

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.

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

ORACLE

Ashley Garcia

Advisor Center Search

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Advisee Student Center

Academics

[My Class Schedule](#)
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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](#)

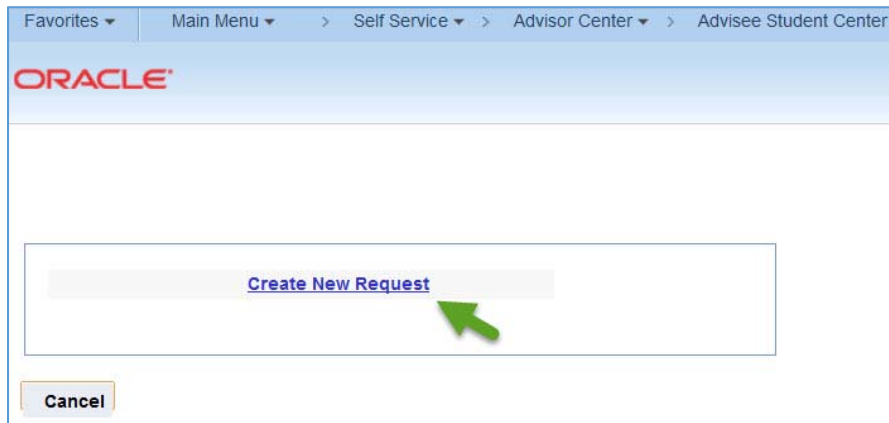
Personal Information

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) 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).

Advising Request

Student	[Redacted]	Advisor	Rachel Danielson
Career	Undergraduate	Origination Date	11/26/2018
Request Nbr.	1		

*Request Type **4. Addl Unit Authorization**

To be submitted by program chair, faculty advisor, or academic advisor. Request for students who are undeclared, or are currently on academic probation, must be submitted by an academic advisor.

- 1) Enter enrollment term for which the additional units are being approved (e.g. Fall 2019)
- 2) Enter student's current academic standing
- 3) Enter student's major
- 4) Enter total number of units being requested for term (e.g. 20 units)

Term:

Acad. Standing:

Major:

Total Units Req:

Comments

Request Status

Requester Rachel Danielson

Responder Elsa Romero

- 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.

Advising Request

Student 001667706 Karina Madrigal	Advisor Rachel Danielson
Career Undergraduate	Origination Date 11/26/2018
Request Nbr. 1	

*Request Type

To be submitted by program chair, faculty advisor, or academic advisor. Request for students who are undeclared, or are currently on academic probation, must be submitted by an academic advisor.

- 1) Enter enrollment term for which the additional units are being approved (e.g. Fall 2019)
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- 4) Enter total number of units being requested for term (e.g. 20 units)

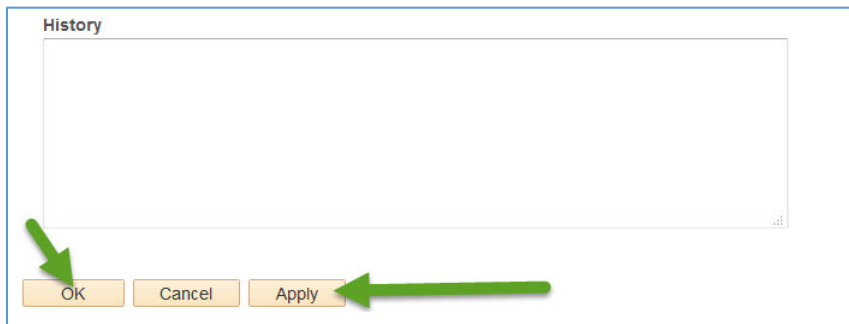
Term:	<input type="text" value="Spring 2019"/>
Acad. Standing:	<input type="text" value="Good"/>
Major:	<input type="text" value="Psychology"/>
Total Units Req:	<input type="text" value="20"/>

Comments

Request Status

Requester Rachel Danielson	<input type="text" value="Submit"/>
Responder Elsa Romero	<input type="text"/>

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.

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

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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) 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:

Kevin Amaya Transfer Credit Specialist kevin.amaya405@csuci.edu	Rachel Danielson Assistant Registrar – Academic Evaluations (805) 437-8500 rachel.danielson@csuci.edu
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