

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).

▼ COURSES NOT USED FOR REQUIREMENTS (RG-0792)

COURSES NOT USED FOR REQUIREMENTS (RG-0792)

THE FOLLOWING COURSES HAVE NOT BEEN USED (R-0009)

THE FOLLOWING COURSES HAVE NOT BEEN USED TO MEET SPECIFIC GENERAL EDUCATION, MAJOR, OR MINOR REQUIREMENTS. (R-0009)

▼ COURSES NOT USED (LN-0010)

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Requirement Designation	Status
FMST 100	INTRO TO CINEMA	3.00	Fall 2012	CR	C1-Fine Arts for Area C	✓
PSYC 498C	INDEPENDENT STUDY	3.00	Fall 2011	A		✓

View All | First 1-2 of 2 Last

- 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**.

Favorites | Main Menu > Academic Advisement > Student Advisement > Authorize Student Exceptions

Authorize Student Exceptions

Enter any information you have and click Search. Leave fields blank for a list of all values.

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

Limit the number of results to (up to 300):

Advisement Override: begins with

Description: begins with

Selection Code: =

Selection Data: begins with

Override Operation Code: =

Academic Institution: begins with

Academic Career: begins with

Academic Program: begins with

Academic Plan: begins with

Academic Sub-Plan: begins with

Include History Correct History Case Sensitive

[Basic Search](#)

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

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

Favorites | Main Menu > Academic Advisement > Student Advisement > Authorize Student Exceptions

Authorize Student Exceptions

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

Advisement Override:

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.

Authorize Student Exceptions

Find | View All First 1 of 1 Last

Advisement Override: 000997968 User ID: Amber Puha

*Effective Date: 09/08/2011 *Status: Active

*Description: CD: 400 Level and SDSU Crs Short Description: SDSU CRS

Long Description: Math 474 from CSUSM and MATH 522 & MATH 600 from SDSU are approved by Dr. Puha

Override Details

*Academic Institution: SMCMP Cal State San Marcos

*Academic Career: PBAC Postbaccalaureate

Academic Program: PMSTR Masters

Academic Plan: MATHXXMMS Mathematics MS

Academic Sub-Plan:

*Selection Code: Student

*Selection Data: 100190000 John Doe

*Operation Code: Course Directive

[Create Exception](#)

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#) [Include History](#) [Correct History](#)

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.

MASTER OF SCIENCE IN MATHEMATICS, M.S. (RG-0748)
MASTER OF SCIENCE IN MATHEMATICS, M.S. - 36 Total Units Required (1993 - Current Catalog) (RG-0748)

- Units: 36.00 required, 33.00 taken, 3.00 needed
- GPA: 3.000 required, 3.144 actual

MASTER OF SCIENCE IN MATHEMATICS NON-THESIS COURSES (R-0639)
MASTER OF SCIENCE IN MATHEMATICS NON-THESIS COURSES (R-0639)

- Units: 30.00 required, 30.00 taken, 0.00 needed

NON-THESIS COURSES (LN-0010)
NON-THESIS COURSES - 30 Units Required

- Units: 30.00 required, 30.00 taken, 0.00 needed

Authorize Student Exceptions

Direct Courses to

Requirement Group: MATH MS (1993)

Requirement: MATH MS NON-THESIS CRS

Line Nbr: MATHEMATICS NON-THESIS CRS

The following courses were used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
MATH 472	INTRO TO GRAPH THEORY	3.00	Spring 2009	C	03	✓
MATH 620	SEM ADV MATH	3.00	Spring 2012	B-		✓
MATH 510	MATH COMM	3.00	Spring 2009	B-		✓
MATH 490	SENIOR SEMINAR	3.00	Fall 2012	B+	02	✓
MATH 536	COMPLEX ANALYSIS	3.00	Spring 2010	B+		✓
MATH 537	CALCULUS OF VARIATIONS	3.00	Spring 2010	B+		✓
MATH 6XX	Generic Credit (MATH 6XX)	3.00	Spring 2009	B+	01	←
MATH 570	STOCHASTIC PROCESSES	3.00	Fall 2011	A-		✓
MATH 550	GEOMETRY	3.00	Fall 2009	A		✓
MATH 555	TOPOLOGY	3.00	Spring 2013			◆

Authorize Student Exceptions

Direct Courses to	
Requirement Group:	<input type="text" value="000748"/> <input type="button" value="🔍"/> MATH MS (1993)
Requirement:	<input type="text" value="000000639"/> <input type="button" value="🔍"/> MATH MS NON-THESIS CRS
Line Nbr:	<input type="text" value="0010"/> <input type="button" value="🔍"/> MATHEMATICS NON-THESIS CRS

Directed Courses		1 of 1		
*Course Sequence:	<input type="text" value="0001"/>	*Directive Type:	Substitute <input type="button" value="+"/> <input type="button" value="-"/>	
Course Source:	<input type="text" value="Enrollment"/> <input type="button" value="Search"/>			
Subject:	MATH	Catalog:	474	INTRO TO COMBINATORICS
Course ID:	102909	Offer Nbr:	1	Acad Group: CSMU
Grade:	B	Units:	3.00	
Session:	1	Section:	01	Class Nbr: 21474
Term:	<input type="text" value="2112"/>	Spring 2011		
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="🔍"/>			

OK	Cancel	Apply
----	--------	-------

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

Academic Institution: Cal State San Marcos

Subject Area: 

- 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

Course Selection [Find](#) 1-10 of 10

<input type="checkbox"/>	Subject	Catalog Nbr:	Course Name:	Class Nbr
<input checked="" type="checkbox"/>	MATH	474	INTRO TO COMBINATORICS	21474
	Course ID:	102909	Offer Nbr: 1	Class Section: 01
	Term:	2112	Session: 1	Units Earned: 3.00
	Grade:	B	Designation:	RD Grade:
	Topic ID:			
<input type="checkbox"/>	Subject	Catalog Nbr:	Course Name:	Class Nbr
<input checked="" type="checkbox"/>	MATH	520	ALGEBRA	41818
	Course ID:	102928	Offer Nbr: 1	Class Section: 02
	Term:	2104	Session: 1	Units Earned: 3.00
	Grade:	A-	Designation:	RD Grade:
	Topic ID:			
<input type="checkbox"/>	Subject	Catalog Nbr:	Course Name:	Class Nbr
<input checked="" type="checkbox"/>	MATH	532	ORD DIFF EQUATIONS	41479
	Course ID:	102934	Offer Nbr: 1	Class Section: 01
	Term:	2114	Session: 1	Units Earned: 3.00

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.

Authorize Student Exceptions

Directed Courses to

Requirement Group:	<input type="text" value="000748"/>	MATH MS (1993)
Requirement:	<input type="text" value="000000639"/>	MATH MS NON-THESIS CRS
Line Nbr:	<input type="text" value="0010"/>	MATHEMATICS NON-THESIS CRS

Directed Courses 1-3 of 3

*Course Sequence: *Directive Type:

Course Source:

Subject: MATH Catalog: 474 INTRO TO COMBINATORICS
Course ID: 102909 Offer Nbr: 1 Acad Group: CSMU
Grade: B Units: 3.00
Session: 1 Section: 01 Class Nbr: 21474
Term: Spring 2011

Directed Units: Min Grade Points/Unit:

Directed Courses:

Course Toplo ID:

*Course Sequence: *Directive Type:

Course Source:

Subject: MATH Catalog: 5XX Generic Credit (MATH 5XX)
Course ID: 200460 Offer Nbr: 1 Acad Group: CSMP
Grade: B- Units: 3.00
Model Nbr: 1 Group: 1 Seq#: 1
Term: Fall 2010

Directed Units: Min Grade Points/Unit:

Directed Courses:

Course Toplo ID:

*Course Sequence: *Directive Type:

Course Source:

Subject: MATH Catalog: 6XX Generic Credit (MATH 6XX)
Course ID: 200461 Offer Nbr: 1 Acad Group: CSMP
Grade: A- Units: 3.00
Model Nbr: 1 Group: 2 Seq#: 1
Term: Fall 2010

Directed Units: Min Grade Points/Unit:

Directed Courses:

Course Toplo ID:

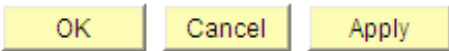
Click the [+] to direct another course to this same requirement line.

Leave blank if alternative course has a grade. Enter 2.0 if course is In-Progress or an approved course for the future (summer or study abroad) and the requirement requires a minimum grade of C or better.

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

MASTER OF SCIENCE IN MATHEMATICS NON-THESIS COURSES (R-0639)

MASTER OF SCIENCE IN MATHEMATICS NON-THESIS COURSES (R-0639)

- Units: 30.00 required, 30.00 taken, 0.00 needed

NON-THESIS COURSES (LN-0010)

NON-THESIS COURSES - 30 Units Required

- Units: 30.00 required, 30.00 taken, 0.00 needed

The following courses may be used to satisfy this requirement:

Course	Description	Units	When	Grade	Notes	Status
MATH 5XX	Generic Credit (MATH 5XX)	3.00	Fall 2010	B-	03	↕
MATH 534	PARTIAL DIFF EQUATIONS	3.00	Spring 2011	B+		✓
MATH 535	MULTIVAR ADV CALCULUS	3.00	Fall 2010	B+		✓
MATH 544	ADVANCED COMBINATORICS	3.00	Fall 2010	B+		✓
MATH 474	INTRO TO COMBINATORICS	3.00	Spring 2011	B	02	✓
MATH 541	STRUCTURAL GRAPH THEORY	3.00	Spring 2011	B		✓
MATH 6XX	Generic Credit (MATH 6XX)	3.00	Fall 2010	A-	01	↕
MATH 520	ALGEBRA	3.00	Fall 2010	A-		✓
MATH 532	ORD DIFF EQUATIONS	3.00	Fall 2011			◆
MATH 540	CONCRETE MATHEMATICS	3.00	Fall 2011			◆

View All | First 1-10 of 11 Last

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

Note:

Note	Description
01	Math 474 from CSUSM and MATH 522 & MATH 600 from SDSU are approved by Dr. Puha