

View A Course Substitution Request After Submission

If you would like to see the comments made by other reviewers on a GEC or non-GEC course substitution request, follow these directions. Note: Denied GEC substitution requests can only be reviewed by using the “View GEC Denials” option in SOAR (instructions at the end of this document).

Viewing a Submitted Non-GEC Course Substitution (approved or denied) or GEC Course Substitution (approved only)

1

SOAR Navigator → Academic Advisement → USM Academic Advising → Use → UG GEC (or non-GEC) Course Substitution
[This is the same navigation you used to create the substitution requests in the first place.]

2

Enter the student’s Empl ID under **New Search** in the left-hand column of the page.

The screenshot shows two instances of the 'New Search' form. The top form has an empty 'Empl ID' field and a red 'X' over the '+ Add' button. The bottom form has '999999' in the 'Empl ID' field and a green box around the 'Search' button. A red arrow points to the 'Search' button with the text 'Click "Search"'. To the right of each form is a link 'View USM_STRC1947_CP' and an '+ Add' button.

3

Select the substitution request you’d like to see from the list on the right.

The screenshot shows a table titled 'View UG GEC Course Substitution' with 1 result found. The table has columns: ID, Category, Subject, Catalog, and USM. The first row has values: [redacted], 02, PHI, 171, Misadvise. A red arrow points to the '02' value in the Category column.

ID	Category	Subject	Catalog	USM
[redacted]	02	PHI	171	Misadvise

Click to view the request including comments from all reviewers.

Viewing a Submitted GEC Course Substitution (denied)

Note: If you would like to review the comments left by reviewers on an *approved* GEC course substitution, please use the instructions above.

1

SOAR Navigator → Academic Advisement → USM Academic Advising → Use → View GEC Denials

2

Enter the student's Empl ID and click search.

View GEC Denials

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

Find an Existing Value

Add a New Value

▼ Search Criteria

Search by: Empl ID begins with

Search

Advanced Search

Find an Existing Value | Add a New Value

Only denied GEC course substitutions can be viewed using this search. Non-GEC course substitution denials are available using the instructions above.