To authorize a student exception:

1. Log into the portal at http://canelink.miami.edu
2. On the Admin Home tab, navigate to Academic Advisement > Student Advisement > Authorize Student Exceptions
3. Click the Add a New Value tab.
4. Leave the Advisement Override value at the default and click Add.
5. Note that the value you enter in the Description field will appear on the student’s DPR.
6. Enter the student’s emp_ID in the Selection Data field first, as the Program and Plan fields are dependent on this ID.
7. If you are updating the major plan you must enter all data for the Program and Plan (e.g., UGAS, POLS_AB). Remember that information you enter here must match the data on the student’s program/plan stack.
8. The Operation Code dropdown menu specifies the type of exception. The two most frequently used options are:
   - Requirement Waiver: pulls an entire requirement off of the student’s DPR
   - Course Directive: moves a current course to a requirement or excludes an existing course from a requirement
9. Instructions for the above exception types are in the following pages.
To substitute a course:

1. Note that the course substitution functionality allows you to substitute a different course to a required course.

2. From the Authorize Student Exceptions page, after you have entered student-specific data, select Course Directive from the Operation Code menu.

3. Click the Create Exception link.

4. Use the magnifying glass to locate the Requirement Group, Requirement and Line Number that you wish to use as the substitution.

5. The Directive Type field has two options:
   - Substitute: Use this to use a different course for the required course.
   - Exclude: Use this value to exclude the course.

6. Click the Search button. This will open a search screen that allows you to select the substituting course.

7. Important Note: If you are substituting more than one course that will go to the same requirement, do not add a new exception. Just click the Add a New Value (plus sign) icon to add the additional course.

8. Click Apply.

9. Click OK.

10. Now click Save.