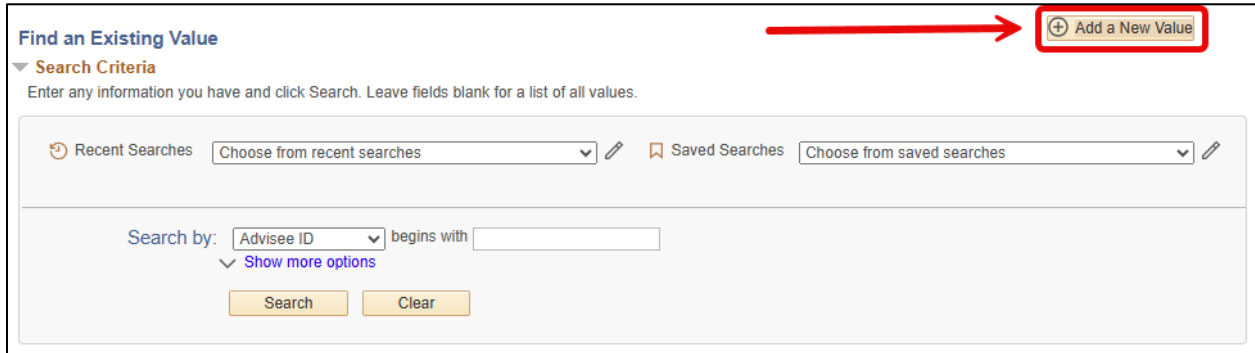





Professional and Faculty Advisors can submit “Advisor Requests” in CI Records to support students’ academic needs. These requests include requests like Course Substitutions, Change of Major/Minor, and Degree Audit (CARR) updates. To create a request, navigate in CI Records to: **Main Menu > CSU SA Baseline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

Search by:  begins with   
 ✓ [Show more options](#)

Click **Add a New Value**.



**Add a New Value**

\*Advisee ID  

\*Academic Career


\*Request Number

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  

\*Academic Career

\*Request Number

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

Student	000671555	Sally Tester	Advisor	Sean Kramer
Career	Undergraduate		Origination Date	09/05/2025
Request Nbr.	4			

\*Request Type

Comments

Request Status

Requestor Sean Kramer

Approver

Responder

Resolution Status Pending Until

Student Notified? ☐

History

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			

\*Request Type

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:

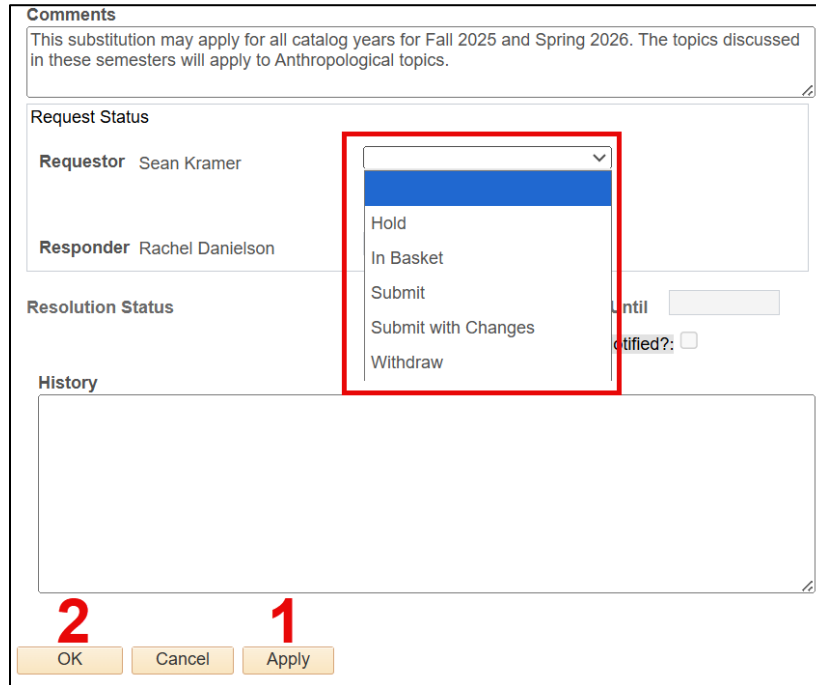
CI Requirement:

Alt Course:

Alt Course Inst:

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.



The screenshot shows a form with the following sections:

- 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:** A dropdown menu is open, showing options: Hold, In Basket, Submit (highlighted), Submit with Changes, and Withdraw.
- History:** A large empty text area.
- Buttons:** At the bottom, there are three buttons: 'OK' (labeled with a red '2'), 'Cancel', and 'Apply' (labeled with a red '1').

- 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).