Advisor Initiated Course Substitution Request

1. Access the Advisor tab in PORTAL and click on ‘Course Substitution Request’ under Advisor Tools.

2. Select your advisee from the drop-down box.
   ** You will only be able to initiate a substitution request for a student who you are marked as an advisor for. This can be any advisor designation such as primary, minor, concentration, etc. ***

3. You will enter all required information.
   *The Required course information is in drop down box format to aid in your course search.
   ** The Substitute course information is free type to allow for such courses as 1XXX courses types.
   *** You MUST provide a rationale for the course substitution in order for the course substitution request to process through to the next approver step.
4. Click on Review Request.
   You will have the option to review request and return it to yourself for any corrections or submit the request on the next approver step which the Department Chair.

5. You will receive a notice that the substitution request has been submitted successfully for approval and you can return to the main substitution request page if needed.
6. The course substitution process will now move from advisor to department chair to Associate Dean. Once all approvals are received, the Registrar’s Office will receive notification to enter the approved substitution into the degree audit. Once complete, the student and all approvers will receive an email notification that the approved substitution has been processed for their records.

7. If a student already has a course substitution request in process for a given course, you will receive the following message after you enter the substitution request information and hit ‘Review Request’.

**Pending Substitution Information**

Our records indicate that Brady Townsend already has a pending substitution request for the selected required course. Please contact the person listed below regarding the status of the pending request.

Selected Required Course: MA 121 (Cal for Bus & Life Science I) - 3 Hour(s)
Previously Requested Substitute Course: MA-123.

Course Substitution request in process:
Waiting on decision/entry from: Ravi Pail Gollapalli (rgollapalli@una.edu)

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