# 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.

**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.
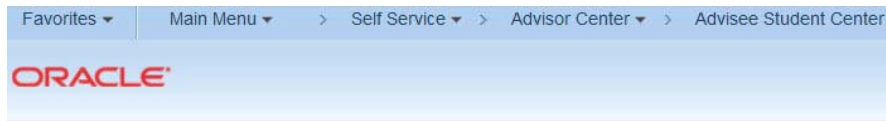


**3)** Request types are sorted alphabetically by major/minor.

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

**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.

**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.



| 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 |

**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 ashley.garcia@csuci.edu so that the request can be manually entered.

**Questions:**

Please feel free to reach out to Ashley Garcia or 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:

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|---|---|
| Ashley Garcia, M.S. | Rachel Danielson, M.A. |
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