

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).

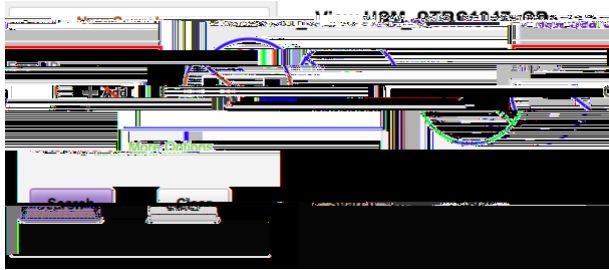
Viewing a Submitted Non-GEC Course Substitution (approved or denied) or GEC Course Substitution (approved only)

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

 **New Search** in the left-hand column of the page.

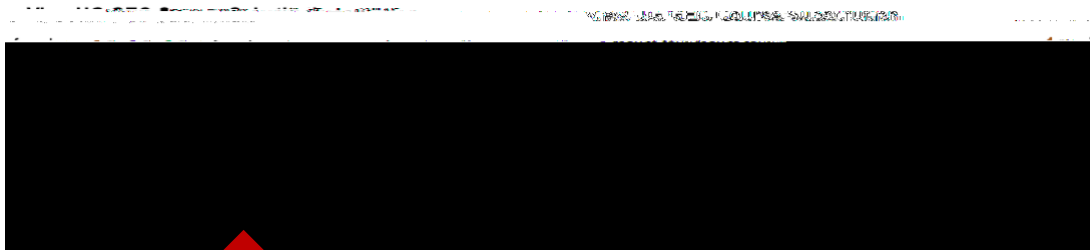


Click 



3

o



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 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.

Add a New Value Find an Existing Value

Search Criteria ▼

Search by: Empl ID begins with Search

Advanced Search

Only denied GEC course substitutions can be viewed using this search. Non-GEC course substitution denials are available using the instructions above.