Course Substitutions - Transfer Courses

Transfer course substitutions can be entered by advisors if the course currently has CSULA course credit (such as by articulation) and a substitution for a different CSULA course is being approved.

Example: Substitute CD 222 at Rio Hondo for CHDV 222. CD 222 is currently equivalent to CHDV 154L.

Navigation:
Main Menu > CSULA Baseline > CSULA Student Records > Course Substitution

To access the student’s Course Substitution, enter search field(s):
ID = CIN
or
National ID = SID
or
Last Name & First Name
Course Source
Select course type of Transfer Courses from the “Course Source” drop down menu.

Long Description
Enter a notation in the Long Description field.

**Please note**
These notations can now be viewed as a link within the CAAR. Therefore avoid cryptic and/or lengthy entries. Also this is the only reference to the sub, so it is recommended to mention the substitution within the description.

Select Course
The Select Course is the course you will be substituting for a required course.

Click the Search button next to “Select Course”
Course Substitutions – Transfer Courses

Course Subs Search
Enter Subject Area

Subject Area =
Course prefix

Click the Search button

Course Selection
Click the check box next to the course to be used in the substitution.

**Note
You will be selecting the CSULA course that the transfer course is equivalent to.
Course Substitutions – Transfer Courses

Substitute for
Click the Search button next to “Substitute for”

Course Subs Search
Enter Subject Area
Subject Area = Course prefix
Click the Search button
Course Selection
Click the check box next to the course to be used in the substitution.

Name
Enter your name with the following format:
Last,First (no spaces)

Click Save button
Appearance on CAAR

The substituted course is now listed in the course grid.

The Notes column has a link – the long description appears here.

Long Description Suggestion

It is recommended, for clarification, that the long description references the substitution as done here.
Transfer Course substitutions to be submitted via Substitution Form

Transfer courses equivalent to transfer electives designated “XFER”, are posted directly to the Transfer Credit Screen by Graduation Staff.

Submit the Request for Course Substitution form to the Graduation Office.

Contact the Graduation Office if your department doesn’t have the form available.