

## Advisors Guide to Completing the Academic Forgiveness Worksheet

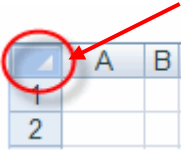
**Step 1:** Open the student's H9 in OWLink.

**Step 2:** Highlight and copy the entire H9 table (beginning with the "Department" block in the top left corner).

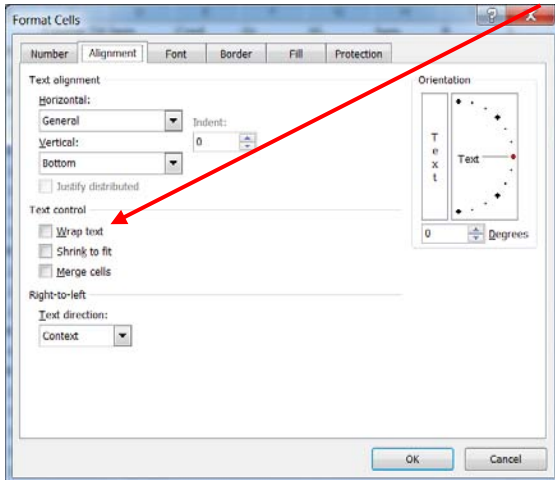
**Step 3:** Open a blank excel workbook.

**Step 4:** Right-Click the A1 block in the worksheet and select "Paste".

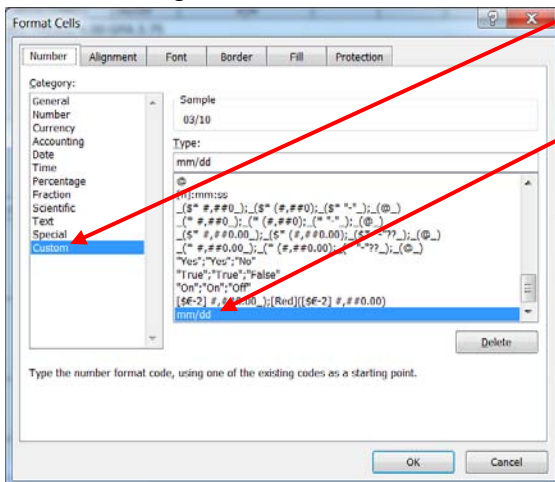
**Step 5:** Right-Click the "Select All" button and select "Format cells..."



**Step 6:** On the "Alignment" tab un-select the "Wrap text" box.



**Step 7:** If excel converted your spring semesters to dates (i.e. 03/11 courses appear as 11-Mar) right-click on column "D" select "Format cells..." go to the "Number" tab and under "Custom" select the mm/dd format.



**Step 8:** Delete columns G ("IG"), I("R"), J("L"), K("RC"), L("C") and M("Instructor")

**Step 9:** Copy and paste the department prefix so all each row starts with the appropriate department prefix.

Tip: If at this point you delete all rows not containing courses you can "Select All" and sort the data by Column F (Grades) from A to Z making it easier to sort grades C- and above from those below.

**Step 10:** Highlight and copy the cells you want to copy to the Credits Included portion of the Academic Forgiveness Worksheet. At the Academic Forgiveness worksheet select the same number of cells and paste the content. Delete extra rows as needed to keep signature lines on the same page as the Credits Included.

**Step 11:** Repeat the previous step for cells you want to copy to the Credits Excluded portion of the Academic Forgiveness Worksheet.