

# Submitting CARR or Transfer Credit Discrepancy Requests on CI Records

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

[My Class Schedule](#)  
[Shopping Cart](#)  
[Schedule Planner](#)  
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.

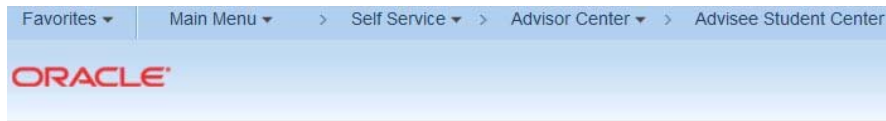
Enrollment Dates  
[Open Enrollment Dates](#)

Personal Information

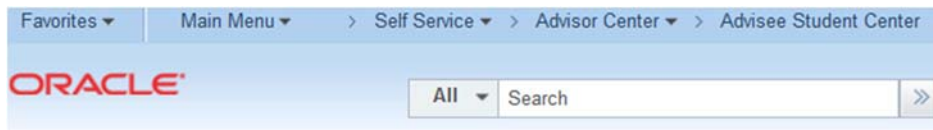
Contact Information	
Permanent Address Withheld	Mailing Address
Main Phone Number Withheld	Dolphin Email Address

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) From the drop down menu, select either CARR Discrepancy Resolution or TC Discrepancy Resolution as the request type.



### Advising Request

Student	Advisor	Ashley Garcia
Career	Origination Date	02/20/2020
Request Nbr.	1	

\*Request Type

Comments

Request Status

Requester As

Approver

Responder

Resolution Status

History

Pending Until

Student Notified?



- 4) Complete the required fields. In the comments box, please be clear regarding what action should be taken in the CARR (for CARR Discrepancy Resolution) or on the student's Transfer Credit Report (for TC Discrepancy Resolution). Be sure to select **Submit** in the drop down menu in the "Request Status" box. Finally, click **Apply** and then **OK**.

## Advising Request

Student	Advisor	Ashley Garcia
Career	Origination Date	02/20/2020
Request Nbr.	1	

\*Request Type

Please indicate which area of the student's CI Academic Requirement Report (CARR) has the discrepancy. If necessary, explain the discrepancy in detail in the space provided below. Leave fields that are not applicable blank.

\*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.

GE Cert/Am Inst:	<input type="text"/>
Graduation Req:	<input type="text"/>
Sub/ Waivers:	<input type="text"/>
Directives:	<input type="text" value="Area E"/>
Other:	<input type="text"/>

### Comments

### Request Status

Requester Ashley Garcia  

### History

