

Adding Documentation to Substitution Requests

As you know, the current substitution workflow process does not have a way to add documentation other than text added to the comment section on the substitution. However, a system has now been put in place to allow advisors to scan and index documents to data imaging. Department Chairs, Deans and General Education can now view this documentation when needed when reviewing substitution requests. Below are instructions on uploading and viewing the documents.

1. The advisor will need to submit the substitution using the substitution workflow.
2. After the sub has been submitted, go to the link below (View/Upload Course Sub Documents) to add the documentation needed for the substitution.

Advisors Menu

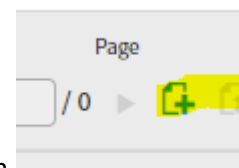
[Term Selection](#)
[ID Selection](#)
[Student Information Menu](#)
[Advisee Listing](#)
[View and Download Currently Registered Advisees](#)
[Career Track Attribute Edits/Update Form](#)
Use this for non-academic advisor Career Track Attribute changes/updates.
[CPOS - Course Program of Study by TNumber](#)
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 \(Undergraduate\)](#)
[Graduation Analysis Packet](#)
[Student Academic Transcript](#)

3. When a sub is submitted you will see the Upload Document link where you can attach the documents to the appropriate sub.

Banner Document Management Results

ID	TYPE	Submitted By	Submit Date	Course Subject	Course Number	Link
1111	COURSE SUB DOCUMENTATION	Tracy Ann Farris	22-SEP-2021	GE	HUFA 01- 26 hour/s	Display Document
1111	COURSE SUB DOCUMENTATION	Tracy Ann Farris	03-FEB-2021	AGET	3560 2 hour/s	Display Document
1111	COURSE SUB DOCUMENTATION	Mary Ann McCaskey	24-FEB-2022	ME	ADE (Cat. 1-ME electives)	Display Document
1111	COURSE SUB DOCUMENTATION	Mary Ann McCaskey	24-FEB-2022	ME	ADE (Cat. 1-ME electives)	Upload Document
1111	COURSE SUB DOCUMENTATION	Tracy Ann Farris	22-SEP-2021	GE	HUFA 01- 26 hour/s	Upload Document
1111	COURSE SUB DOCUMENTATION	Tracy Ann Farris	03-FEB-2021	AGET	3560 2 hour/s	Upload Document

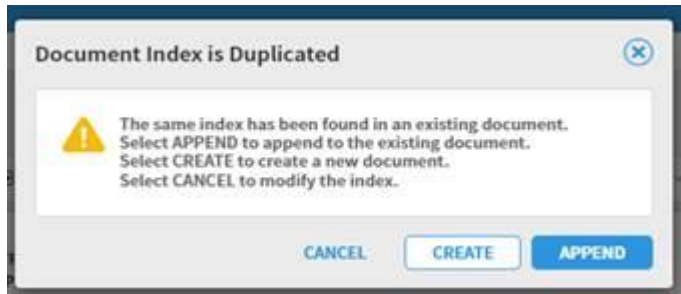
It shows the required sub and course and the date the sub was submitted. The upload document link will take you to the page to add the documents. It auto populates the student information, you will just need to scan



your documents and save them to a file, then click on the add page button file – click upload and then SAVE.

and choose the

If there are documents already uploaded to the sub you will need to click the APPEND button to add additional documents.





Often an access denied error box will appear when you click SAVE – however, if you just X out of the error it should save the document.



4. To view documentation on a particular sub you will also go to the **Course Sub Document** Link – once a sub has documentation attached it will show as a link to Display Document.

Banner Document Management Results

ID	TYPE	Submitted By	Submit Date	Course Subject	Course Number	Link
	COURSE SUB DOCUMENTATION	Tracy Ann Farris	22-SEP-2021	GE	HUFA 01- 26 hour/s	Display Document
	COURSE SUB DOCUMENTATION	Tracy Ann Farris	03-FEB-2021	AGET	3560 2 hour/s	Display Document
	COURSE SUB DOCUMENTATION	Mary Ann McCaskey	24-FEB-2022	ME	AOE (Cat. 1-ME electives)	Display Document
	COURSE SUB DOCUMENTATION	Mary Ann McCaskey	24-FEB-2022	ME	AOE (Cat. 1-ME electives)	Upload Document
	COURSE SUB DOCUMENTATION	Tracy Ann Farris	22-SEP-2021	GE	HUFA 01- 26 hour/s	Upload Document
	COURSE SUB DOCUMENTATION	Tracy Ann Farris	03-FEB-2021	AGET	3560 2 hour/s	Upload Document

5. Once you upload your document you can go back to the Banner Document Management Results page to view the display document link – you will just need to refresh the page. Click on the display document link next to the sub that you want to view documentation.