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:

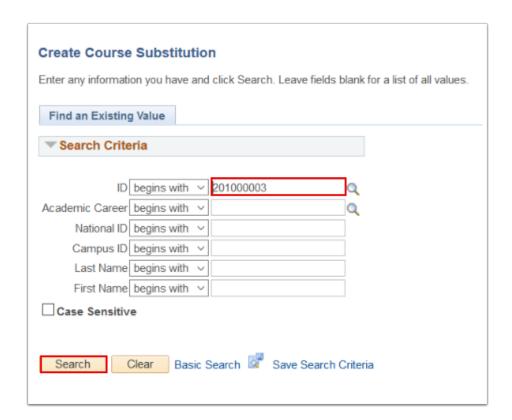
CS 9.2 SACR Security: Basic Requirements for Staff

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.

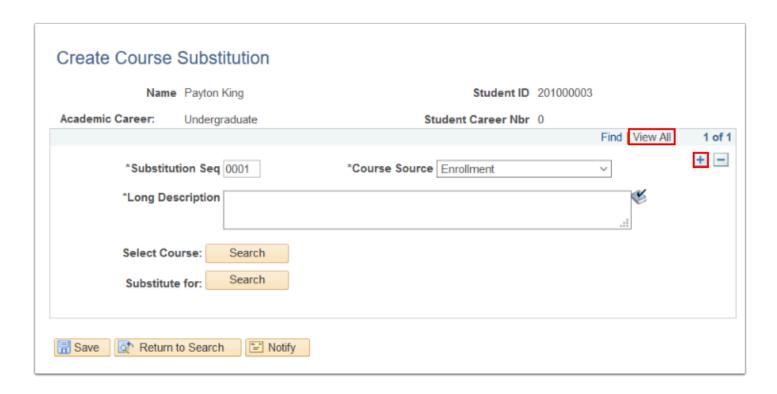
Create a Student Course Substitution

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

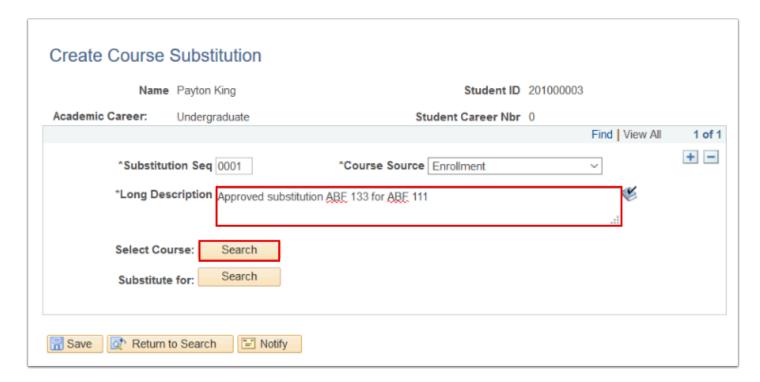
- On the Create Course Substitution search page, enter or look up the Student ID or Student Name.
- 2. Select **Search**. The **Create Course Substitution** page will display.



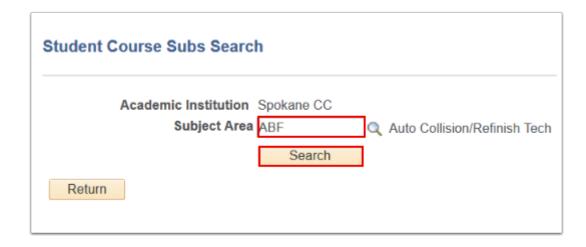
- 3. If the student already has one or more substitutions, select **View All** see all of the substitutions applied to this student.
- 4. To add a new substitution, select the add (+) button. A blank record will display.
 - If the Course Substitution is a transfer course, select **Transfer Courses** from the drop-down box labeled ***Course Source** before selecting **Search**.



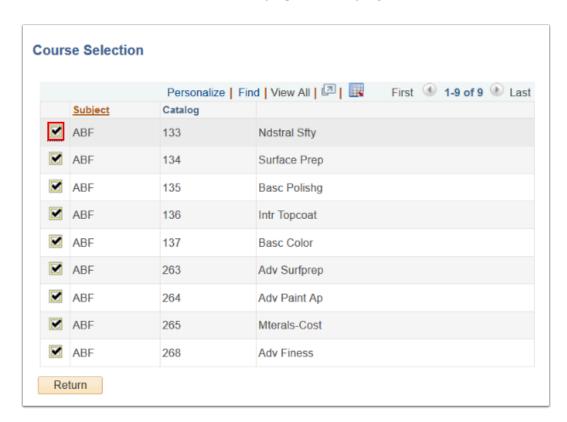
- 5. On the **Create Course Substitution** page, enter a **Long Description** for the new substitution.
- 6. Select the **Search** button for **Select Course** to select from a list of available substitute courses. The **Student Course Subs Search** pagelet will display.



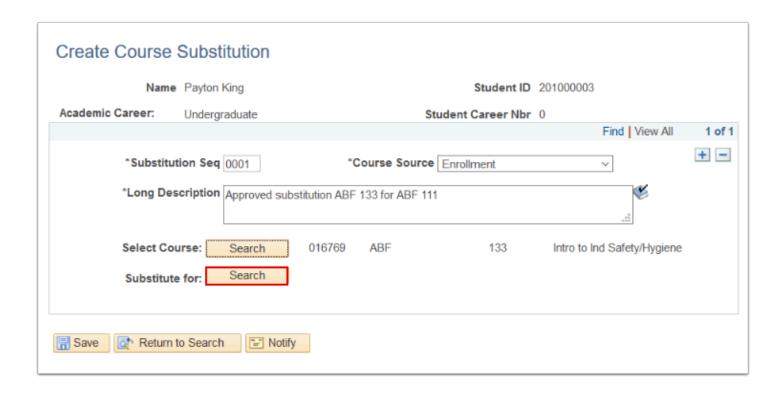
- 7. On the **Student Course Subs Search** pagelet, enter or look up the **Subject Area**.
- 8. Select **Search**. The **Course Selection** pagelet will display.



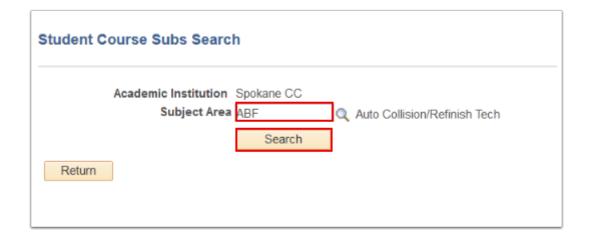
9. On the **Course Selection** pagelet, select the course by clicking the **checkbox** icon. The **Create Course Substitution** page will display.



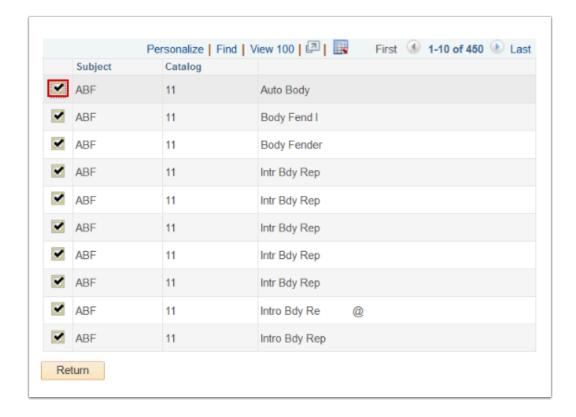
 On the Create Course Substitution page, select the Search button for Substitute to display the course for which you are assigning a substitute. The Student Course Subs Search pagelet will display.



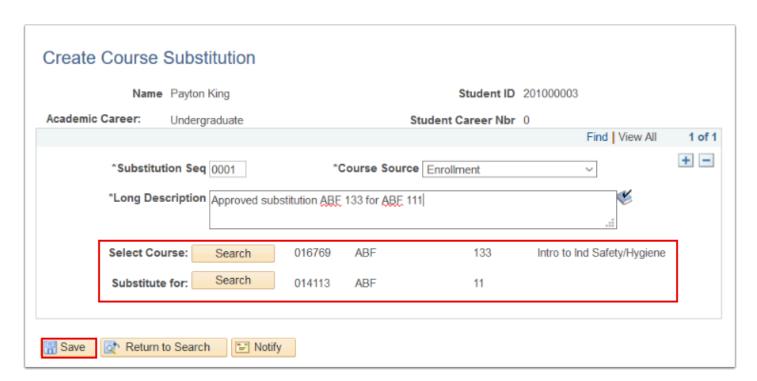
- 11. On the Student Course Subs Search pagelet, enter or look up the Subject Area
- 12. Select **Search**. The **Course Selection** pagelet will display.



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



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



To View the Approved Course Substitution

- You must have at least one of these local college managed security roles:
- ZD AA Super User
- ZZ AA Advisement Reports

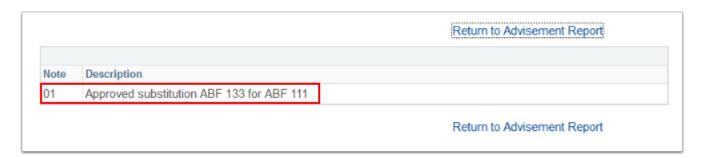
If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

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.



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



5. Process complete.