



Advisor Initiated Course Substitution Request

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

A screenshot of the "Advisor" section in a web portal. The page has a header "Advisor" and a breadcrumb "Home Community / Advisor". The main content is divided into two columns. The left column is titled "Student Search" and contains three input fields: "Term:" with a dropdown menu showing "Select Another Term", "ID:" with a text box, and "Last Name:" with a text box. There is a "-Or-" separator between the ID and Last Name fields. The right column is titled "Advisor Tools" and contains a list of links: "Advisee Search/Student Profile", "Course Substitution Request", "Academic Transcripts", "First-Year Advisor Tools", and "Degree Works Audit and Evaluation". A black arrow points from the "Course Substitution Request" link to the right.

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. ***

Select Student for Course Substitution Request:

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.

Course Substitution Request Page

Student Information

Name: Rebekah Driskell

ID: [REDACTED]

[Return to Select a Different Student](#)

Select Required Course Information

Substitution Type: *

Required Course Subject:

Required Course Number:

Enter Substitute Course Information

Substitute Course (Please enter both subject code and course number):

Rationale for Course Substitution:

Student's catalog change upon readmission after sitting out of school for a few terms. Completed MG 330 under previous catalog.

[**Review Request**](#)

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.

Course Substitution Request Page

Substitution Request Summary

Name: Rebekah Driskell

ID: [REDACTED]

Course Substitution Information:

Substitution Type: Major

Substitute course: MG 330

FOR

Required Course: MG 331 (Leadership & Org Behavior) - 3 Hour(s)

Rationale for Course Substitution: Student's catalog change upon readmission after sitting out of school for a few terms. Completed MG 330 under previous catalog.

[Return For Corrections](#)

[Click the appropriate button](#)

[Submit Substitution Request**](#)

**By clicking on the "Submit Substitution Request" button above, this request for a course substitution will be submitted and an e-mail sent, on your behalf, from your UNA e-mail account to the appropriate office(s) to begin this process.

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.

Course Substitution Request Page

Substitution Successfully Submitted

Substitution Type: Major

Substitute course: MG 330

FOR

Required Course: MG 331 (Leadership & Org Behavior) - 3 Hour(s)

Comment: Student's catalog change upon readmission after sitting out of school for a few terms. Completed MG 330 under previous catalog.

The course substitution information above has been successfully submitted and an e-mail was sent, on your behalf, from your UNA e-mail account to the appropriate office(s) to continue this process.

Click the button below to return to the main course substitution page or logout above if you are done.

[Return to Course Substitution Request Page](#)



Substitution has been successfully submitted for approval.

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-125**.

Course Substitution request in process:

Waiting on decision/entry from: **Ravi Paul Gollapalli (rgollapalli@una.edu)**

[Return to Course Substitution Request Page](#)