How to Submit an Electronic Course Substitution Request

- Speak with your advisor **PRIOR** to submitting a Course Substitution Request
- Login to UNA Portal
- Click *Academics*
- Under *Student Records*, Click *Course Substitution Request*
- Verify the information listed is correct – If any information is incorrect DO NOT proceed. Contact the department of your major or the Registrar’s Office.
- Enter course to be substituted in the Substitute Course field
- Choose the correct subject and course number for the Required Course
- Choose the appropriate advisor
- Click Review Request
- If the information is correct, click Submit Request. If incorrect, click the back button; make corrections and Review Request again.
- A page will display verifying your request has been submitted
- You will be notified by email if the request is denied or approved