



NOTE:

This document is specific to the  
2002-2004 printed catalog.

## Advising

Undergraduate Advising Procedures  
Lassen Hall 1012  
(916) 278-6351  
[www.csus.edu/acad](http://www.csus.edu/acad)

Effective academic advising is essential to the realization of the University's instructional mission. Through faculty advisors, student affairs staff, and advising publications, students receive accurate, reliable, and consistent advising. Students are encouraged and, in some circumstances, required to meet with an advisor at least once a semester. Advisors can help with:

- planning academic programs
- interpreting and applying university policies
- understanding the value of the university's General Education program and the relationship of this program to individual interests and career objectives
- choosing educational and career objectives compatible with interests and abilities

The ultimate responsibility for academic success rests with the student who is expected to:

- Be aware of and comply with the university's academic policies, procedures, and deadlines.
- Maintain an advising file, including General Education evaluations, unofficial copies of transcripts of courses taken at other colleges, reports of placement test scores, semester grade reports, copies of forms and petitions, and notes on discussions with advisors.
- Meet regularly, at least once each semester, with an advisor in the student's major or, in the case of undeclared majors, an advisor in the Academic Advising Center.
- Complete a Change of Major form at the Admissions and Records Counter in Lassen Hall whenever the student's choice of major changes.

Because of the relationship between effective advising and academic success, new students are expected to attend the university's orientation program before their first semester and should meet with advisors in their major as stipulated in their department's advising policy. A hold will be placed on the registration of students who do not comply with policies requiring meetings with advisors. All students on academic probation are required to meet with an advisor in their department or, in the case of undeclared majors, in the Academic Advising Center.

Below is a listing of the primary advising resources available; students are strongly encouraged to use the first two at least once each semester.

### Faculty Advisor

Advisors in the major departments help select appropriate courses each semester in that specific major and are also helpful in exploring career options.

### General Advising

In the Academic Advising Center faculty, professional advisors, and student advising interns provide general advising on a drop-in basis. Areas commonly discussed are selection of a major, General Education, and general graduation requirements, including foreign language proficiency. The Advising Center also coordinates regularly scheduled orientation programs for new students.

### Admissions Advising

Lassen Hall  
Main Lobby  
[www.csus.edu/admr/dirhome.html](http://www.csus.edu/admr/dirhome.html)

Admission counselors provide information on degree programs available at this and other California State University campuses. Admission counselors also advise students who are on probation as well as those who have been disqualified from this or other universities.

### New Student Orientation

[www.csus.edu/acad/orientation](http://www.csus.edu/acad/orientation)

Most new freshmen and transfer students register for courses in their first semester by attending the CSUS Orientation program. During orientation, student counselors and faculty advisors meet with small groups of new students to explain academic requirements and registration procedures and to offer helpful hints about life at CSUS. A detailed description of orientation programs is sent to all new students in May for fall semester and in October for spring semester. Students are strongly urged to attend Orientation.

### Specific Advisors

#### *Athletic Advising Program*

Lassen Hall 3004  
(916) 278-7796; (916) 278-5440; or (916) 278-5297

As a Student Affairs program, the Athletic Advising Program assists all CSUS intercollegiate student-athletes by providing academic support and life skills services. Academic counselors provide student-athletes with general education advising, course scheduling assistance, NCAA continuing-eligibility monitoring, and general University academic policies and procedures. In addition, the staff coordinates individualized tutorial services for all of the 20 NCAA-sponsored sport teams at CSUS. The program is in charge of the NCAA/CHAMPS Life Skills Program, offering support for student-athletes on issues related to personal, career, athletic, service, and academic development. This office also assists current CSUS student-athletes with organizing the NCAA-mandated Student-Athlete Advisory Council.

The Athletic Advising Program is open weekdays from 7:30 a.m.-4:00 p.m., year-round. Call for more information or contact Program Coordinator Paul Edwards at [edwardsp@csus.edu](mailto:edwardsp@csus.edu), Assistant Coordinator Laurie Dahlberg at [dahlbergl@csus.edu](mailto:dahlbergl@csus.edu) and Life Skills Coordinator, Mark McGushin at [mcgushin@csus.edu](mailto:mcgushin@csus.edu).

## academic services

### ***Business Advising***

Tahoe Hall 1030

[www.csus.edu/cba/cbaadvising.htm](http://www.csus.edu/cba/cbaadvising.htm)

The Degree Programs Center of the College of Business Administration assists undergraduate business administration majors and pre-majors program advising, career advising, graduation evaluations, and petitions relating to the major.

### ***Education Credentials Advising***

Eureka Hall 216

[www.edweb.csus.edu/essc/index.html](http://www.edweb.csus.edu/essc/index.html)

The Education Student Service Center assists with interpretation of State and University requirements for students interested in becoming teachers. Students considering teaching as a career should visit our office during their first semester.

### ***Graduation Advising***

Lassen Hall, Main Lobby

Degree program analysts prepare official transfer credit evaluations for all new undergraduate and returning CSUS students during their first semester's enrollment. Graduation evaluations are prepared when students apply for graduation.\* Students with questions about their transfer credit or graduation evaluations should contact the Degree Evaluations office.

\*See Application to CSUS, page 57.

### ***Reentry Student Advising***

Lassen Hall, Main Lobby

Reentry Services offers educational counseling to students who are returning after a break in their education. Educational options are reviewed, including the selection of a major, General Education, graduation requirements, and University policies.\*

\*See Campus Life/Campus Services/Services for Reentry Students, page 36.

## Admission and General Support Programs

### **Summer Bridge Program (pre-college program)**

Lassen Hall 2205

(916) 278-6183

Summer Bridge, administered through the Educational Opportunity Program, is a free six-week intensive academic preparation and college orientation program designed to help incoming students make a smooth transition from high school to college. Economically disadvantaged students who have been admitted to the University and who demonstrate a need to strengthen reading, writing, and mathematics skills are eligible. Upon successful course completion, students may earn three or four college credits.

Summer Bridge also uses campus resources to ensure that students are equipped to meet the challenges of college life. There is a residential program at the residence halls for students who reside outside of the Sacramento area, and a commuter program for students who can drive to the campus. All eligible students are encouraged to find out more about the Summer Bridge Program.

### **Freshman Seminar**

Lassen Hall 1012

(916) 278-6351

The freshman seminar provides students with an introduction to the nature and meaning of higher education and to the functions and resources of the University. Students in the class gain insights and develop tools that allow them to get the most out of their university education at CSUS. The seminar also provides students with the opportunity to interact with fellow students and the seminar leader, building a community of academic and personal support. Students who have taken the course do better academically than the general student population.

This introductory course satisfies the Area E General Education requirement. The course is listed under individual department names with the added designation of 21. For example, HHS 021 (Health and Human Services) and COMS 021 (Communications Studies) are both freshman seminar courses, with specific information relevant to each major covered in more detail. Some of the freshman seminars are stand-alone courses while others are part of a learning community.\*

\*See Campus Life/Student Resources/Learning Communities, page 36.

### **Faculty/Student Mentor Program**

Lassen Hall 3014

(916) 278-7332 or (916) 278-6859

This program enhances the retention and graduation rates of students who have scored in the lower quartile of the English Placement Test (EPT) and are required to enroll in LS 015 or LS 086. The students are assigned to both a faculty member and a peer mentor who is at least a junior or graduate student and has been enrolled at CSUS for at least one year. The mentors offer students academic and personal advice about a wide range of topics, and the entire program acts as an academic, social, and cultural support system.

In both group and individual meetings, students will work on developing test-taking strategies and problem-solving techniques, complete financial aid forms, explore possible majors and careers, and learn how to write term papers. The program also offers social and cultural events that enrich the student's understanding of different peoples and cultures, as well as to enrich their overall college experience.

Students in the Mentor Program will enroll in the Ethnic Studies 98 for a grade of Credit/No Credit or an approved first year freshman experience course.

### College Assistance Migrant Program (CAMP)

River Front Center 1  
(916) 278-7241  
[www.csus.edu/camp/](http://www.csus.edu/camp/)

The College Assistance Migrant Program helps students from migrant and seasonal farm worker backgrounds make the transition to college life during the first year at CSUS and assists them in developing the skills needed to stay in and successfully graduate from CSUS. CAMP offers:

- special admission and pre-admission services
- assistance with financial aid, housing and University services
- academic advising
- career exploration
- personal counseling
- referrals to career-related and other job opportunities
- tutors in basic skills and subject area courses
- financial assistance with books and supplies, health insurance, transportation, relocation, and monthly living allotment awarded on the basis of financial need.

To be eligible for CAMP, a student must be a migrant or seasonal farm worker or a dependent of such, qualify for enrollment as a full-time student at CSUS, and be in need of academic and support services and financial assistance.

### Cooper Woodson College Enhancement Program (CWC)

Amador Hall 460  
(916) 278-5363  
[www.csus.edu/cooper](http://www.csus.edu/cooper)

The Cooper Woodson College Enhancement Program is an association of faculty, staff, students, and community members who recognize and uphold the tradition represented in African American culture that is best expressed in the relationships between traditional African American colleges and students. Adults in the community assume responsibility for shaping and guiding a learning environment supportive and nurturing of, as well as responsive to, students. A key objective of CWC is the development of leaders.

### CSUS McNair Scholars Program

River Front Center 211  
(916) 278-5118  
E-mail: [mcnair@csus.edu](mailto:mcnair@csus.edu)  
[www.csus.edu/mcnair](http://www.csus.edu/mcnair)

The two-year McNair Scholars Program prepares selected CSUS students (low income, first in family to attend college, underrepresented in major of study) of junior and senior standing, for admission and study at the master's and doctoral levels. Each year, 24 McNair scholars participate in both academic-year and summer activities.

During the student's junior academic year, he or she attends a one-unit research and methodology techniques course, confers with the McNair Faculty Coordinator and Associate Coordinator to assess personal needs and monitor academic progress, and meets with faculty mentors to prepare for the summer research project.

For seniors, participation consists of attending a Senior Seminar course through which the scholar is provided assistance with selecting, applying and financing graduate studies; taking the GRE and other graduate admission exams; exploring career opportunities; and writing the statement of purpose and other topics related to graduate education. In addition, these scholars are encouraged to participate in statewide and national conferences to present their research findings.

The summer component encompasses supervised research activities with a faculty mentor and travel to research conferences and doctoral institutions. McNair scholars receive \$2,400 for their participation in the summer research project.

## Area-of-Study Support Programs

### MESA Engineering and Computer Science Program (MEP)

Santa Clara Hall 1213  
(916) 278-6699  
[www.csus.edu/mesa](http://www.csus.edu/mesa)

Participation in the MESA Engineering and Computer Science Program (MEP) doubles the probability that students will be successful in their engineering or computer science college studies. Focusing on the recruitment, retention, and graduation of highly motivated students from educationally disadvantaged backgrounds, MEP emphasizes participation by groups with low eligibility for four-year colleges and low rates of enrollment in engineering or computer science majors.

The MEP program provides an on-campus home for its members with a large 24 hours-a-day study center/computer lab. It provides workshops, tutoring and study groups and assists in the coordination of retention services for all students in the College of Engineering and Computer Science. Professional development, a freshman orientation course, academic advising and co-op placements (financial support and professional development) are also made available.

Additionally, MEP sponsors Project Success, a paid internship program to competitively selected students. Project Success Industry Fellows are offered full-time, paid positions during summers and college breaks from their freshman through senior years. The income students earn, coupled with the financial aid they receive, allows them to attend school full-time and eliminates the need to work when classes are in session.

### Business Educational Equity Program (BEEP)

Tahoe Hall 3063  
(916) 278-7038

The Business Educational Equity Program encourages and supports all students who major in business. BEEP faculty advisors offer academic and career advice and guidance while the Business Study Center provides business students a place to find study groups and free tutoring as well as assistance in finding summer jobs and internships.

## academic services

BEEP Professional Development and Career Management/OBE 009 is a three-unit CR/NC course in which students explore and develop executive skills necessary for upward mobility within the business arena. Major topics are professional self-assessment, career objectives, planning and implementing strategies, and mastering executive arts and skills-theory and practice.

### Science Educational Equity (SEE)

Sequoia Hall 224  
(916) 278-6519  
[www.csus.edu/sedeq](http://www.csus.edu/sedeq)

The Science Educational Equity (SEE) program is a comprehensive academic support program designed for students who face social, economic or educational barriers that limit access to careers in the sciences and health professions. Students are encouraged to form study groups for both lower and upper division coursework. Science faculty provides academic and pre-professional advising for each student and is available for career guidance and assistance with course material. Students attend professional conferences, participate in academic workshops and seminars, and are encouraged to attend summer enrichment programs at other universities and laboratories. The program provides assistance with applications to graduate programs, health professional schools, and summer enrichment programs. SEE also provides students the opportunity to meet and interact with faculty, community members, and other students.

All students interested in becoming a part of the SEE program are expected to demonstrate a commitment to the community through service to SEE, the university, and/or the Sacramento community. Upon entry to the program, each student is required to meet with an academic/major advisor to develop a comprehensive academic plan; it is the student's responsibility to schedule an advising appointment each semester thereafter to update the academic plan.

## Centers for Academic Support

### The Academic Achievement Center/EOP Educational Opportunity Program

Lassen Hall 2205  
(916) 278-6183

The Academic Achievement Center assists special student populations through a variety of support services. The Center's main component is the Educational Opportunity Program whose counselors, advisors and support staff provide the majority of student advising, counseling, and tutorial services. EOP, enacted by law in 1969, is a state-mandated program that provides access to a four-year college education for first-generation college students.

Specifically, EOP applicants are California residents coming from low-income, educationally disadvantaged communities who may not have had the opportunity to prepare adequately for admission to a four-year college. An EOP student has the potential to perform satisfactorily at CSUS, but may not have been able to realize this potential because of his/her economic or educational background. Services include:

- admissions assistance
- a special orientation to the university

- advising, personal counseling and tutoring
- financial aid advising and information
- an EOP grant awarded to eligible EOP students
- course placement and planning
- learning and study strategies
- instructional services through an EOP Learning Community
- recommendations/referrals to other programs and services.

The Center also houses the Summer Bridge Program\* designed to help incoming CSUS freshmen make a smooth transition to college.

\*See Admission and General Support Programs/Summer Bridge, page 50.

### Learning Skills Center

Lassen Hall 2200  
(916) 278-6725  
[www.csus.edu/learningskills](http://www.csus.edu/learningskills)

The Learning Skills Center offers preparatory courses for students on the basis of performance on the English Placement Test (EPT) and the Entry Level Math test (ELM). Its courses and tutorials are designed for second language students who can benefit from ESL instruction. The Learning Skills Center also provides supplemental (adjunct) instruction in support of selected General Education courses, as well as a range of course and tutorial offerings in the areas of reading for native speakers and reading, oral skills, grammar, and writing for ESL students. Test preparation tutorials and classes help ESL students prepare for the Writing Proficiency Exam and assist all students to prepare for selected professional tests.

### Testing Center

Lassen Hall 2302  
(916) 278-6296  
[www.csus.edu/testing](http://www.csus.edu/testing)

The Testing Center supports the academic community by coordinating and administering a variety of national examinations, including the ACT, CBEST, RICA, GMAT, LSAT, CLEP, GRE, and MSAT. The Testing Center is also responsible for coordinating and administering the three system-wide examinations: the English Placement Test (EPT), the Entry Level Mathematics examination (ELM) and the Writing Proficiency Examination (WPE). On-line registration is available for the EPT and ELM at the Center's web site.

The Testing Center administers qualifying exams and course challenge exams for all academic departments, including the Math Diagnostic for Math 30 (calculus), the Traditional Grammar exam for the English department, and the Residual ACT for the Nursing program.

Psychological testing including personality testing, vocational interest testing, ability, and aptitude testing is available by referral from a campus professional.

Accommodations for classroom testing for students with disabilities are provided by the Center, including special equipment such as adjustable tables, adaptive hardware/software, special lighting, and a quiet, distraction-free environment. Readers, scribes, and interpreters are provided upon request.

As a service to the faculty, the Testing Center offers an evening make-up exam program. With faculty permission, students who have missed classroom exams have the option of taking their exams in the Testing Center.

Additionally, the Testing Center provides consultation to campus departments regarding a wide range of testing and psychometric issues. A reference library of test materials is maintained and is available for use by appointment.

## Cooperative Education Program

Public Services Building 201

(916) 278-7234

[www.csus.edu/COOP](http://www.csus.edu/COOP)

The University Cooperative Education Program, the largest in California, allows students to earn academic credit while gaining practical experience with pay.

Co-op is a comprehensive educational strategy integrating classroom curriculum with related work experience; practical applications reinforce and expand critical thinking skills. Participation enhances self-esteem, academic performance, and career opportunities. Upon graduation, students have the demonstrated experience and the necessary skills top-level employers seek, and a growing number of employers utilize Co-op as a major recruitment tool for hiring entry-level professionals.

The Co-op office offers advising, referrals and placements. Students must meet minimum qualifications to apply and participate.