Assigning Adviser Approved Electives - Authorize Student Exceptions

When the phrase “electives with adviser approval” is seen on the CAAR, you may need to map the approved courses into the CAAR. You only have to set this up once for each requirement. Subsequent to the initial set up, one can easily add or delete courses to and from the elective area.

To use the component, first identify the RG and RQ number Referenced on the CAAR.

Reference RG and RQ numbers from the CAAR

Then identify the student’s major catalog year (Requirement Term) from the Program/Plan page.

Reference the student’s major Requirement Term and know the calendar date for the beginning of that term.

Write down the RG and RQ number and the Requirement Term calendar date to proceed.
Navigation:
Main Menu > Academic Advisement > Student Advisement > Authorize Student Exceptions

Click Add a New Value link

Click Add button
Effective Date – enter the calendar date associated with the beginning of the student’s major catalog (requirement term). A table of calendar dates are distributed to Colleges by the Registrar’s Office.

Descriptions - Enter “Adviser Approved Electives.”

Override Details:
Academic Career, Program, and Plan will always be entered. Sub-Plan will only be entered if the student has an option AND the electives are at the option level in the CAAR.

Selection Code = Student
Selection Data = CIN
Operation Code = Course Directive

Click the Create Exception link.

Direct Courses To:
By clicking the magnifying glass next to Requirement Group, Requirement and Line Nbr., you will be able to enter the appropriate values referenced from the CAAR.
Advisor Approved Electives

**Directed Courses:**

**Course Source:**
*Select from*

a) **Course Offerings** = CSULA course student has not yet enrolled.

b) **Enrollment** = CSULA course student has enrolled/completed.

c) **Transfer Courses** = Course taken by Transfer

Note: CSULA is not using Other or Test Credit.

Click **Search**

**Subject Area** = Course Prefix

Click **Search**
Advisor Approved Electives

### Cal State L.A.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Catalog Nbr</th>
<th>Course Name:</th>
<th>Class Nbr</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHDV</td>
<td>430</td>
<td>PARENT-CHILD DEVEL OVER FAMILY</td>
<td>13926</td>
</tr>
<tr>
<td>CHDV</td>
<td>011305</td>
<td>PARENT-CHILD DEVEL OVER FAMILY</td>
<td>13304</td>
</tr>
<tr>
<td>CHDV</td>
<td>492</td>
<td>DEVL VERBAL BEHV IN CHILDHOOD</td>
<td>12508</td>
</tr>
</tbody>
</table>

- **Course ID:** 011305
- **Off Nbr:** 1
- **Class Section:** 01
- **Term:** 2121
- **Session:** 1
- **Units Earned:** 5.00
- **Grade:** RD
- **Designation:**

- **Course ID:** 011307
- **Off Nbr:** 1
- **Class Section:** 01
- **Term:** 2111
- **Session:** 1
- **Units Earned:** 4.00
- **Grade:** WU
- **Designation:**

- **Course ID:** 020422
- **Off Nbr:** 1
- **Class Section:** 01
- **Term:** 2121
- **Session:** 1
- **Units Earned:** 4.00
- **Grade:** RD
- **Designation:**

Click on the check box of the course approved for elective.
To add additional courses, simply click the plus button and repeat the process. To delete a course, select the minus button.

Click OK when completed.

APPEARANCE ON CAAR REPORT AFTER YOU RE-RUN IT.

Your Long Description appears in the link within the Notes column. This is viewable to the Student.