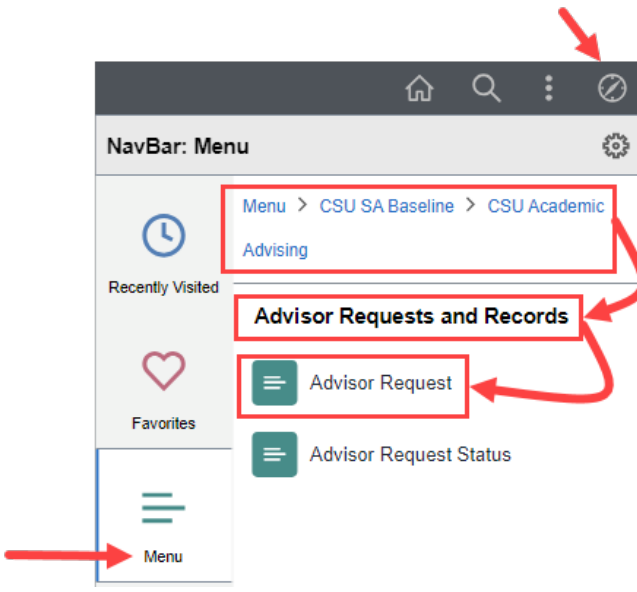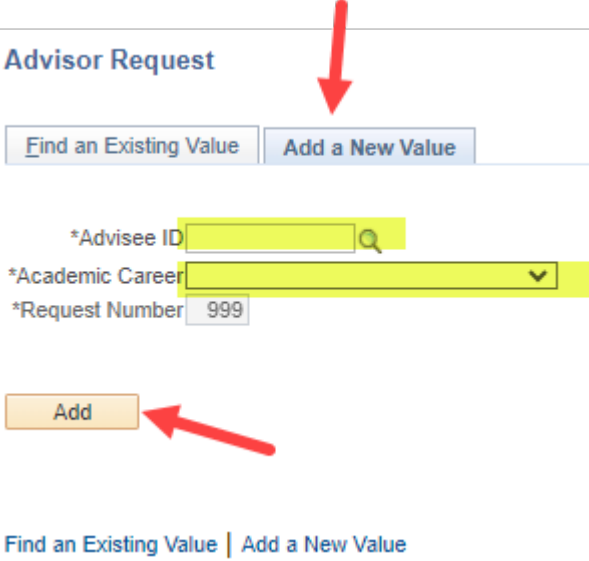**Overview:** This on-line tool allows Advisors to request specific actions via Advisor Request (AR). There are currently seven (7) active ARs (see below). The Office of the Registrar will process these and notify students once the AR is completed.

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
7. Credit/ No Credit Option

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

Log into your MySJSU account. Navigate to Advisor Request. ➢ Click the NavBar at the top right corner ➢ Click Menu > CSU SA Baseline > CSU Academic Advising > Advisor Request and Records > Advisor Request	**NavBar: Menu** Recently Visited Menu > CSU SA Baseline > CSU Academic Advising **Advisor Requests and Records** ≡ Advisor Request Favorites ≡ Advisor Request Status ≡ Menu
Add a New Request. ➢ Click **Add a New Value**. ➢ Enter Student's EMPLID (Advisee ID). ➢ Select "Undergraduate" for ➢ **Academic Career**. ➢ Click **ADD**	**Advisor Request** Find an Existing Value | Add a New Value *Advisee ID ___ *Academic Career ___ *Request Number 999 Add Find an Existing Value | Add a New Value

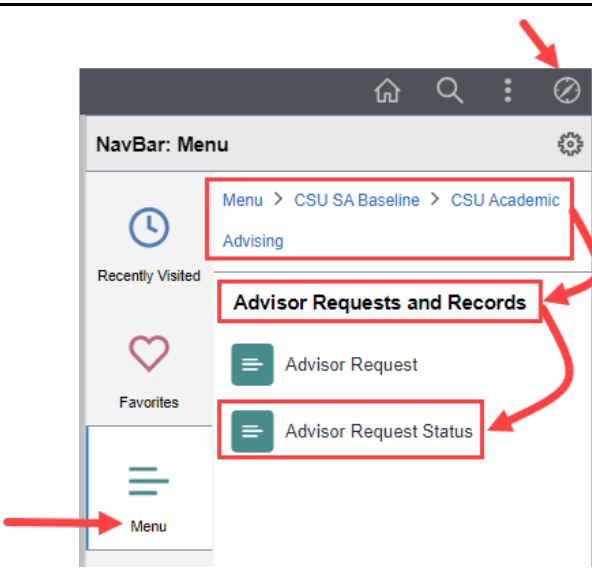|	
Verify student information. Select **Request Type** from the drop-down menu. Current Advisor Requests: 1. Add/Drop Minor 2. Change Major for >90 3. Change Major for <90 4. Change Catalog Year for Major Requirements 5. Change Catalog Year to Clear PE Requirements 6. Change Catalog Year to Clear PE Requirements 7. Credit/ No Credit Option	**Advising Request** Student ▓▓▓▓▓ Career Undergraduate Request Nbr. 1 Advisor Debbra Jung Origination Date 08/17/2023 *Request Type [▼] [Add Another]
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.]	**Advising Request** Student ▓▓▓▓▓ Career Undergraduate Request Nbr. 1 Advisor Debbra Jung Origination Date 08/17/2023 *Request Type [Add/ Drop Minor ▼] [Add Another] Please follow guidelines below: -If student is solely dropping minor, just complete last field. New Minor: [ ] Plan Rqmt Year: [ ] Minor to Drop: Psychology Comments Add notes as needed **Request Status** Requestor Debbra Jung [▼] Responder Christa Cruz [▼] Resolution Status Pending Until [ ] Student Notified?: ☐ History [ ] [💾 Save]

To check the status of a Request. Navigate to Advisor Request Status. ➢ Click the NavBar at the top right corner ➢ Click Menu > CSU SA Baseline > CSU Academic Advising > Advisor Request and Records > Advisor Request	
Enter Search Info: ➢ 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. 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 r**equirement.
6	Change Catalog Rights (Catalog year) request for GE requirements	To change Catalog Year to clear GE requirements.
7	Credit/ No Credit Option	To change the Grading Basis of a course to CR/NC. Please read instructions carefully.