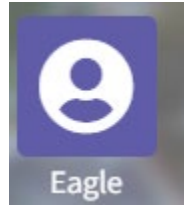# How to Access the COURSE SUBSTITUTION FORM

for Graduate Students Via EAGLE Online

1. Log in to Eagle Online and *select* Faculty and Advisors then *select* ADVISOR MENU:

Faculty and Advisors

Term Selection

Student Information Menu

Advisor Menu
View a student's transcript; View a student's grades; Schedule Planner Advisor Mode

Instructional Faculty Menu
Links for faculty regarding their assigned courses, class rosters, attendance, and midterm & final grades.

Look Up Classes

Schedule of Classes by Subject

Class Schedule Search

Course Catalog

TN eCampus Course List
TN eCampus Course List

EAGLE ONLINE | TENNESSEE TECHNOLOGICAL UNIVERSITY

2. On the Advisor Menu, *select* Course Substitution (Graduate Studies)

Advisors Menu

Term Selection
ID Selection
Student Information Menu
Advisee Listing
View and Download Currently Registered Advisees
Career Track Attribute Edits/Update Form
Use this for non-academic advisor Career Track Attribute changes/updates.
CPOS - Course Program of Study by TNumber
Check your students schedule to make sure they are in compliance with program of study rules
CPOS - Course Program of Study by Advisor
Check your students schedule to make sure they are in compliance with program of study rules.
Program of Study Change Request
Program of Study Change Acknowledgement
Degree Works for Advisors
Course Substitution (Undergraduate)
View/Upload Course Substitution Documentation (Undergraduate)
Course Substitution (Graduate Studies)
Graduation Analysis Packet
Student Academic Transcript
View Midterm Grades
Schedule Planner Advisor Mode
View Holds

3. Enter student T# to begin the substitution process

Tennessee TECH

Course Substitution

Please Enter Student's Tnumber [   ] [Clear]

2

4. Select courses to substitute – either an existing course or a future course.

Course Substitution

Please Enter Student's Tnumber [ ] Clear

Please select the major this substitution is for even if the student only has one major. Please do not submit a substitution request if the major is incorrect.

Tnumber	Student Name	Level	Program	Major	Catalog_Term	Concentration	Concentration 1_2	Degree	Advisor	Graduati
			ncy	MACC	202180			Master of Accountancy		

Page 1 of 1 Per Page 2 ▼ Records Found: 1

Select Subject Area * ACCT--ACCT Accounting ▼ Select Course Number 6900 3 hour/s ▼

Select from Course History For Substitution

Please enter subject then course i.e. math1010 to search grid [ ]

Location	Original Crse Info	Term Code	TTU Subject	TTU Course Number	TTU Transfer Title	TTU Hours	TTU Grade
Tennessee Technological Univ	FIN 6020 3 Financial Management	202110	FIN	6020	Financial Management	3	
TTU		202110	DS	3841 500	Mgmt Information Systems	3	
TTU		202110	BMGT	4930 003	Business Strategy	3	
TTU		202110	DS	3620 503	Business Analytics	3	
TTU		202210	ACCT	6260 M20	Tax Mgt/Flow-thru Ent/Strategy	3	

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Choose from Course History (includes completed courses and In Progress (Registered) courses)

Select from anticipated course offerings (student not currently registered for future courses)

5. Once the courses are defined, Banner will process the form through the required approvals.

Questions: contact Cassaundra Trapp in Graduate Studies, ctrapp@tntech.edu, 931-372-3233.