

ARS Guide for Advisors

The Advisor Request System (ARS) for MyProgress Exceptions is designed to help maintain the accuracy of a student's **MyProgress** and **MyPlanner**. Because MyProgress is the primary tool used for advising and degree tracking, keeping it accurate is essential.

Types of exceptions:

- **Substitution:** Replaces a required course with a different course. Uses courses to fulfill major or minor requirements. Most common request type.
 - **Change:** Modifies a requirement within the major or minor. Adjusts the maximum/minimum units or courses required to satisfy a requirement. Commonly used for transfer credit issues.
 - **Waiver:** Removes a specific requirement entirely based on Chair/Dean approval. Completely removes a requirement line. Only used when there is no acceptable substitution or change. **Use as the last resort.**
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Guidelines and Best Practices

- Prioritize substitutions before considering changes or waivers
 - Ensure all exceptions comply with catalog policy
 - Avoid multiple or recurring exceptions by exploring alternatives:
 - Updating a student's **catalog year**
 - Updating course **articulations**
 - Adjusting MyProgress
 - Choose **Withdrawal** rather than Denial when appropriate
 - Use **Comments** to clarify unusual or complex situations
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Submitting Exceptions in ARS

1. Direct Shortcut in MyProgress

1. Go to the **MyProgress Report**
2. Find the unmet requirement you want to modify
3. Click the **Request a Substitution** button

AERO EE 98

Complete 1 course (RQ387, LI10)

Courses: 1 required, 0 taken, 1 needed

Request a Substitution 3

The following courses may be used to satisfy this requirement.

COURSE	DESCRIPTION	UNITS	WHEN	GRADE	STATUS
EE 98	Intro Ckt Analysis	3.00	Spring Summer & Fall		

4. A new tab will open with **Add a New Request** page
 - a. Opening a new request from the button in MyProgress will pre-fill the sections for: Request Type, Academic Plan, and MyProgress Requirement (RG, RQ, LI). The RG, RQ, LI are coordinates where the requirement resides in MyProgress.
5. Search for the course using the **Substituted Course** lookup.
 - a. The lookup displays enrolled and transferred courses. From this list, you can select the course you wish to use for the substitution.
 - b. You may add up to **three courses** for a single area (e.g., Area of Specialization, Electives).
6. **Is This Course Shared?** Specify "yes" only if this course is shared with another major or minor requirement (not GE).
 - a. If you are sharing the course, use the Comment section to specify your **intent regarding the shared requirement** (e.g., 'Allow sharing' or 'Do not allow sharing'). This ensures clarity for the graduation evaluator.
7. Use the **Add Comments** to add a note for clarity (e.g., "Allow sharing" or 'Do not allow sharing').
 - a. If you are submitting the request on behalf of a Chair or Faculty Advisor, please **include the appropriate information**: (e.g., "Approved by Dr.S.Spartan, Chair")
 - b. For Study Abroad: provide term, course, and course topic (e.g., Fall 2024, BUS 192- 260 International Strategy)
 - c. For multiple Study Abroad courses: provide term, course, and section number (e.g. Fall 2024, Bus 192 - 80)
 - i. You can locate the section number in the Enrollment Summary
Go to: Records & Enrollment -> Enrollment Summaries -> Enrollment Summary

Request Details (* indicates a required field)

***MyProgress Requirement** AERO Major Requirements - Required Core Courses - EE 98

***Requirement Group (RG)** (001251): AERO Major Requirements 4

***Requirement (RQ)** (000000387): AERO Required Core Courses

***Line Number (LI)** (0010): AERO EE 98

***Substituted Course** 5

Optional Substituted Course 2

Optional Substituted Course 3

Is This Course Shared? 6 Specify "Yes" only if this course is shared with another major or minor requirement (not GE).

Comments

Add Comments 7

Request Routing and Status

Requester: [] Request Status: Submit for Processing 12/08/2025

Responder: [] Response Status: []

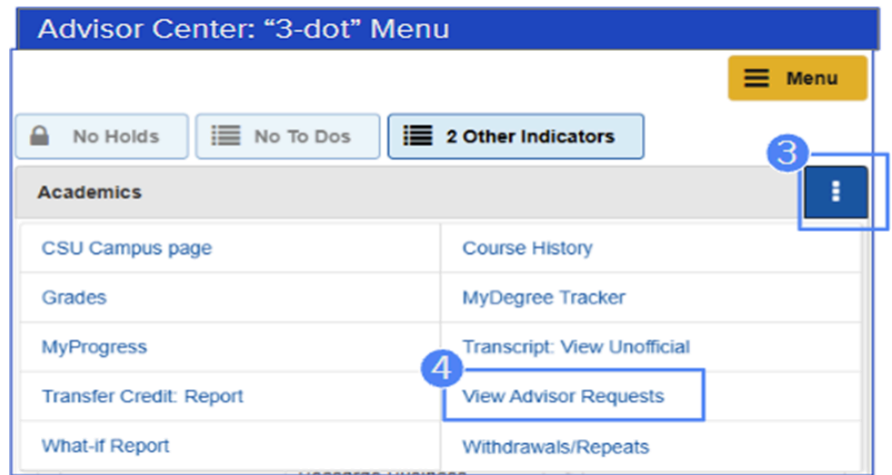
Resolution Status: [] Student Notified?: ☐

Request History: []

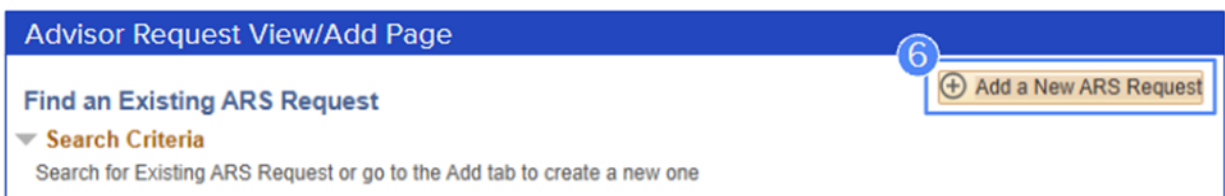
8. Click **Save** to submit for processing

2. Standard Navigation Path

1. Go to **Advisor Center**
2. Enter the Student ID
3. Click on the “3-dot” menu
4. Select **View Advisor Request**
5. The **Find an Existing ARS Request** page will open in a new tab



6. Click the **Add a New ARS Request** button.



7. Select: **MyProgress Course Substitution** from the dropdown menu

*[If you are submitting a **MyProgress Requirement Change** or **Waiver** instead, please enter the appropriate information for that request type.]*

8. Enter the **Requirement Group** (RG), **Requirement** (RQ), and **Line Number** (LI) fields. Using information found in MyProgress.
9. Follow Steps 5 -8 in the **Direct Shortcut** instructions above.

3. Addressing Issues

When Requestor (advisor) Clarification is Needed

1. Go to **Advisor Center**
2. Enter the Student ID
3. Click on the “3-dot” menu
4. Select **View Advisor Request**
5. Click **Search**
 - a. Select the request labeled “**Need Info**”

4 results Academic Institution "SJ000", Student ID [REDACTED]

View All [?] First 1-4 of 4 Last												
Academic Institution	Student ID	Academic Career	Request Number	Last Name	First Name	Description	Submitted Date	Last Updated	Request Status	Approval Status	Response Status	Resolution Status
SJ000	[REDACTED]	Undergrad	1	[REDACTED]	[REDACTED]	Add a Minor or a Second Major	04/24/2025	04/29/2025	Submit	(blank)	Done As-is	Done
SJ000	[REDACTED]	Undergrad	2	[REDACTED]	[REDACTED]	MyProgress Course Substitution	09/18/2025	10/27/2025	Submit	(blank)	Done As-is	Done
SJ000	[REDACTED]	Undergrad	3	[REDACTED]	[REDACTED]	MyProgress Course Substitution	10/23/2025	10/27/2025	In Queue	(blank)	Need Info	(blank)
SJ000	[REDACTED]	Undergrad	4	[REDACTED]	[REDACTED]	MyProgress Course Substitution	12/08/2025	12/08/2025	Submit	(blank)	In Queue	(blank)

6. Review the request to see what clarification is required.
7. Choose one of the following:
 - a. **Resubmitted with Updates:** Add additional information in the **Add Comments;** or select another course by using the search option in the Request Detail section. Click **Save**.
 - b. **Withdraw and Close Request.** Take no further action. Click **Save**.

Comments

Add Comments 2025-12-10 01:38:03 - [REDACTED]: Clarification Needed: This is a 2 unit course the requirement holds for 4 units. Please advise.

Request Routing and Status

Requester [REDACTED] Advisor [REDACTED]

Responder [REDACTED] Graduation Evaluator [REDACTED]

Request Status In Queue 10/20/25

Response Status In Queue 12/10/2025

Resubmitted with Updates

Withdraw and Close Request

Resolution Status [REDACTED] Resend Last Not [REDACTED] Not Notified?: [REDACTED]

Request History

2025-12-10 13:38:08 - [REDACTED]: Email sent: ARS Request Receipt 1 [REDACTED]

2025-12-10 13:38:07 - [REDACTED]: Request returned to requester [REDACTED]

2025-12-10 13:37:20 - [REDACTED]: Request Responder Reassigned from [REDACTED]

2025-12-10 13:37:00 - [REDACTED]: Substituted Course changed from " to 'MATH 180: Analytic Geometry & Calculus FROM [REDACTED]

2025-12-10 13:37:00 - [REDACTED]: AS MATH 30: Calculus I'.

2025-12-10 13:37:00 - [W0366991]: Line Number (LI) changed from " to '(0040): AERO MATH 32'.

For additional information, please visit the ARS [webpage](#).

4. Using In Progress Courses

We will process exceptions for in-progress courses for the semester in which a student has applied to graduate.

For students graduating in future terms, requests involving in-progress courses will be entered and tracked in ARS as “**Processing in Progress.**” These will be reviewed and finalized closer to the student’s graduation term to ensure accuracy of the degree audit.

Revised: 8/26/2026