

Guide to Using Advisor Request on CI Records for Major/Minor Course Subs

Effective Fall 2017

Background: In an effort to decrease the amount of paper forms, reduce processing and notification time, as well as effectively track substitution results through PeopleSoft, the Registrar's Office, in collaboration with Student Systems, has created a new Advisor Request type that allows designated faculty to submit course substitution requests on a student's behalf.

Signature Authority: Only program chairs, faculty advisors, and designated faculty members authorized to approve course substitutions for the program may submit the course substitution advisor request. The Registrar's Office maintains a list of designated faculty which is updated annually. You may consult with your program chair regarding the signature authority process or e-mail registrar@csuci.edu if you have additional questions.

1) Begin at *Advisee Student Center* and click on *Advisor Request* in the drop-down menu.

Favorites ▾ Main Menu ▾ > Self Service ▾ > Advisor Center ▾ > Advisee Student Center

ORACLE

Ashley Garcia

Advisor Center Search

my advisees student center transfer credit academics

Advisee Student Center

Academics

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Advisor Request ▾

Deadlines URL

This Week's Schedule		
	Class	Schedule
	COMM 443-01 LEC (1637)	TuTh 12:00PM - 1:15PM Bell Tower 1422
	ESRM 340-01 LEC (2831)	TuTh 3:00PM - 4:15PM Del Norte 3540
	LS 497-01 IND (2903)	By Arrangement
	POLS 320-01 LEC (2276)	MoWe 1:30PM - 2:45PM DEL NORTE 1530
	UNIV 392-01 FLD (2821)	Mo 9:00AM - 11:50AM DEL NORTE 1530

weekly schedule ▶

Holds
No Holds.

To Do List
No To Do's.

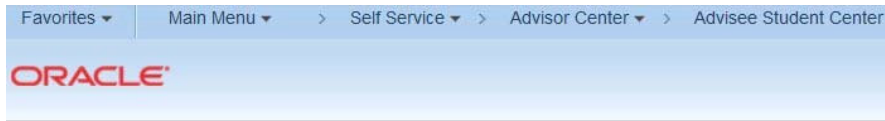
Enrollment Dates
[Open Enrollment Dates](#)

Personal Information

Contact Information	
Permanent Address Withheld	Mailing Address
Main Phone Number Withheld	Dolphin Email Address

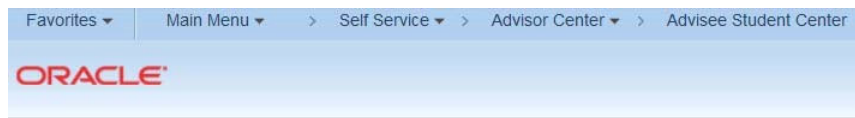
2) Click on *Create a New Request*.

- a. Note: If any previous advisor requests have been submitted for this student, they will also show on the screen below.



3) Request types are sorted alphabetically by major/minor.

- a. From the drop-down menu, choose the major/minor that you are authorized to approve.



Advising Request

Student	Advisor Ashley Garcia
Career	Origination Date 10/18/2017
Request Nbr. 1	

*Request Type

Comments

Request Status

Requester As

Approver

Responder

Resolution Stat

Pending Until


Student Notified?

The 'Request Type' dropdown menu is open, showing a list of request types sorted alphabetically by major/minor. The selected item is 'COMM Course Sub'. Other visible items include: 1. CARR Discrepancy Resolution, 2. Change of Major / Minor, 3. TC Discrepancy Resolution, 4. General Educ Substitution, ANTH Course Sub, ART Course Sub, BIOL Course Sub, BUS Course Sub, CHEM Course Sub, CHS Course Sub, COMP Course Sub, ECON Course Sub, ECS Course Sub, ENGL Course Sub, ESRM Course Sub, GLST Course Sub, HIST Course Sub, HLTH Course Sub, IT Course Sub.

History

- 4) Next, you will enter the specific substitution information. The following fields will pop up:
- CI Requirement:** Type in the course pre-fix and number for the course that you wish to substitute
 - Units:** Number of units
 - Alt Course:** The course you have approved as a substitution. This course can be taken at CI or at another institution
 - Alt Course Inst:** You may write in CI or the name of the institution the approved course was taken at
 - Units:** Number of units (Please note if quarter units)
 - Comments:** Include any directions or comments that you would like the responder to see. The responder will be the evaluator in the Registrar's Office that will process the request.
- 5) Be sure to select **Submit** in the drop down menu in the "Request Status" box.

[Favorites](#) > [Main Menu](#) > [Self Service](#) > [Advisor Center](#) > [Advisee Student Center](#)



Advising Request

Student	Advisor Ashley Garcia
Career	Origination Date 10/18/2017
Request Nbr. 1	

*Request Type COMM Course Sub 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.

Channel Islands Requirement:
 Units:
 Alternate Course:
 Alternate Course Institution:
 Units:

*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.

CI Requirement: COMM 225

Units: 3

Alt Course: COMM M20

Alt Course Inst: Moorpark College

Units: 3

Comments

Please substitute COMM M20 for COMM 225

Request Status

Requester Ashley Garcia Submit

Responder Kristin Hronek

Resolution Status Pending Until

Student Notified?:

6) Then click **Apply** and **OK**.

History

OK Cancel Apply

7) The request has now been made.

Request Status

Requester Ashley Garcia Submit 10/19/2017

Responder Kristin Hronek In Basket 10/19/2017

Resolution Status Pending Until Student Notified?

History

```

=====
Date: 2017-10-19-10.37.33.000000 By: Ashley Garcia
Request status changed to: Submit
Responder status changed to: In Basket
--Adding a Request--
CI Requirement: COMM 225
Units: 3
Alt Course: COMM M20
Alt Course Inst: Moorpark College
=====
    
```

OK Cancel Apply

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.



Undergrad [Create New Request](#)

Edit request							
Career	Nbr	Request Type	Descr	Requestor	Request Status	Approval Status	Responder Status
Undergrad	1	MAJ_MIN	2. Change of Major / Minor	Hannah Smit	Submit		CDoneR Edit
Undergrad	2	MAJ_MIN	2. Change of Major / Minor	Sarah Johnson	Submit		CDoneR Edit
Undergrad	3	MAJ_MIN	2. Change of Major / Minor	Sarah Johnson	Submit		CDoneR Edit
Undergrad	4	COMM_SUB	COMM Course Sub	Ashley Garcia	Submit		In Basket Edit

Cancel

9) If 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. The e-mail text for a completed request will read:

“A Course Substitution Request submitted by your Faculty Advisor has been processed. Please review the CI Academic Requirement Report (CARR) closely. If you have any questions, please contact registrar@csuci.edu.”

Note about Discontinued Students: The Advisor request feature is only available to active students. If you receive an error when making an advisor request, it is possible that the student has been discontinued from CSUCI for non-attendance. Any faculty advisor who is working with a discontinued student and wishes to submit a substitution request, should e-mail the substitution request to rachel.danielson@csuci.edu so that the request can be manually entered.

Questions:

Please feel free to reach out to Rachel Danielson if you have any further questions about submitting 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:

Rachel Danielson, M.A.
Assistant Registrar – Academic Evaluations (805) 437-3258
rachel.danielson@csuci.edu