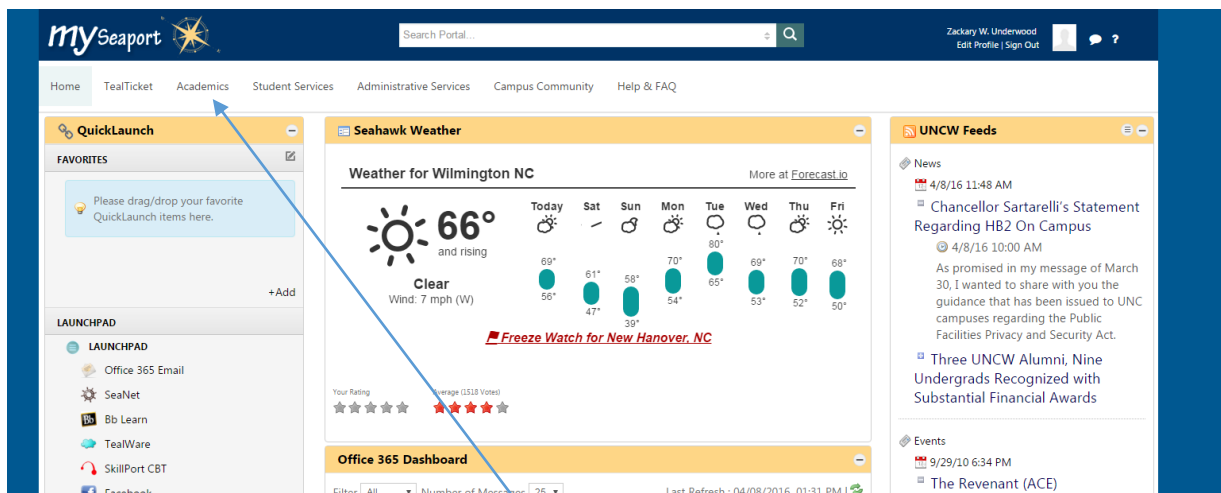


How to Request a Substitution/Waiver

1. Log into MySeaPort using your username (email without the @uncw.edu) and your email password



2. Click on Academics in the top navigation



3. Click on Request for Substitution/Waiver of Degree Requirements

The screenshot shows the mySeaport website interface. At the top, there is a search bar and a user profile for Zackary W. Underwood. Below the navigation bar, there are several widget sections: QuickLaunch (Favorites), Trask Trek (a photo of a large group of students), Grades, Financial Status, and Schedule Portlet. On the right side, there is a 'Faculty Services' list containing various administrative and academic options. A blue arrow points to the 'Request for Substitution/Waiver of Degree Requirements' option in this list.

4. Choose the appropriate option and input the student's Banner ID to continue.



Welcome **Zackary W. Underwood**

Note: We are still working with ITSD on enhancements requested by the faculty.

Two examples that need a paper form:

1. The system is currently not equipped to determine whether substitution approvals should route to the department of the course or stay in the major for approval (ex: a PSY course in the major that should not go to the Psychology Dept.) Please use a paper form for these types of substitutions, and route accordingly.
2. If the substitution/waiver request is for one of these University Studies requirements:

- **Living in a Diverse Nation**
- **Living in a Global Society**
- **Capstone requirement**

Then, a paper form should go from the Department Chair directly to the Associate Vice Chancellor and Dean of Undergraduate Studies. For more information, see [University Studies FAQs and Policies & Procedures](#)

[Request for Course Substitution](#)

[Request for Course Waiver](#)

[Request for Degree Requirement Waiver \(THR MUS majors only\)](#)

[Substitution / Waiver Status](#)