

## Student Adjustments How to Waive 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 **Waivers** link on the Navigation Frame.

6. **Enter** the **Subject Code** and **Course Number**, of the course(s) to be waived.

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

7. **Enter** the **Area** (optional) for which you wish to waive the 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 waiver will apply. Eg. The same course is required in both a Major and a Minor, but the waiver would only apply to the Minor.

8. **Double click** in the **Action** field and choose an appropriate action code.

- For Waivers leave **Credit** blank.

**NOTE:** While the option exists to waive with or without credit, in most instances course requirements should be waived without credit.

If a requirement is waived with credit, it is possible that the total number of credits used in the degree evaluation could exceed the total number of credits taken.

- To waive **with** credits, enter the number of credits granted for the course in **Credits**.

9. **Save.**

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

**NOTE:** By entering the Program, you are further defining where the waiver will apply. Eg. The same course is required in two separate majors, but the waiver is only being applied to 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.**

14. **Click** on the **Return** button.

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