

Overview: This on-line tool allows Advisors to request specific actions via Advisor Request (AR). There are currently five (5) active ARs (see below). The Office of the Registrar will process these and notify students once the AR is completed.

1. Add/Drop Minor
2. Change Major for >90 (Follow College’s internal approval process.)
3. Change Major for <90
4. Change Catalog Year for Major Requirements
5. Change Catalog Year to Clear PE Requirements

Note: Please ensure that you follow guidelines and provide information requested. Use the **Comments** section to add specific instructions.

<p>Log into your MySJSU account.</p> <p>Go to Advisor Request.</p> <ul style="list-style-type: none"> ➤ Click Add a New Value. ➤ Enter Student’s EMPLID (Advisee ID). ➤ Select “Undergraduate” for Academic Career. ➤ Click ADD 	
<p>Verify student information.</p> <p>Select Request Type from the drop-down menu.</p> <p>Current Advisor Requests:</p> <ol style="list-style-type: none"> 1. Add/Drop Minor 2. Change Major for >90 3. Change Major for <90 4. Change Catalog Year for Major Requirements 5. Change Catalog Year to Clear PE Requirements 	

Once you select the Request Type you will see the appropriate form appear.

- Follow guidelines and complete information requested. **Please use complete words instead of abbreviations.**
- Add **Comments** as needed.
- You are the Requester. Select **SUBMIT** from the drop-down menu.
- **SAVE.**

[Once you SAVE, the Request will be sent to the Office of the Registrar for processing. They will notify the student once the Request is processed.]

To check the status of a Request.

- Go to Advisor Request Status:
- Enter Student's EMPLID (Advisee ID).
 - Click **Fetch**

On the Advisor Request Status page you can see:

- Request
- Request Nbr.
- Resolution Status
- History

Select **History** for more detailed information.

Advisee ID Advisor Request Type

Origin Date Approver ID Responder ID

Request Status Responder Status Pending Until

Approval Status Resolution Status

Requests Personalize | Find |

Advisee ID	Name	Rqst Nbr.	Request	Advisor ID	Responder ID	Approver ID	Request Status	Approval Status	Responder Status	Resolution Status	
	Challara, Daniela	1	Business Major/Concl/CY Update				Submit		CDoneR	Done	History
	Leyva	2	Add/Drop Minor				Submit		CDoneR	Done	History

For questions, please contact the Office of the Registrar.

ADVISOR REQUESTS

No.	DESCRIPTION	PURPOSE
1	Add/Drop Minor request	To add/drop minor(s) regardless of units earned. If student has applied for graduation, <u>submit an official minor form.</u>
2	Change of Major request for students with >90 units	To change major/concentration for students with >90 units earned. <i>(Follow your College's internal approval process.)</i>
3	Change of Major request for students with <90 units	To change major/concentration for students with <90 units earned.
4	Change Catalog Rights (Catalog year) request for Major requirements	To change Catalog Year for major requirements to ensure that students follow the appropriate MyProgress report.
5	Change Catalog Rights (Catalog year) request to ONLY to clear PE requirement	To change Catalog Year <u>only to clear PE</u> requirement. Use the paper <u><i>Request to Update Catalog Rights</i></u> form to change Catalog Year for all GE requirements.