

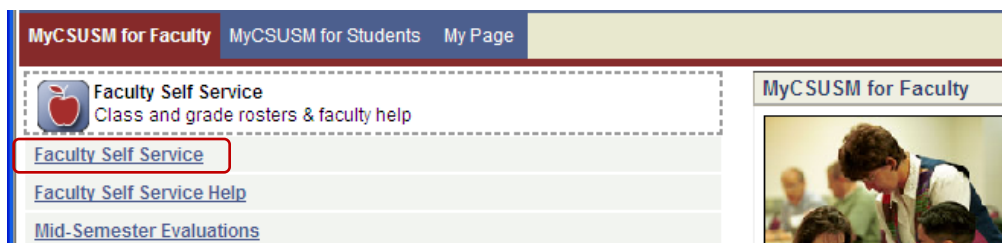
ON-LINE ALTERNATIVE COURSE APPROVAL (ACA) FORM
(For Courses Not Articulated Through the CSUSM Articulation Office)

Step #1 www.csusm.edu

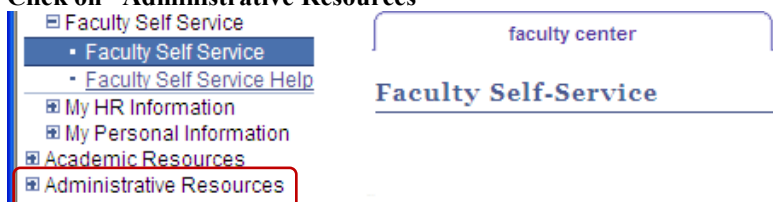
Step #2 Click "my.csusm.edu"

Step #3 Sign-in using your User ID and Password

Step #4 Click "Faculty Self Service"



Step #5 Click on "Administrative Resources"

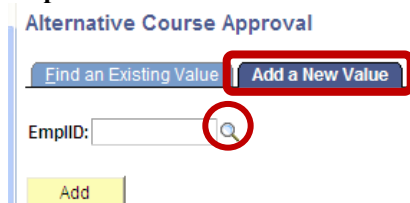


Step #6 Click on "Alternative Course Approval"



Step #7 Click the Add a New Value tab

Step #8 Enter Student ID or click on magnifying glass icon to search by Student NAME



Step #8 Complete Form

Step #9 Check the faculty email box if you want a confirmation email of your approval and/or check the Student box if you want to send your approval to the student

*Requirement	GENERAL UPPER-DIVISION ELECTIVES FOR THE MATH MAJOR			
*Alternative Course	MATH 402	*Where Taken	Not at CSUSM - This is a test	
*Term Taken	Fall	*Year Taken	2000 (YYYY)	Units
Grade	A	Date Approved	05/24/13 2:24:5	Unit Type
Approved By	Pamela Bell			
Justification/Comments	(Justification required for exceptions to catalog and grading policies)			
Anything you type in here will be sent to the student if you check the "Email Student" box below. If you want a confirmation email sent to yourself, you must check the "Email to Faculty" box. Once you click "SAVE" your approval will be sent to a generic email account in UAS advising (No Check Box Required) for processing into PeopleSoft.				
<input type="checkbox"/> Email Faculty <input type="checkbox"/> Email Student				

The email boxes allow you to choose if you want the system to send a confirmation email or copy of the approval to the faculty submitting the form and/or to the student.

Step #10 Submit/Save form