The information input into the Course Planner ‘Subject Code’ & ‘Catalog Number’ fields must be accurate. Do not input the Catalog Number in the Subject Code field in the Course Planner. The Course Planner ‘Subject Code’ & ‘Catalog Number’ fields work just as they do in the TA Request Form. If the information in the Course Planner ‘Subject Code’ & ‘Catalog Number’ fields are not input correctly you will not be able to successfully complete a TA Request Form.

The GAE system searches the Course Planner and looks for the ‘Subject Code & Catalog Number’ fields when you attempt to submit a TA Request Form. If the system cannot locate the correct ‘Subject Code & Catalog Number’ fields in the Course Planner you will not be able to submit the TA Request Form for approval.

Subject Code & Catalog Fields Must Match in the Course Planner & TA

Course Planner Subject & Catalog Number Fields Validate What is Input In the TA Request Form By The Soldier