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, select either CARR Discrepancy Resolution or TC Discrepancy Resolution as the request type.
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.