



# Advisor Request Recordkeeping Component (ARRC) **ARRC Users' Guide**

## Overview

ARRC is an online workflow in PeopleSoft. Requests are simple to create and are delivered in seconds. ARRC also collects data so metrics can be compiled and business decisions can be made based on process data.

## Roles:

**Requesters**: Staff/Faculty with access to submit an ARRC Request

**Approvers**: Faculty who have been designated to approve for their Department/School for the ARRC request type

**Responders**: Staff who process and complete the ARRC Request (Degree Advising, Transfer Credit, & Articulation)

**Reports**: Reports are only available for Approvers and ARRC Administrators

**Students**: A request can be submitted for any ***active undergraduate*** student

# Where are ARRC Requests?

ARRC screens are available to view for anyone with PeopleSoft Advisor Role.

Anyone with ARRC Request Security can add an ARRC request for any ***active undergraduate student***.

## When creating or viewing an ARRC Request:

1. Navigate to Faculty Self Service Page in the My Fresno State Portal
2. Select “ARRC Request” from the “other academic” dropdown and click forward
3. Find an Existing ARRC Request OR Add a New ARRC Request

MY FRESNO STATE

Favorites > Main Menu > Faculty Self Service > ARRC Requests

My Page Workflow

### ARRC Requests

Search for Existing ARRC Request or go to the Add tab and enter in Student id

Find an Existing ARRC Request Add a New ARRC Request

▼ Search Criteria

Student ID begins with [ ] [ ]

Request Number = [ ] [ ]

Last Name begins with [ ] [ ]

First Name begins with [ ] [ ]

Requester ID begins with [ ] [ ]

Approver ID begins with [ ] [ ]

Approval Status = [ ] [ ]

Case Sensitive

Search Clear Basic Search Save Search Criteria

# Where are ARRC Requests?

OR:

1. Navigate to the student's "Student Services Center"
2. Open "My academic Records & Registration"
3. Select "ARRC Request" from the "other academic" dropdown and click forward

The screenshot shows a student's online portal interface. At the top, there is a navigation bar with tabs for 'student center', 'general info', 'admissions', 'academics', 'finances', 'financial aid', and 'transfer credit'. Below this, the 'Student Center' header is visible. A message states: 'Click on each green arrow to expand the desired information.' The main content area is divided into several sections. The first section is 'My Academic Records & Registration', which is expanded. It contains a list of links: 'Class Search', 'Schedule Planner', 'Class Wish List', 'My Planner', 'Class Enrollment', 'Academic Info', 'My Grades', 'View Unofficial Transcript', 'Class Schedule Genl Info', 'View University Catalog', 'Degree Progress Report (DPR)', and 'My Degree Plan'. A message box indicates 'You are not enrolled in classes.' Below the links, a dropdown menu is open for 'other academic...'. The 'ARRC Request' option is highlighted in blue. Other options in the dropdown include 'Advising Summary', 'ELM/EPT Test Registration', 'Transfer Credit Report', 'Withdrawals/Repeats', and 'other academic...'. A blue arrow points to the 'ARRC Request' option. To the right of the main content area, there are several side panels: 'SEARCH FOR CLASSES', 'Important Info & Holds' (with 'Violence Training Needed' and a 'details' link), 'To Do List' (with 'None' in the list), 'Enrollment Dates' (with 'Open Enrollment Dates' link), 'Advisor' (with 'Program Advisor' Nancy Nisbett, contact info, and 'CHHS Advising & Career Develop' and a 'details' link), and 'Important Links' (with 'Register to Vote', 'California State Student Assoc', and 'Student Involvement & Rep Fee' links).

# ARRC Request Types

ARRC Request Types are managed by the Degree Advising Office.

Each ARRC Request Type:

- a. Must be tied to a specific student ID
- b. Can only be submitted by someone with Requester security
- c. Requires an Approver (Dept. Chair or designee) from each department.

Request Types	Type Description	Long Description
ARTICALL	Articulate for all students	Articulation request that will apply to all students
MAJORSUB	Maj Required Course-Course Sub	Major Course Substitution; course for course in the major
MINORSUB	Min Required Course-Course Sub	Minor Course Substitution; course for course in the minor
MJRELECT	Approved electives in Major	Enter 7+ approved courses for a specific section of major
MJRWAIVE	Maj Course/unit waiver request	Waive a course in Major, indicate line and number of units
MNRELECT	Approved electives in Minor	Enter 7+ approved courses for a specific section of minor
MNRWAIVE	Min Course/unit waiver request	Waive a course in minor, indicate line and number of units

ARRC Request **ARRC Attachments** Policy and Info

Advising Request Student [Redacted] Req Nbr 999 Date 08/30/2017  
 Email [Redacted]

Current Stats		Current Majors	
Exp Grad	ChkoutStat	Acad Plan	Description
Cum GPA 3.146	Total Units 74.000	524602BS	Computer Engineering

**Request (Select Request Type and the Major)**

\*Request Type  [Request Type Help](#)  
Articulate for all students

\*Student's Major  Computer Engineering Catalog Year   
 Schl  Lyles College of Engineering Dept  Elect & Computer Engineering Student's Classes   
 Required Courses

**Request Details (\* indicates a required field)**

\* Course Sub   
 \* Units Sub   
 \* Term Taken   
 \* Required Course  PreReq/CoReq  
 \* Req Course Schl   
 \* Req Course Dept   
 \* Required Units   
 \* Action Request

**Comments**

Add Comments

**Request Status**

Requester Erica Lassen Request Status   
 Approver Joy Goto Approval Status   
 Responder [Redacted] Respond Status

Resolution Status  Pending Until  Student Notified?

Request History

OK Cancel Apply

# ARRC Request Types: MAJORSUB, MINORSUB, ARTICALL

**ARRC Attachments** are required for ARTICALL unless initiated by approver for the course requested.

Request Status Options:

- In Basket
- Submit
- Withdraw

# ARRC Request Types: MJRELECT & MNRELECT

ARRC Request | ARRC Attachments | Policy and Info

### Advising Request

Student [Redacted] Req Nbr 999 Date 08/30/2017  
Email [Redacted]

Current Stats	
Exp Grad	Fall 2017
Cum GPA	2.926
ChkoutStat	In Review
Total Units	153.000

Current Majors		
Acad Plan	Description	
666034BS	Biology	
666200MN	Chemistry	MINOR

#### Request (Select Request Type and the Major)

\*Request Type  [Request Type Help](#)  
Approved electives in Major

\*Student's Major  Biology Catalog Year Fall 2010  
Schl 66 Science and Mathematics Dept 145 Biology

#### Request Details ( \* indicates a required field)

* Indicate Area	<input type="text" value="Line 4"/>
* Course One	<input type="text" value="BIOL 157"/>
Course Two	<input type="text" value="BIOL 190"/>
Course Three	<input type="text" value="BIOL 189T"/>
Course Four	<input type="text"/>
Course Five	<input type="text"/>
Course Six	<input type="text"/>
Add'l Courses	<input type="text"/>

#### Comments

#### Request Status

<input type="text" value="Requester"/>	Requester Erica Lassen	Request Status <input type="text" value="Submit"/>	
<input type="text" value="Approver"/>	Approver Paul Crosbie	Approval Status <input type="text"/>	Approvers
<input type="text" value="Responder"/>	Responder [Redacted]	Respond Status <input type="text"/>	Responders

Resolution Status  Pending Until  Student Notified?

Request History

ARRC Request | ARRC Attachments | Policy and Info

**Advising Request** Student [Redacted] Email [Redacted] Req Nbr 999 Date 08/30/2017

Current Stats			
Exp Grad	Fall 2017	ChkoutStat	In Review
Cum GPA	2.926	Total Units	153.000

Current Majors		
Acad Plan	Description	
666034BS	Biology	
666200MN	Chemistry	MINOR

**Request (Select Request Type and the Major)**

\*Request Type   **Request Type Help**

Maj Course/unit waiver request

Indicate Line in major, course, and units to be waived in the fields below. For additional courses and units to be waived, submit a new request.

\*Student's Major   Biology Catalog Year Fall 2010

Schl 66 Science and Mathematics Dept 145 Biology

**Request Details ( \* indicates a required field)**

\* Indicate Line

\* Course Waived

\* Units Waived

**Comments**

**Request Status**

Requester Erica Lassen Request Status

Approver Paul Crosbie Approval Status

Responder [Redacted] Respond Status

Approvers

Responders

Resolution Status  Pending Until  Student Notified?

Request History

# ARRC Request Types: MJRWAIVE & MNRWAIVE

# ARRC Requesters

Staff/Faculty with access to submit an ARRC Request

## ARRC Requesters

### Submitting/Viewing ARRC Requests

After selecting “ARRC Request” from the student’s Student Center:

The ARRC Request page is displayed  
With the Student’s ID.

To find an existing ARRC request –  
click the Search button.

To Add a new request –  
click the Add a New ARRC Request  
tab at the top of the page.

MY FRESNO STATE

Favorites Main Menu > Faculty Self Service > ARRC Requests

My Page Workflow

### ARRC Requests

Search for Existing ARRC Request or go to the Add tab and enter in Student id

Find an Existing ARRC Request Add a New ARRC Request

▼ Search Criteria

Student ID begins with [ ]

Request Number = [ ]

Last Name begins with [ ]

First Name begins with [ ]

Requester ID begins with [ ]

Approver ID begins with [ ]

Approval Status = [ ]

Case Sensitive

Search Clear Basic Search Save Search Criteria

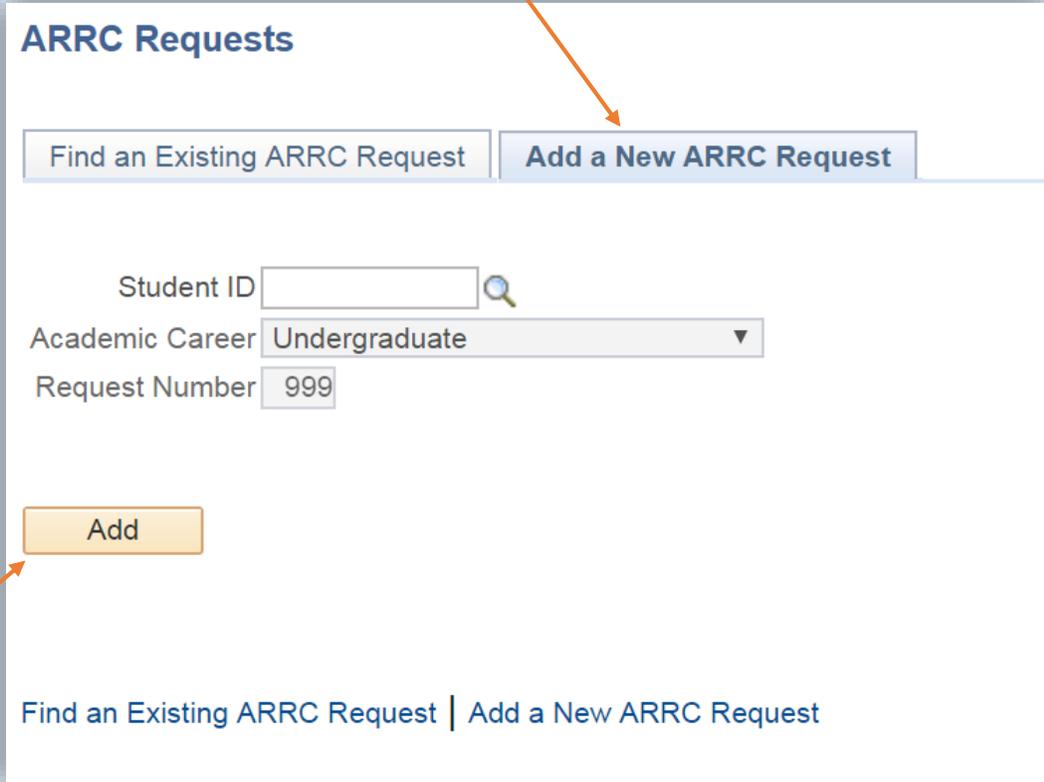
## ARRC Requesters

### Adding a New Request

On the “Add a New ARRC Request” tab

The Student ID: defaults to the student’s ID you are working on.

NOTE: You can only enter an ARRC request for **active Undergraduate students**



The screenshot shows a web interface titled "ARRC Requests". At the top, there are two tabs: "Find an Existing ARRC Request" and "Add a New ARRC Request". The "Add a New ARRC Request" tab is selected. Below the tabs, there are three input fields: "Student ID" with a search icon, "Academic Career" with a dropdown menu set to "Undergraduate", and "Request Number" with the value "999". At the bottom left of the form is an orange "Add" button. At the bottom of the form, there are two links: "Find an Existing ARRC Request" and "Add a New ARRC Request".

Click the Add button

# ARRC Requesters

## Adding a New Request

The Request screen will display student information. You will need to select the Request Type.

Selecting the Request type – will default the student’s major, department , and school for the selected request type.

ARRC Request | ARRC Attachments | Policy and Info

Advising Request Student [Redacted] Email [Redacted] Req Nbr 999 Date 01/27/2017

Current Stats			
Exp Grad	Fall 2018	ChkoutStat	Withdrawn
Cum GPA	2.754	Total Units	199.334

Current Majors	
Acad Plan	Description
130204BS	Ag Ed-Agri Communication

**Request (Select Request Type and the Major)**

\*Request Type  Request Type Help

\*Student's Major

Schl  Dept

**Request Details**

Rqmnt Group

**Comments**

Add Comments

**Request Status**

Requester  Dolores Charest Request Status

Approver  Approval Status

Responder  Respond Status

Resolution Status  Pending Until  Student Notified?

Request History

OK Cancel Apply

ARRC Request | ARRC Attachments | Policy and Info

Advising Request Student [Redacted] Email [Redacted] Req Nbr 999 Date 01/27/2017

Current Stats			
Exp Grad	Fall 2018	ChkoutStat	Withdrawn
Cum GPA	2.754	Total Units	199.334

Current Majors	
Acad Plan	Description
130204BS	Ag Ed-Agri Communication

**Request (Select Request Type and the Major)**

\*Request Type  Request Type Help

Maj Required Course-Course Sub

\*Student's Major  Ag Ed-Agri Communication

Schl 13 Agricultural Sciences and Tech Dept 129 Animal Sciences & Ag Education

Student's Classes

Required Courses

**Request Details**

Course Sub

Units Sub

Required Course  Rqmnt Group

Req Course Schl

Req Course Dept

Required Units

Major Statement

**Comments**

Add Comments

**Request Status**

Requester [Redacted] Request Status

Approver [Redacted] Approval Status

Responder [Redacted] Respond Status

Resolution Status  Pending Until  Student Notified?

Request History

OK Cancel Apply

**Note**  
Course Sub, Units Sub & Term Taken can be selected from Student's Classes  
Required Course can be selected from Required Courses

# ARRC Requesters

## Adding a New MAJORSUB or ARTICALL Request

Select the incoming class you want to substitute or articulate from the **Student's Classes** field. This list includes all transfer and Fresno State course work.

The screenshot shows the 'Advising Request' interface. The 'Current Stats' section displays: Exp Grad Fall 2018, ChkoutStat Withdrawn, Cum GPA 2.754, and Total Units 199.334. The 'Current Majors' section shows: Acad Plan 130204BS, Description Ag Ed-Agri Communication. The 'Request' section shows: \*Request Type MAJORSUB, \*Student's Major 130204BS, Ag Ed-Agri Communication, Schl 13 Agricultural Sciences and Tech, Dept 129 Animal Sciences & Ag Education. The 'Student's Classes' field is highlighted with a green arrow pointing to the 'Look Up Student's Classes' modal window.

**Look Up Student's Classes**

Empl ID: [Redacted]

Class Id: begins with [ ]

Subject Catalog Nbr: begins with engl [ ]

Description: begins with [ ]

Term: begins with [ ]

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results

View 100 First 1-2 of 2 Last

Class Id	Subject Catalog Nbr	Description	Term	Academic Group	School Description	Academic Organization	Department Description	Official Grade	Units Taken
42895	ENGL 50T	Culture & C W	0993	48	Arts and Humanities	254	English	CR	4
2012047231	ENGL1A	READ & COMP	2023	00	FRESNO CITY COLLEGE	000	(blank)	B	4

# ARRC Requesters

## Adding a New MAJORSUB or ARTICALL Request

Select the Fresno State course you want to use from the “Required Courses” field.

The list of courses is pulled from the Fresno State General Catalog. It is recommended to use additional criteria to narrow down your search for the appropriate course.

The screenshot shows the ARRC Request system interface. The main window displays an advising request for a student with a major of 130204BS (Ag Ed-Agri Communication). A modal window titled "Look Up Required Courses" is open, showing search filters and a table of search results. A red box highlights the requirement group "000048" in the search results table.

**Look Up Required Courses**

Course ID: begins with [ ]  
Subject Catalog Nbr: begins with [ engl ]  
Long Course Title: begins with [ ]  
Academic Organization: begins with [ ]  
Academic Group: begins with [ ]

Look Up Clear Cancel Basic Lookup

**Search Results**

View 100 First 1-71 of 71 Last

Course ID	Subject Catalog Nbr	Units	Long Course Title	Academic Organization	Department Description	Academic Group	School Description	Requirement Group
018433-1	ENGL 10	3	Accelerated Academic Literacy	254	English	48	Arts and Humanities	(blank)
000945-1	ENGL 100W	1	Writing Skills	254	English	48	Arts and Humanities	(blank)
000946-1	ENGL 101	4	Masterpieces of World Literature	254	English	48	Arts and Humanities	000048
004898-1	ENGL 102	4	Masterpieces of English Literature	254	English	48	Arts and Humanities	000048

# ARRC Requesters

## Adding a New MAJORSUB or ARTICALL Request

If there are multiple incoming courses involved, you can type the information in the **Course Sub** and **Units Sub** fields.

The Requirement Group link displays pre-requisite information.

**Request Comments**

Comment on the Request

Comment

This student needs this substitution in order to graduate.

OK Cancel

You can also add comments to clarify the request.

A comment is helpful when the request is complicated.

ARRC Request | ARRC Attachments | Policy and Info

### Advising Request

Req Nbr 999 Date 01/30/2017

Current Stats		Current Majors	
Exp Grad	Fall 2018	ChkoutStat	Withdrawn
Cum GPA	2.754	Total Units	199.334

**Request (Select Request Type and the Major)**

\*Request Type: MAJORSUB [Request Type Help](#)

Maj Required Course-Course Sub

\*Student's Major: 130204BS Ag Ed-Agri Communication

Schl 13 Agricultural Sciences and Tech Dept 129 Animal Sciences & Ag Education

Student's Classes: 2012047231

Required Courses

**Request Details**

Course Sub: ENGL1A: READ & COMP FRESNO CITY COLLEGE 2012047231

Units Sub: 4

Required Course: [Rqmnt Group](#)

Req Course Schl:

Req Course Dept:

Required Units:

Major Statement:

**Comments**

Add Comments

**Request Status**

Requester:

Request Status: In Basket

Approver:

Approval Status:

Responder:

Respond Status:

Resolution Status:

Pending Until:

Student Notified?:

Request History:

Save Add

# ARRC Requesters

You can add attachments and URL in support of your ARRC request.

Attachments or URL are required for ARTICALL request types.

The screenshot shows a web interface for managing ARRC request attachments and URLs. At the top, there are tabs for 'ARRC Request', 'ARRC Attachments', and 'Policy and Info'. The main title is 'Advising Request Attachments / Urls'. Below this, student information is displayed, including a redacted student ID and 'Req Nbr 999'. A section titled 'Request (Select Request Type and the Major)' contains the following details:

- Request Type: MAJORSUB (Maj Required Course-Course Sub)
- Student's Major: 130204BS (Ag Ed-Agri Communication)
- Schl: 13 (Agricultural Sciences and Tech)
- Dept: 129 (Animal Sciences & Ag Education)

Below the request details are two sections for adding attachments and URLs:

- File Attachments:** This section has a sub-tab 'Attachments' (highlighted with an orange arrow) and an 'Audit' tab. It contains a table with columns for 'Attached File', 'View', and 'Add Attachment'. The 'Add Attachment' button in the second row is highlighted with a dashed box.
- URLs:** This section has a sub-tab 'Urls' (highlighted with an orange arrow) and an 'Audit' tab. It contains a table with columns for 'Description' and 'URLID', with empty input fields for each.

At the bottom of the interface, there are 'OK', 'Cancel', and 'Apply' buttons, and a yellow 'Add' button in the bottom right corner of the URL section.

## ARRC Requesters

When an ARRC request submitted by a requester the Approver will get an email indicating they have an ARRC request to review.

If an Approver has a backup, the backup is cc'd and can also approve/deny the request. The backups are set up by ARRC Administrators.

Use the details on this email to look up the corresponding ARRC request.

The Requester will receive an automatic notification when the request is completed, denied, or needs clarification.

ARRC Request Receipt for [REDACTED] Inbox x

 **ARRC REQUESTS** <REQUESTS@csufresno.edu>  
to me ▾

You have received an ARRC request for Approval.  
Approver: [REDACTED]

Please check your ARRC Request in-basket to process the request.

Student ID: [REDACTED]  
Student Name: Victor E Bulldog  
Request Type: ARTICALL  
Request Number: 1  
Plan/Major: Special Major  
Department: 145 Biology  
Requester: [REDACTED]

Request Item	Details
Course Sub	Fresno City College BIOL 10
Units Sub	3
Term Taken	FA 2017
Required Course	BIOL 10: Life Science 000368-1
Req Course Schl	66 Science and Mathematics
Req Course Dept	145 Biology
Required Units	3
Action Request	Articulate

Comment Added. 2018-04-12 03:37:10. By: Erica Lassen  
Please review this course for articulation.

# ARRC Approvers

Faculty who have been designated to approve for their Department/School for the ARRC request type

## ARRC Approvers

When an ARRC request submitted by a requester the Approver will get an email indicating they have an ARRC request to review.

If an Approver has a backup, the backup is cc'd and can also approve/deny the request. The backups are set up by ARRC Administrators.

Use the details on this email to look up the corresponding ARRC request.

Go to: Student Center to look for ARRC Request.

ARRC Request Receipt for [REDACTED] Inbox x

 **ARRC REQUESTS** <REQUESTS@csufresno.edu>  
to me ▾

You have received an ARRC request for Approval.  
Approver: [REDACTED]

Please check your ARRC Request in-basket to process the request.

Student ID: [REDACTED]  
Student Name: Victor E Bulldog  
Request Type: ARTICALL  
Request Number: 1  
Plan/Major: Special Major  
Department: 145 Biology  
Requester: [REDACTED]

Request Item	Details
Course Sub	Fresno City College BIOL 10
Units Sub	3
Term Taken	FA 2017
Required Course	BIOL 10: Life Science 000368-1
Req Course Schl	66 Science and Mathematics
Req Course Dept	145 Biology
Required Units	3
Action Request	Articulate

Comment Added. 2018-04-12 03:37:10. By: Erica Lassen  
Please review this course for articulation.

## ARRC Approvers (Approving/Denying a New Request )

The ARRC Request page is displayed with the Student's ID.

To view the pending request, enter the Request Number shown in the email.  
Click Search.

Mail Address Book Calendar Tasks Briefcase Preferences ARRC Request

Close Reply Reply to All Forward Delete Spam Actions

**ARRC Request Receipt for [redacted]**

From: ARRC REQUESTS

To: [redacted]

Cc: [redacted]

You have received an ARRC request for Approval.  
Approver: [redacted]

Please check your ARRC Request in-basket to process the request.

Student id: [redacted]  
Student Name: [redacted]  
Request Type: MAJORSUB  
Request Number: 8  
Department: 129 Animal Sciences & Ag Education  
Degree Chkout Status: WD - Withdrawn

MY FRESNO STATE

Favorites Main Menu Faculty Self Service ARRC Requests

My Page Workflow

### ARRC Requests

Search for Existing ARRC Request or go to the Add tab and enter in Student id

Find an Existing ARRC Request Add a New ARRC Request

Search Criteria

Student ID begins with 109969905

Request Number =

Last Name begins with

First Name begins with

Requester ID begins with

Approver ID begins with

Approval Status =

Case Sensitive

Search Clear Basic Search Save Search Criteria

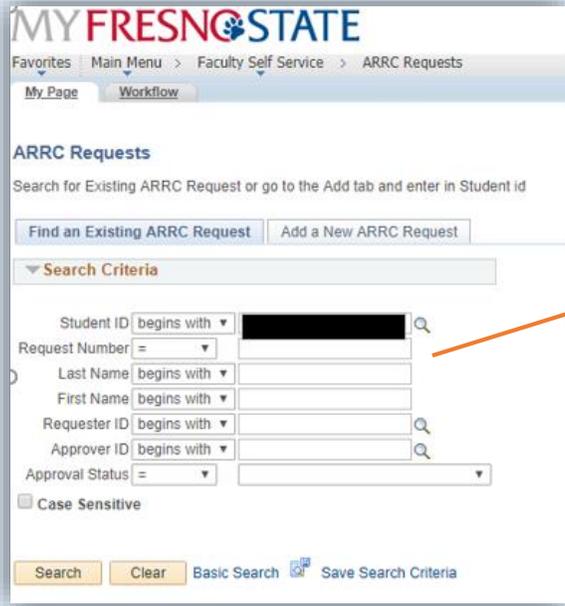
#### Search Results

View All First 1-29 of 29 Last

Student ID	Last Name	First Name	Request Number	Request Type	Description	Request Status	Approver ID	Approval Status	Approval Status Date	Responder Status
109969905	Bulldog	Victor E	1	ARTICALL	Articulate for all students	Submit	104768950	In Basket	03/12/2018	(blank)
109969905	Bulldog	Victor E	2	ARTICALL	Articulate for all students	Submit	106096776	Denied	03/20/2018	(blank)
109969905	Bulldog	Victor E	3	ARTICALL	Articulate for all students	Submit	10306	In Basket	03/13/2018	(blank)

# ARRC Approvers

## Approving/Denying a New Request



Review any comments, attachments , or URLs, if applicable and choose appropriate Approval Status.

Approver Status options:

**Approved:** Moves and sends an email for the request to the Responder.

**Need Advisor Clarification:** Moves and sends email for the request back to the Requester.

**Request Denied:** Closes the request and sends an email to the student, cc the requester.

**ARRC Request tab**  
 Current stats  
 All active Majors  
**Attachment tab**  
 Articulation course materials  
**Policy and Info tab**

**Request**  
 Displays the Request Type, major, college, and department

**Request Details**

**Comments**  
 Can be added until the request is closed

**Request Status**  
 Displays all parties involved with the request and the current status.

Click **Apply** to save the Request and stay on this page.  
 Click **OK** to save the Request and return to the Student Center.

## ARRC Report/Inquiry Screen:

You can run reports based on criteria in the fields. Use additional criteria to narrow down the results.

Favorites ▾ Main Menu ▾ > Fresno Custom ▾ > Academic Advising ▾ > Report ▾ > ARRC Request List

**ARRC Requests**

Run Control ID:10556 Report Manager Process Monitor

**ARRC Request Search**

Empl ID   Exp Grad

Request Type

Request Date    Request Date

**Filter by Student Details**

School

Department

Academic Plan

**Filter by Person / Status**

Advisor ID

Approver ID

Responder ID

Request Status

Approval Status

Responder Status

**ARRC Requests** Find |  |  First 1-3 of 3 Last

	Request	Dept Change to	View Student Details	Empl ID	Last Name	First Name	Status	Career	Current Major	Current Major Description	Exp Grad	ChkoutStat
1	<a href="#">View Student Details</a>		<input type="button" value="🔍"/>	10			Active	Undergrad	345504BS	Rec Admin-Therapeutic Rec Emp	2187	Withdrawn
2	<a href="#">View Student Details</a>		<input type="button" value="🔍"/>	10			Active	Undergrad	666034BS	Biology	2167	Pending
3	<a href="#">View Student Details</a>		<input type="button" value="🔍"/>	10			Active	Undergrad	666034BS	Biology	2167	Pending

# ARRC Students

A request can be submitted for any active undergraduate student

# Advisor Request Recordkeeping Component (ARRC)

## ARRC Students Viewing ARRC Requests

1. Navigate to the Student Center
2. Open "My Academic Records & Registration"
3. Select "ARRC Request"  
from the "other academic..." dropdown  
and click the double arrow

The screenshot displays the Student Center interface. At the top, there are navigation tabs: Favorites, Main Menu, Self Service, and Student Center. Below the tabs, the page title is "Student Center". A message reads: "Click on each green arrow to expand the desired information." The main content area is divided into several sections. The first section is "My Academic Records & Registration", which is expanded. It contains a list of links: Class Search, Schedule Planner, Class Wish List, Class Enrollment, Academic Info, My Grades, View Unofficial Transcript, Apply for Undergraduate Degree, Class Schedule Genl Info, View University Catalog, Degree Progress Report (DPR), and My Degree Plan. Below these links is a dropdown menu with "ARRC Request" selected and a double arrow icon to its right. An orange arrow points from the text in step 3 of the instructions to this dropdown menu. To the right of the dropdown menu is a message box that says "You are not enrolled in classes." Below this message is an "enrollment shopping cart" link. The right sidebar contains several sections: "SEARCH FOR CLASSES", "SHARE MY INFORMATION", "Important Info & Holds" (with a "Violence Training Needed" item and a "details" link), "To Do List" (with a "None" item), "Enrollment Dates" (with an "Open Enrollment Dates" link), "Advisor" (with a "Program Advisor" section listing Nancy Nisbett, 559/278-7886, and CHHS Advising & Career Develop, and a "details" link), and "Important Links" (with links for "Register to Vote", "California State Student Assoc", and "Student Involvement & Rep Fee").

## Students

### Viewing ARRC Requests

Students will be able to view all their ARRC requests. This example – the student has 9 requests and we are looking at request # 8.

The request displays Details, Requester, Approver, Responder, and the current status of the request.

Clicking the Cancel button takes the student back to their Student Center.

In addition, students will receive an email when the request has been Approved, Denied, or Withdrawn.

The screenshot shows the 'Advising Requests' page in a Student Center. The student's name is redacted. The page displays 'Current Stats' and 'Current Majors'. The 'Request' section shows details for request #8, including the request type, date, and major. The 'Request Details' section provides information about the course, units, required course, and department. The 'Request Status' section shows the requester, approver, responder, and the status of the request. A 'Cancel' button is located at the bottom left.

**Current Stats**

Exp Grad	Fall 2018	ChkoutStat	Withdrawn
Cum GPA	2.754	Total Units	199.334

**Current Majors**

Acad Plan	Description
130204BS	Ag Ed-Agri Communication

**Request**

Request Number: 8    Request Type: Maj Required Course-Course Sub    Date: 01/30/2017

ARRC Request Major: 130204BS    Ag Ed-Agri Communication

College: 13    Agricultural Sciences and Tech    Department: 129    Animal Sciences & Ag Education

**Request Details**

Course Sub	ENGL1A: READ & COMP FRESNO CITY COLLEGE 2012047231
Units Sub	4
Required Course	ENGL 5B: Academic Literacy II 018432-1
Req Course Schl	48 Arts and Humanities
Req Course Dept	254 English
Required Units	3
Major Statement	Substitute Course Only

**Request Status**

Requester	[Redacted]	Request Status	Submit	01/30/2017
Approver	[Redacted]	Approval Status	Approved	01/30/2017
Responder	[Redacted]	Respond Status	Closed-Done as Requested	01/30/2017

**Request History**

2017-01-30 09:03:55 - Request created. 2017-01-30 09:03:55 - Request submitted. 2017-01-30 09:27:14 - Request submitted. 2017-01-30 09:28:48 - Request submitted. 2017-01-30 10:32:49 - Request approved. 2017-01-30 10:34:32 - Request approved. 2017-01-30 11:03:26 - Request completed and closed. 2017-01-30 11:03:26 - Closure notification email sent.

Cancel