Student Adjustments
How to Substitute a Course Requirement
Step-by-Step Instructions

NOTE: It is always a good idea to generate a degree evaluation report prior to entering a student adjustment in the Banner client.

1. At the GO: (direct access) Enter **SMASADJ** and **press Enter.** *(Your cursor is now flashing in the **ID** field.)*

2. **Enter** the ID, **Tab.**

3. **Enter Term**. Enter the term of admission to the degree.

4. **Next Block.**

   If the student does not exist in the Student Adjustment Library, a message will pop up; **ID must exist in Student Library.**
   - **Select Add to access library.**
   - **Save**. The student is now added to the Student Adjustment Library.
   - **Exit** to return to **SMASADJ**.

5. **Click** on the **Substitutions** link on the Navigation Frame.

6. **Enter** the **Subject Code** and **Course Number** of the original requirement. **Enter** the **Subject Code** and **Course Number** that will be substituted for the original requirement.

NOTE: Leave the Attribute field blank. All adjustments dealing with attributes will be made by the Degree Evaluation Unit.

7. **Enter** the **Area** (optional) to which you wish to substitute a course requirement. The Area is displayed on the Minerva degree evaluation report. Or you can **click** on the **magnifying glass** to search for it.

NOTE: By entering the Area, you are further defining where the substitution will apply. Eg. The same course can be counted as a complementary in either a Major or a Minor, chosen from the same complementary list of courses, but the substitution would only be accepted for the Minor.

8. **Double click** in the **Action** field and choose the appropriate action code.
   - For substitutions, leave **Credit** blank.

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9. **Save**.

10. **Next Block;** enter the **Program(s)** (optional) to which the substitution applies.

NOTE: By entering the Program, you are further defining where the substitution will apply. Eg. The same course can be counted as a complementary in two separate majors but the substitution would only be accepted for one Major.

11. **Save**.

12. **Click** on **Adjustment Tracking** in the options menu to type in reason for change or other notes in the Tracking Text field for audit trail purposes.

13. **Save**. **Click** on **Return** button.

14. To ensure the student adjustment is working correctly, generate a new degree evaluation report.