriptions above, for more information.

• To direct additional courses to meet this same requirement line, click the [+ ] symbol to add a course.
STEP FOUR: SAVE THE RECORD

- When you are finished adding courses, click the following buttons in the following order to complete the process:
  1-Apply
  2-OK
  3-Save

STEP FIVE: RUN ACADEMIC REQUIREMENTS REPORT TO VALIDATE COURSE DIRECTIVE

Click the Notes # Link to see the Course Directive description.