Guide to Using Advisor Request in PeopleSoft for Additional Unit Authorizations

Effective - Spring 2019 Registration

Background: In an effort to decrease the amount of paper forms, reduce processing and notification time, the Registrar’s Office, in collaboration with Student Systems, has created a new Advisor Request type that allows designated faculty to submit additional unit authorization requests on a student’s behalf.

1) Begin at Advisee Student Center and click on Advisor Request in the drop down menu.
2) Click on *Create a New Request*.
   a. Note: If any previous advisor requests have been submitted for this student, they will also show on the screen below.

3) From the drop down menu, choose “4. Addl Unit Authorization” to submit a request (please see note at the end of this guide regarding signature authority requirements).
4) Next, you will follow the instructions to enter the specific student information. The following fields will pop up:

   **Term**: Enter enrollment term for which the additional units are being approved (e.g. Spring 2019).
   **Acad. Standing**: Enter student’s current academic standing (Good/Probation).
   **Major**: Enter student’s major.
   **Total Units Req**: Enter total number of units being requested for term (same as “Term” entered above).
   **Comments**: Include any directions or comments that you would like the responder to see.

5) Be sure to select **Submit** in the drop down menu in the “Request Status” box.
6) Then click **Apply** and **OK**.

7) The request has now been made.

8) The **Responder Status Column** shows completed requests as well as any in progress requests that are in the evaluator’s basket. If you need to add any further comments to your request or make a modification, you may click on **Edit** to do so.

9) Once a request has been completed as requested, an e-mail notification will go out to both the student and the faculty member who submitted the request.

**Additional Information**

**Signature Authority:** Designated faculty members, faculty advisors, and Program Chairs should be the only ones to submit course substitution requests for the major/minor (i.e. Math Faculty Advisor for a math major or math minor course in the student’s CARR). Records and Registration maintains a list of designated faculty which is updated annually. You may consult with your Program Chair regarding the signature authority process and e-mail records.registration@csuci.edu if you have additional questions.

**Questions:** Please feel free to reach out to Rachel Danielson or Kevin Amaya if you have any further questions about submitting these types of advisor requests. We would be happy to assist by e-mail, over the phone, or arrange an in-person training if needed. Contact information is included below:

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