

## UNDERGRADUATE ACADEMIC REQUIREMENTS REPORT PROBLEM RESOLUTION WORKSHEET

### INSTRUCTIONS

1. **Drop Program Objective:** If you wish to drop one of your program objectives – **2<sup>nd</sup> Major, Minor or Certificate** – clearly enter the program you are dropping.
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 they sent the GE certification to CSULB. If it is confirmed that you were certified and that the certification was sent, list the transfer institution and date sent under item #2 to initiate an investigation.
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 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.

### You do not need a form for these issues:

**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, they will electronically submit the correction to Enrollment Services. 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 the requirements in the University Catalog for your catalog year, please see your major advisor. If your advisor determines that there is an error, they will submit an "Advisor Problem Resolution Form" to Enrollment Services. You do not need to submit this form.

**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](http://www.csulb.edu/depts/enrollment/registration/ge_courses). The course must be on the list for the term you take it. For more help, consult with an advisor at the University Center for Undergraduate Advising.

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Student Name: _____	Student ID #: _____
Email address: _____	Phone #: _____
Current Major(s): _____	
Student Signature: _____	Date: _____

1. **DROP Program Objective** (2<sup>nd</sup> Major, Minor or Certificate): \_\_\_\_\_

2. **General Education**: My Academic Requirements Report doesn't show my General Education Certification from my transfer institution (review item 2 from the instructions).

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 it below. Attach a copy of the report with the issue annotated.

For the Office of Enrollment Services Only			
<b>Timely Graduation Status:</b>	<input type="checkbox"/> Senior	<input type="checkbox"/> Senior Plus	<input type="checkbox"/> Super Senior
<b>Date:</b>	<b>ES Staff:</b>		