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.

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

   **View UG GEC Course Substitution**
   
   1 results found.

<table>
<thead>
<tr>
<th>ID</th>
<th>Category</th>
<th>Subject</th>
<th>Catalog</th>
<th>USM</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>PHI</td>
<td>171</td>
<td>Misadvise</td>
<td></td>
</tr>
</tbody>
</table>

   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.