



Professional and Faculty Advisors can submit “Advisor Requests” in CI Records to support students’ academic needs. These requests include requests like Course Substitutions, Change of Major/Minor, and Degree Audit (CARR) updates. To create a request, navigate in CI Records to: **Main Menu > CSU SA Baseline > CSU Academic Advising > Advisor Requests and Records > Advisor Request.**

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches ▾     Saved Searches: Choose from saved searches ▾

Search by: Advisee ID begins with   
Show more options

Click **Add a New Value**.

Add a New Value

\*Advisee ID

\*Academic Career

\*Request Number  999

1. Enter the Student ID number of the student you are creating the request.
2. Select the Academic Career of the student.
3. Request Number will automatically populate to the next available number.

Below is an example of the data to enter on this page.

Add a New Value

\*Advisee ID  000671555

\*Academic Career

\*Request Number  4

Click **Add** and the ARRC submission page will load. Select from the dropdown menu the ARRC type you need to populate the form.



California State  
University

STUDENT  
SYSTEMS

CHANNEL  
ISLANDS

## How to Submit Advisor Request and Records Component (ARRCs)

Student 000671555 Sally Tester	Advisor Sean Kramer
Career Undergraduate	Origination Date 09/05/2025
Request Nbr. 4	
<b>*Request Type</b> <input type="button" value="Add Another"/>	
<b>Comments</b> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	
<b>Request Status</b>	
Requestor Sean Kramer	<input type="button" value=""/>
Approver	<input type="button" value=""/>
Responder	<input type="button" value=""/>
Resolution Status	Pending Until <input type="button" value=""/>
Student Notified? <input type="checkbox"/>	
<b>History</b> <div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>	
<input type="button" value="Save"/>	

There are multiple options available under the Request Type dropdown box. Depending on which option you select, different data entry fields and form instructions will populate. In this case, we chose the Course Substitution request.

Student 000671555 Sally Tester	Advisor Sean Kramer
Career Undergraduate	Origination Date 09/05/2025
Request Nbr. 4	
<b>*Request Type</b> <input type="button" value="ANTH Course Sub"/> <input type="button" value="Add Another"/>	
Please indicate the course(s) to be used to substitute for a specific Channel Islands requirement. If there is a unit discrepancy between the requirement, and the substituted course, the difference will be waived from the major/minor/certificate units. Also, note whether this is a one-time course substitution, or if the course substitution can be applied to other students.	
Course Substitution Type: (Blanket or Individual)	
Channel Islands Requirement:	
Alternate Course:	
Alternate Course Institution:	
*Reminder: Be sure to choose "SUBMIT" from the drop-down menu in the Request Status Box, and then click "OK" at the bottom to finalize this process.	
Course Sub Type:	<input type="text" value="Blanket Substitution"/>
CI Requirement:	<input type="text" value="Upper Division Electives"/>
Alt Course:	<input type="text" value="ESRM 496"/>
Alt Course Inst:	<input type="text" value="CSUCI"/>



Ensure you complete all the Text Fields so the Registrar's Office can complete the request accurately. In the Course Substitution example, users will:

- List whether this is a Blanket Substitution or Individual Substitution.
- List the Channel Islands Requirement or course they want the substitution to cover.
- List the substitute course and the transfer institution, or list CSUCI if the course is our own.

Comments  
This substitution may apply for all catalog years for Fall 2025 and Spring 2026. The topics discussed in these semesters will apply to Anthropological topics.

Request Status

Requestor Sean Kramer

Responder Rachel Danielson

Resolution Status

History

2      1

OK      Cancel      Apply

- On the Drop down, next to the Requester, select Submit.
- Then, at the bottom, select apply (1), and then OK (2).

This will send the form to the appropriate Registrar's Staff member for processing. If you need to make changes after the form is submitted, please contact them at [registrar@csuci.edu](mailto:registrar@csuci.edu). If you have any issues with ARRCs, please contact Student Systems at [StudentSystemsTicket@csuci.edu](mailto:StudentSystemsTicket@csuci.edu).