

UNDERGRADUATE ACADEMIC REQUIREMENTS REPORT PROBLEM RESOLUTION WORKSHEET

INSTRUCTIONS

1. **Drop Program Objective:** If you wish to drop one of your program objectives -- **major, minor, certificate** -- simply list your program objective, sign and submit to the Office of Enrollment Services.
2. **General Education certification:** If a GE certification that you submitted from another college does not appear on your Academic Requirements Report, please verify with your transfer institution that you were actually GE certified and that the transfer institution sent the GE certification. If it is confirmed that you were certified and that the certification was sent, list the transfer institution and date sent under item #2
3. **General Education pattern:** If you would like to follow another GE pattern and believe that you are qualified to do so complete item #3. See your major advisor or an advisor in the University Center for Undergraduate Advising for detailed information.

Other reasons to use this form (to be noted in the OTHER section)

- General Education credit for a transfer course: if your Academic Requirements Report indicates that you did not receive GE credit for a transfer course, indicate the course and the school at which you took it, as well as the type of GE credit you believe should be granted.
- CSULB General Education courses: if a CSULB course is approved to be used in more than one GE area and you would like to use it in an area other than the one in which it is currently reflected on your Academic Requirements Report, indicate the course, when it was completed, and the area in which you would like it to be used.

Authorized substitution or waiver: if you believe that a substitution or waiver is coded incorrectly on your Academic Requirements Report, see your major advisor for assistance. If your major advisor determines that there is an error, the advisor may update Enrollment Services electronically via the Advisor Request System. You do not need to submit this form.

Requirement Discrepancy: If you believe that degree requirements appearing on your Academic Requirements Report are different from those requirements for your catalog year as described in the University Catalog, please see your major advisor. If your advisor determines that there is an error, he or she should submit an "Advisor Problem Resolution Form" to Enrollment Services.

Additional help with GE: If you want to know whether a CSULB course meets a GE requirement, please visit the General Education section of the Enrollment Services web site at: http://www.csulb.edu/depts/enrollment/registration/ge_courses. The course must be on the list for the term in which you take it. For more help, consult with your major advisor or an advisor in the University Center for Undergraduate Advising.

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Student Name: _____	Student ID #: _____
Email address: _____	Phone #: _____
Student Signature: _____	Date: _____

1. **DROP Program Objective:** _____

2. **General Education:** My Academic Requirements Report does not show my General Education Certification from my transfer institution (review item 2 from the guidelines).

School: _____ Date submitted to CSULB: _____

3. **I elect to change my General Education requirements to the following GE pattern:**

- Fall 2012 and later
 Fall 2008 - Summer 2012
 Fall 1999 - Summer 2008

Other: If you feel there is an error on your Academic Requirements Report, please describe below. Attach a copy of the report with the issue annotated.

Office of Enrollment Services

Timely Graduation Status: Senior Senior Plus Super Senior

Date: _____ **ES Staff:** _____