



- K) If your request is deemed an "emergency" and needs to be expedited TYPE THE FOLLOWING in the SUBJECT LINE: "

Email the course (\_\_\_\_\_) to [articulation@csueastbay.edu](mailto:articulation@csueastbay.edu)

- L) Articulation will email you with approval/denial, and add to the course to the TES EQUIVALENCY LIST. The PeopleSoft Technicians receive an automatic notification and they will proceed to build the rule in PeopleSoft. Articulation does not handle the building of rules in PeopleSoft.
- M) If the course has been denied it will still be listed in TES:

A)

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*(Josie SMITH is a CSUEB Staff person)*

*(Josie Smith is a CSUEB Staff person and the #12345 is a number that represents the student)*

*(This is the standard request)*

*(An EXPEDITE is sent if you are working with a Graduating senior who needs clearance to graduate.)*

*(A RECORD is sent if you are already in possession of a faculty approval)*

***\*\*Using the correct format in the subject line will prevent your request from getting lost. \*\****

*Sample Email to Student:*

*Dear Student,*

*Thank you for your interest in a course evaluation. In order to determine if this course meets the Area X requirement, please submit the following to me by email. I must receive all of this information to have the course reviewed:*

- 1. Full (exact) name of College/University*
- 2. Exact course name and course number*
- 3. Course description*
- 4. PDF copy of the course syllabus*

*Once you have sent me the required information (#1-4) listed above, the course will be reviewed. The review process typically takes a minimum of 3 weeks depending on the department. Please let me*

*Updated 5/18/2020*

*V7*