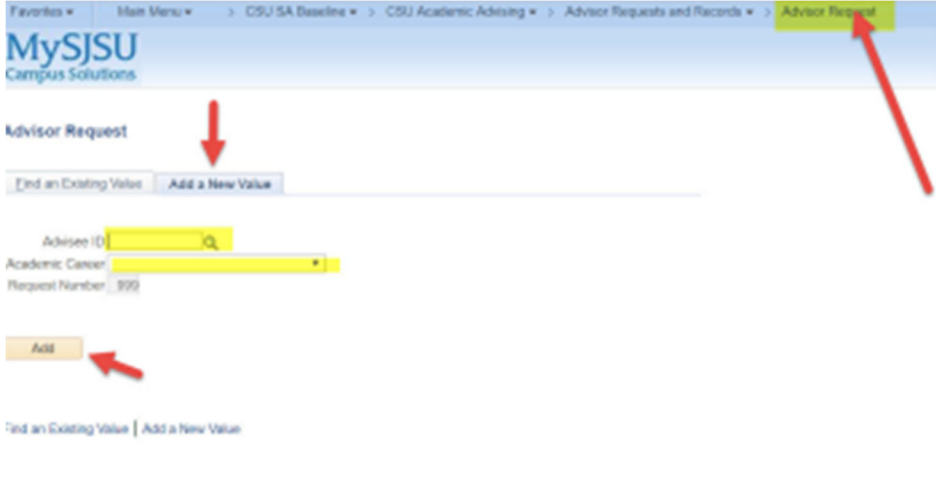
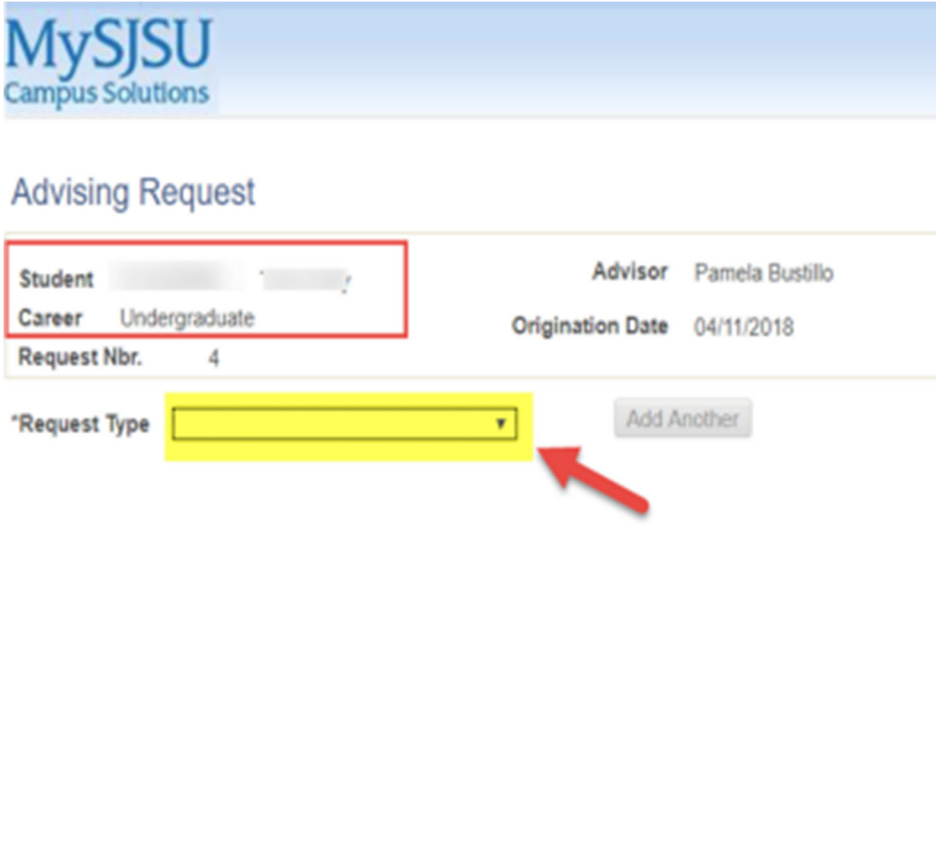


Overview: This on-line tool allows Advisors to request specific actions via Advisor Request (AR). There are currently six (6) active ARs (see below). The Office of the Registrar will process these and notify students once the AR is completed.

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
6. Change Catalog Year to Clear GE 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 the appropriate **Rqmt Year**. This is required as it impacts MyProgress. If this field is left blank, the fall term of the academic year the request is submitted will be used.
- Add Comments as needed.
- You are the Requester. **Select SUBMIT** from the drop-down menu.
- Review your selections and make sure the **Requester field is not blank.**
- **SAVE.**

[Once you SAVE, the Request will be sent to the Office of the Registrar for processing. An automated email notification is sent to the student once the change is made.]

To check the status of a Request.

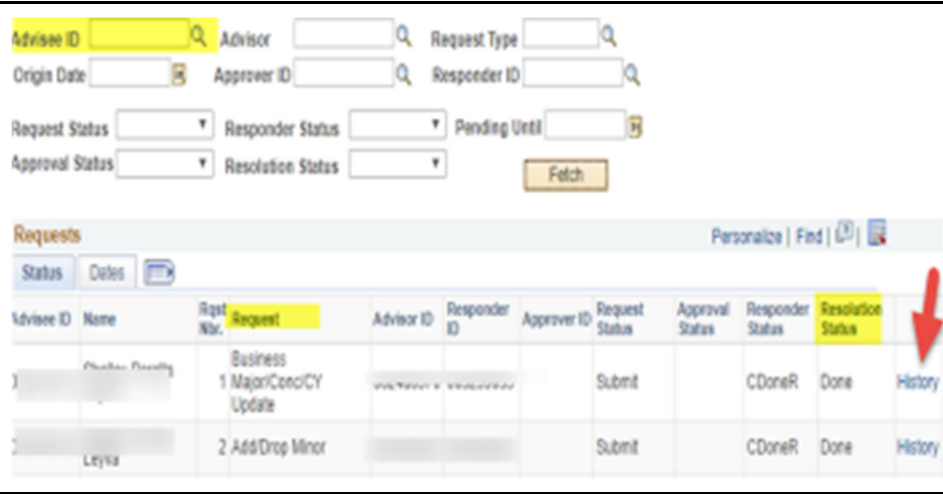
Go to Advisor Request Status:

- 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.



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> . Identify the requirement year. If this field is left blank, the fall term of the academic year the request is submitted will be used.
2	Change of Major request for students with >90 units (include catalog year)	To change or add a major/concentration for students with >90 units earned. Identify the requirement year. If this field is left blank, the fall term of the academic year the request is submitted will be used. (Follow your College's internal approval process.)
3	Change of Major request for students with <90 units (include catalog year)	To change or add a major/concentration for students with <90 units earned. Identify the requirement year. If this field is left blank, the fall term of the academic year the request is submitted will be used.
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 for PE requirements	To change Catalog Year only to clear PE requirement.
6	Change Catalog Rights (Catalog year) request for GE requirements	To change Catalog Year clear all GE requirements.