

8. Quick Reference Guide

Advisor Request System (ARS)

The Advisor Request System is a fast and easy way to update students' CAAR. Simply login to GET and submit a request to the Registrar's Office to change a student's record related to Major/Minor/Option, GE/Major Requirement Term changes, Transfer Credit Equivalency, and Major Course Substitution. Registrar's staff will process the request in a timely manner. A confirmation email is sent to the advisor and the student once processed.

ARS is used for the following:

- **Transfer Credit Equivalency (TCER):**
Purpose: Use when transfer courses have been approved by the major/minor department to satisfy specific Cal State LA courses. The course will be treated as if it was the Cal State LA course for graduation purposes, including satisfying requisites.
- **Major/Minor Course Substitutions (MJRSUB):**
Purpose: Use this Request Type when substituting a Cal State LA or external credit course for a major or minor requirement.
- **Change Major (CHMJR):**
Purpose: Use this Request Type when changing a student's major.
- **GE Requirement Term Change (GEREQTRM):**
Purpose: Use this Request Type when making change to the GE (General Education) Requirement Term.
- **Major/Minor Req. Term Change (MJRREQTR):**
Purpose: Use this Request Type when making change to the Major or Minor Requirement Term.
- **Change Option (CHOPTION):**
Purpose: Use this Request Type when changing a student's Option.
- **Adding 2nd Major or Minor (2MJRMINR):**
Purpose: Use this Request Type when making change to the student's academic plan: adding or dropping a 2nd major or minor.

Finding the ARS:

- **Navigation to submit an Advisor Request through Advisor Self-Service:**
Main Menu > Self Service > Advisor Center > Advisee Student Center
From Dropdown Menu: Select Advisor Request
- **Navigation to submit an Advisor Requests:**
Main Menu > CSU SA Baseline > CSU Academic Advising > Advisor Requests and Records > Advisor Request

How to submit a request:

- You are the Requester.
- Select Add a New Value tab on Advisor Request page
- Enter student's CIN
- Select student's Career
- Click Add
- Select from dropdown the Request Type you want to submit on behalf of the student.
- Follow the instruction and complete the appropriate fields.
- Add any additional comments/notes in the Comments field, if needed.
- When complete, go to Requester and select '**Submit**' from dropdown menu. Below are the options available from the dropdown menu:
 - **Hold** – Keeps the request active, but does not pass it through to the next level in the work flow. Activates the Add Another button.
 - **In Basket** – This status indicates that the request requires attention from the Requester. Usually this status will be assigned by the Approver or Responder when they have questions about the request.
 - **Submit** – Submits the request and notifies the next person in the work flow that their action is required. Disables the Add Another button.
 - **Submit with Changes** – If a request is returned to the Requester for clarification or changes, it can then be Submitted with Changes to put it back in the work flow.
 - **Withdraw** – After a request has been Submitted, it can be withdrawn if the action is no longer desired.
- Scroll down and click Save.
- You have submitted your ARS request.

You may track your request in ARS, or withdraw it if needed. Please note that Registrar's Office may contact you through email to request further clarification on an ARS submission.

Responses must be made through ARS.