Authorizing Additional Course Directives for a Student

Course directives are sometimes needed when you need to use a course that is not a specifically recognized GMAP requirement for a specified requirement.

Note that you will need to include History, and likely Correct History permissions to complete Course Directives.

To see if course directives have already been entered for a student, go to

Main Menu → Academic Advisement → Student Advisement → Authorize Student Exceptions

In Selection Data, enter the student’s ID number.
If no course directives have been done for this student, the screen will show “No matching values were found”.

Image description:
- A screenshot of an Oracle interface titled "Authorize Student Exceptions".
- The screen includes text fields for various search criteria such as Advisement Override, Description, Selection Code, Selection Data, Override Operation Code, Academic Institution, Academic Career, Academic Program, Academic Plan, Academic Sub-Plan.
- Options to include history, correct history, and case sensitivity.
- A search button and a clear button are visible.
- The message "No matching values were found." is displayed at the bottom of the screen.
If the student has several course directives already entered, you will see a list. Select the one you want to modify.

If a student has only one course directive already entered, it will come up on your screen.
If you need to add more course directives for the same student and the same requirement group, click Create Exception. (Remember, you must be in Correct History mode.)

Click the lowest plus sign available and add the exception you want to submit, then click Apply.
If the student already has course directives done, but you need to create a new one for a different requirement group on the GMAP, click Add a New Value and proceed as with any new course directive.