

9.2 Create a Student Course Substitution

Purpose: Use this document as a reference for creating a student course substitution in ctcLink.

Audience: Student Records staff

 You must have at least one of these local college managed security roles:

- ZC AA Advisement Exceptions
- ZD AA Advisement Exceptions
- ZD AA Super User
- ZZ AA Advisement Exceptions

You must also set these SACR Security permissions:

- [CS 9.2 SACR Security: Basic Requirements for Staff](#)

If you need assistance with the above security roles or SACR settings, please contact your local college supervisor or IT Admin to request role access.

Create a Student Course Substitution

Navigation: NavBar > Navigator > Academic Advisement > Student Advisement > Create Course Substitution



1. On the **Create Course Substitution** search page, enter or look up the Student **ID** or Student Name.
2. Select **Search**. The **Create Course Substitution** page will display.

Create Course Substitution

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

Find an Existing Value

▼ Search Criteria

ID	begins with ▼	201000003	
Academic Career	begins with ▼		
National ID	begins with ▼		
Campus ID	begins with ▼		
Last Name	begins with ▼		
First Name	begins with ▼		

☐ Case Sensitive

Search

Clear

Basic Search



Save Search Criteria

3. If the student already has one or more substitutions, select **View All** see all of the substitutions applied to this student.
4. To add a new substitution, select the add (+) button. A blank record will display.

❗ If the Course Substitution is a transfer course, select **Transfer Courses** from the drop-down box labeled ***Course Source** before selecting **Search**.

Create Course Substitution

Name Payton King Student ID 201000003

Academic Career: Undergraduate Student Career Nbr 0

Find View All 1 of 1

*Substitution Seq 0001 *Course Source Enrollment

*Long Description

Select Course: Search

Substitute for: Search

Save Return to Search Notify

- On the **Create Course Substitution** page, enter a **Long Description** for the new substitution.
- Select the **Search** button for **Select Course** to select from a list of available substitute courses. The **Student Course Subs Search** pagelet will display.

Create Course Substitution

Name Payton King Student ID 201000003

Academic Career: Undergraduate Student Career Nbr 0

Find View All 1 of 1

*Substitution Seq 0001 *Course Source Enrollment

*Long Description Approved substitution ABE 133 for ABE 111

Select Course: Search

Substitute for: Search

Save Return to Search Notify

- On the **Student Course Subs Search** pagelet, enter or look up the **Subject Area**.
- Select **Search**. The **Course Selection** pagelet will display.

Student Course Subs Search

Academic Institution Spokane CC

Subject Area ABF



Auto Collision/Refinish Tech

Search

Return

9. On the **Course Selection** pagelet, select the course by clicking the **checkbox** icon. The **Create Course Substitution** page will display.

Course Selection

Personalize Find View All				First	1-9 of 9	Last
Subject	Catalog					
<input checked="" type="checkbox"/> ABF	133		Ndstral Sfty			
<input checked="" type="checkbox"/> ABF	134		Surface Prep			
<input checked="" type="checkbox"/> ABF	135		Basc Polishg			
<input checked="" type="checkbox"/> ABF	136		Intr Topcoat			
<input checked="" type="checkbox"/> ABF	137		Basc Color			
<input checked="" type="checkbox"/> ABF	263		Adv Surfprep			
<input checked="" type="checkbox"/> ABF	264		Adv Paint Ap			
<input checked="" type="checkbox"/> ABF	265		Mterals-Cost			
<input checked="" type="checkbox"/> ABF	268		Adv Finess			

Return

10. On the **Create Course Substitution** page, select the **Search** button for **Substitute** to display the course for which you are assigning a substitute. The **Student Course Subs Search** pagelet will display.

Create Course Substitution

Name Payton King Student ID 201000003

Academic Career: Undergraduate Student Career Nbr 0

Find | View All 1 of 1

*Substitution Seq 0001 *Course Source Enrollment

*Long Description Approved substitution ABF 133 for ABF 111

Select Course: Search 016769 ABF 133 Intro to Ind Safety/Hygiene

Substitute for: Search

Save Return to Search Notify

11. On the **Student Course Subs Search** pagelet, enter or look up the **Subject Area**
12. Select **Search**. The **Course Selection** pagelet will display.

Student Course Subs Search

Academic Institution Spokane CC

Subject Area ABF Auto Collision/Refinish Tech

Search

Return

13. On the **Course Selection** pagelet, select the course by clicking the **checkbox** icon. The **Create Course Selection** page will display.

Personalize Find View 100 First 1-10 of 450 Last			
	Subject	Catalog	
<input checked="" type="checkbox"/>	ABF	11	Auto Body
<input checked="" type="checkbox"/>	ABF	11	Body Fend I
<input checked="" type="checkbox"/>	ABF	11	Body Fender
<input checked="" type="checkbox"/>	ABF	11	Intr Bdy Rep
<input checked="" type="checkbox"/>	ABF	11	Intr Bdy Rep
<input checked="" type="checkbox"/>	ABF	11	Intr Bdy Rep
<input checked="" type="checkbox"/>	ABF	11	Intr Bdy Rep
<input checked="" type="checkbox"/>	ABF	11	Intr Bdy Rep
<input checked="" type="checkbox"/>	ABF	11	Intro Bdy Re @
<input checked="" type="checkbox"/>	ABF	11	Intro Bdy Rep

[Return](#)

14. On the **Create Course Substitution** page, review the substitution.
15. Select the **Save** button to apply to the student.

Create Course Substitution

Name Payton King **Student ID** 201000003

Academic Career: Undergraduate **Student Career Nbr** 0

[Find](#) | [View All](#) 1 of 1

*Substitution Seq *Course Source

*Long Description

Select Course:	<input type="button" value="Search"/>	016769	ABF	133	Intro to Ind Safety/Hygiene
Substitute for:	<input type="button" value="Search"/>	014113	ABF	11	

To View the Approved Course Substitution

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You must have at least one of these local college managed security roles:

ZD AA Super User

ZZ AA Advisement Reports

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Navigation: NavBar > Navigator > Academic Advisement > Student Advisement > Request Advisement Report

1. Pull the student advisement report (see QRG on Producing an Academic Advisement Report)
2. You will see the Substituted course in place of the required course.
3. Select the **Note** link to view the note.

The following courses were used to satisfy this requirement:

Personalize | View All |

First 1-10 of 11 Last

Course	Description	Units	When	Grade	Notes	Status
ABF 133	Ndstral Sfty	3.00	SPRING 2009	1.8	01	
ABF 134	Surface Prep	4.00	SPRING 2009	1.8		
ABF 135	Basc Polishg	3.00	SPRING 2009	1.8		

4. The **Notes** page will display the **Long Description** created in step 5 above.

Return to Advisement Report

Note	Description
01	Approved substitution ABF 133 for ABF 111

Return to Advisement Report

5. Process complete.