

## Creating Course Substitution Request-Portal

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## 1.0 Introduction

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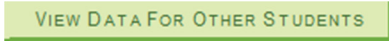


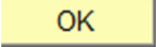

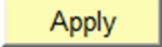
**Access to each of the navigations below is based on your security level/type. If you do not find the path, you do not have clearance to use those pages.**

This is a quick guide navigation of how to submit course substitutions using Advising Requests and Records Communications (ARRC). It explains, briefly, highlights of this process.

## 2.0 Navigation & Instructions

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Navigation Path: [Self Service>Advisor Center](#)

1. Click [My Advisees link](#)
2. If you are a faculty advisor with assigned advisees in PeopleSoft you will see your list of students on this page, click on View Student Details to enter the Advisee Student Center for that student.
3. If there are no students listed then click  button.
4. Enter the student's EmplID or\_Last Name, First Name, click .
5. Select [Advisor Request](#) from the drop-down list in the section labeled Academics and click on the  symbol.
6. Click on [Create New Request](#).
7. Select the appropriate Request Type such as "Substitution for Major ONLY" for the required fields to display. Theme substitutions can no longer be submitted.
8. Enter the RG####, RQ####-LN##, Req Chico crse, Substitute crse, Taken at & Term, which can be found on the student's DPR and any comments necessary to support the Advisor Request.
9. To change a student's catalog year follow the same process, leave the fields above blank and enter the new catalog year in the Comments field.
10. Select "Submit" from Requester drop down selections. If submitting after a question is received from the Responder, Academic Evaluations, select "Submit with Changes". Do not use any of the other choices.
11. Substitution is submitted to Academic Evaluations for their processing and finalizing only after you have clicked "OK" or "APPLY". You can cancel at this point if this is not what you want to submit.  
  
12. Once submitted the Advisor Request cannot be changed.
13. You will receive a confirmation in the form of an automated email from Academic Evaluations when the request is received. Another email will be sent when the request is completed.

## REVISION CONTROL

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**Document Title:** Add Document Title  
**Author:** DGAP  
**File Reference:**

### Revision History

Revision Date	Revised By	Summary of Revisions	Section(s) Revised
9/20/2011	D Coopriider	New	All
8/9/2012	D Coopriider	Full revision	All

### Review / Approval History

Review Date	Reviewed By	Action (Reviewed, Recommended or Approved)
Click here to enter Review Date	Click here to enter Review Date	Click here to enter Review Date