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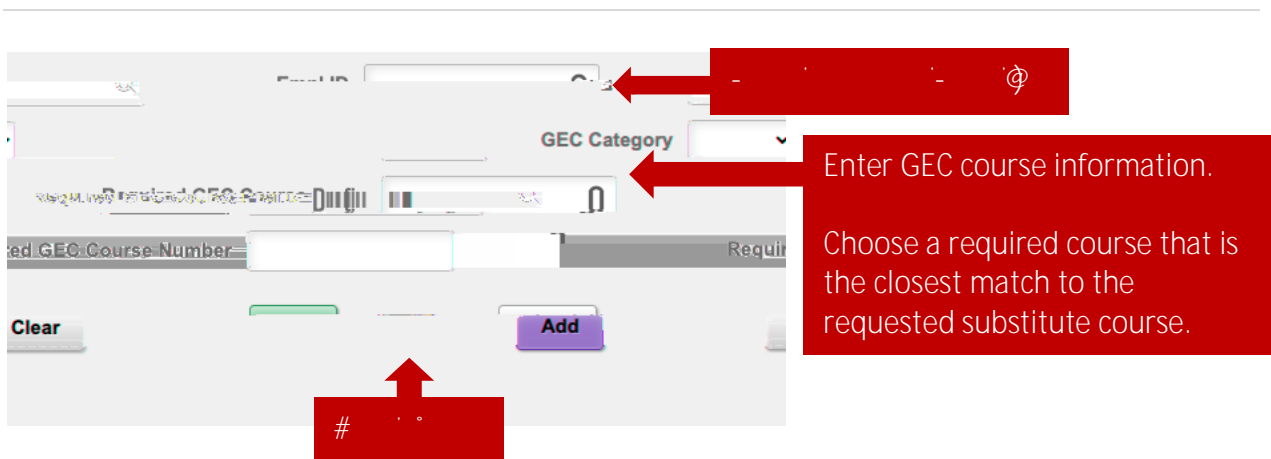
Preparation: Gather Supporting Documentation

Before you begin, be sure to gather any documentation you may need to attach to the form (see Step Five). If you navigate away from the course substitution form in SOAR without submitting, you will lose your progress and need to begin again.

Step 1: Navigate to the Form

Navigator Academic Advisement USM Academic Advising Use UG GEC Course Substitution

Step 2: Add the Student and GEC Course Information



Step 3: Enter the Substitute Course Information

Empid [redacted] First Name [redacted] Last Name [redacted]

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Name of transfer institution

Transfer course prefix

Transfer course number

Course title on DPR

Class taken prior to enrollment at USM or after enrollment?

1 USM Course Prefix/Number/Title on DPR

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course was taken at a transfer institution, this is the name USM assigns to the transfer course on the DPR and the transfer credit evaluation (right column). Often this is something like SOC 701AAA TFR Sociology Elective, but it may also be given the prefix and number of a similar USM course.

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If transfer course is selected additional fields will appear where you can input additional information about the course.

3 Transfer Course Prefix/Number/Title

These fields are where you put the name of the course at the transfer institution. This information is available in the left columns of the transfer credit evaluation.

4 Indicate Whether the Course Was Taken Prior To USM Enrollment

Step 4

Step 5: Attach Supporting Documents

button. GEC course substitution requests must include:

- Degree Progress Report

- Transfer Credit Evaluation (if substitute course was taken at a transfer institution)

One of these options:

- h curriculum

OR