

No Substitutions

In certain situations advisors may find it necessary for students to have the same alternative to multiple priority lines. With this option, advisors will use the Substitute Course Requests at the bottom of the page along with the new 'No Subs' (No Substitutions Allowed) feature. Because UniTime does not allow for the same course to be listed multiple times as an alternative, this provides a work-around. Using the Substitute Course Request along with 'No Subs' options should provide additional opportunities for students to request more courses. Students will not have the option to use or edit **No Subs**, only advisors.

Note: Credit hour totals between the two CRFs may differ. The Advisor CRF calculates 'Priority Credit', whereas the Student CRF calculates 'Requested Credit'. During nightly batch simulations, substitute courses are counted into the credit hour total request on the Student CRF. As a result, advisors may see increased max credit override requests in the workflow.

In this scenario below, STAT 11300 and SOC 22000 are being requested as substitutes for Priorities 4, 5, and 6. Checking the **No Subs** boxes will prevent STAT 11300 and SOC 22000 from being considered for Priorities 1, 2, and 3.

Advisor Course Recommendations		Credit Hours	Notes	No-Subs
1. Priority	NUR 10800	1	<i>No alternative course provided. Field of Study Restriction - Major</i>	<input checked="" type="checkbox"/>
1. Alternative	Alternative to NUR 10800			
2. Priority	BIOL 20300	4	<i>No alternative course provided.</i>	<input checked="" type="checkbox"/>
1. Alternative	Alternative to BIOL 20300			
3. Priority	CHM 11100	3	<i>No alternative course provided.</i>	<input checked="" type="checkbox"/>
1. Alternative	Alternative to CHM 11100			
4. Priority	ENGL 10600	3 - 4		<input type="checkbox"/>
1. Alternative	ENGL 10800			
5. Priority	PSY 12000	3	<i>No alternative course provided.</i>	<input type="checkbox"/>
1. Alternative	Alternative to PSY 12000			
6. Priority	HDFS 21000	3	<i>No alternative course provided.</i>	<input type="checkbox"/>
1. Alternative	Alternative to HDFS 21000			
7. Priority				<input type="checkbox"/>
8. Priority				<input type="checkbox"/>
9. Priority	Course with the lowest priority.			<input type="checkbox"/>
Total Priority Credit Hours:		17 - 18		
Substitute Advisor Course Recommendations		<i>(used only if a course requested above is not available)</i>		
1. Substitute	STAT 11300	3	<i>Maximum of 18 credit hours exceeded.</i>	
2. Substitute	SOC 22000	3	<i>Maximum of 18 credit hours exceeded.</i>	
3. Substitute				

After the advisor fills out and submits the Advisor CRF to the student, the PDF will show the 'No Subs' column when at least once course is marked as No Substitute.



Advisor Course Recommendations

Student's Name: Student, Johnny Purdue PUID: 13171157
 Email: Term: Fall 2021 (PWL)
 Advisor/Email: keckler@purdue.edu Status: Session Default (Access Disabled)

Advisor Course Recommendations			Credit	Notes	No-Subs
1. Priority	NUR 10800	Introduction To Nursing	1		X
2. Priority	BIOL 20300	Human Antmy & Physiol	4		X
3. Priority	CHM 11100	General Chemistry	3		X
4. Priority	ENGL 10600	First-Year Composition	3 - 4		
1. Alternative	ENGL 10800	Accel First-Yr Compos			
5. Priority	PSY 12000	Elementary Psychology	3		
6. Priority	HDFS 21000	Intro Human Devlpment	3		
Total Priority Credit Hours:			17 - 18		

Substitute Advisor Course Recommendations			<i>(used only if a course requested above is not available)</i>		
1. Priority	STAT 11300	Statistics & Society	3		
2. Priority	SOC 22000	Social Problems	3		

In the Online Dashboard, No Subs will only show on the Advisor Recommendations.

Student, Johnny Purdue					
Advisor Recommendations		Course Requests	List of Classes	Time Grid	
Priority	Course	Title	Credit	No-Subs	
1. Priority	NUR 10800	Introduction To Nursing	1	✔	
2. Priority	BIOL 20300	Human Antmy & Physiol	4	✔	
3. Priority	CHM 11100	General Chemistry	3	✔	
4. Priority	ENGL 10600	First-Year Composition	3 - 4		
	ENGL 10800	Accel First-Yr Compos			
5. Priority	PSY 12000	Elementary Psychology	3		
6. Priority	HDFS 21000	Intro Human Devlpment	3		
1. Substitute	STAT 11300	Statistics & Society	3		
2. Substitute	SOC 22000	Social Problems	3		