

Advising

Undergraduate Advising Procedures
Lassen Hall 1012
(916) 278-6351
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 students select appropriate courses each semester in that specific major and are also helpful in exploring career options.

General Advising

Lassen Hall 1012
www.csus.edu/acad

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

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

Most new freshmen and transfer students receive academic advising for 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 and The Athletic Resource and Life Skills Center

Lassen Hall 3002 and 3004
(916) 278-7796; (916) 278-5440; and (916) 278-5297

The Athletic Advising Program and the Athletic Resource and Life Skills Center are designed to enhance the academic and overall life development experience for NCAA Division I student athletes at CSUS. Together, these offices assist student athletes in pursuing and successfully completing a college degree while also preparing them for challenges and experiences after college. The two offices coordinate and combine their efforts to provide CSUS student athletes with a very comprehensive academic support system.

The Athletic Advising Program provides student athletes with a variety of academic support and services from the outset of their academic careers at CSUS. It provides the student athletes with opportunities to develop and improve their academic skills, as well as to receive exceptional advising on university policies and procedures, course work, and career choices. In addition, the Program's staff monitors the progress of each student athlete towards completion of their degree in compliance with the aca-

demic bylaws mandated by the National Collegiate Athletic Association (NCAA). The Athletic Resource and Life Skills Center provides student athletes with additional academic support in the forms of computer labs, individual tutoring, and specialized retention advising for student athletes with additional academic needs. The Center also coordinates all of the activities associated with the NCAA/CHAMPS Life Skills Program. This nationwide program focuses on helping student athletes achieve in all areas of personal, academic, community, career, and athletic development.

The Athletic Advising Program office is open weekdays from 7:30 a.m. - 4:00 p.m. The Athletic Resource and Life Skills Center is also open weekdays and offers both daytime and limited evening hours during the academic year.

Undergraduate Business Advising

Tahoe Hall 1030
(916) 278-6771

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

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 38.

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 (Communication 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.*

Learning Communities

(916) 278-7840

The Learning Communities program establishes connections between courses in different subject areas with General Education curricula. Each Learning Community consists of two to three classes, scheduled in a block, with faculty who work together to link course topics around a common theme, coordinating readings and assignments. Students who join a Learning Community are linked to other students enrolled in the same classes, helping students form connections with professors and other students that strengthen their networks of social and academic support.

Students admitted to CSUS do not need to meet any other admission criteria to join a Learning Community. New communities are formed each Fall, and information about the semester's Learning Community offerings is published in the Class Schedule.

Faculty/Student Mentor Program (FSMP)

Lassen Hall 3014
(916) 278-7332

The Faculty Student Mentor Program is an educational equity program designed to offer academic and personal support to students from traditionally low-income communities or for selected students who have requested services due to challenges experienced in their education.

Faculty and Peer Mentors are key elements to goal attainment. Program participants' integration into the campus life is facilitated by the development of discipline-based faculty and peer mentor teams. The FSMP matches the faculty peer mentor teams with program participants. These teams organize study sessions and tutorials. In addition, the mentors give personal, career and academic advice, and provide referrals to advisors within the departments and other on-campus resources. The teams also plan activities supportive of the students' interests and needs.

The Faculty Student Mentor Program's goals are to increase the retention rates of students by helping them develop the knowledge, skills and attitudes necessary to complete their academic goals, introduce the students to a discipline, community building, promote excellence and teach the students to function in a multicultural society.

For more information and application, please call or visit our office.

College Assistance Migrant Program (CAMP)

River Front Center 1
(916) 278-7241
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

Cooper Woodson College Enhancement Program (CWC) creates a supportive and nurturing learning environment that is responsive to the needs of students. The program is patterned after traditional relationships between students and faculty at historically Black colleges and universities. Faculty, staff and community members assume the responsibility for shaping and guiding students through the college experience. Key objectives of CWC are the retention of students and the development of leaders.

CWC scholars, staff, and faculty organize and participate in the following activities/events: Faculty/Staff Mentoring Program, African-American History Month rally and lectures, and with the community, the annual African-American graduation ceremony. CWC also awards various scholarships.

CSUS McNair Scholars Program

River Front Center 203
(916) 278-5118
E-mail: mcnair@csus.edu
www.csus.edu/mcnair

The Ronald E. McNair Postbaccalaureate Achievement Program is a federally funded program designed to prepare selected CSUS undergraduate students for admission and study at the **doctoral** level. Each year, 24 McNair Scholars participate in both academic year and summer activities.

Students who have obtained 45 units or more, have a GPA of 2.8 or higher and are low income and first in their family to attend college, or students who are underrepresented in their major (as defined by federal regulations) can gain research skills, knowledge and information needed to complete doctorate degrees in their fields of study.

The academic components include: complete during the first semester a three-unit research methodology course and meet with the McNair Program staff and the faculty mentors to assess personal needs, review academic progress and prepare for the summer research project. For students who have completed 60 units or more, the summer component includes enrolling in a one-

academic services

unit supervised research course. Scholars receive additional guidance from a faculty mentor in completing a research project of publishable quality. Travel stipends to doctoral institutions and research conferences to present research papers are granted to students who complete their research projects. McNair scholars also receive a stipend for their participation in the summer research experience. Scholars are encouraged to participate in statewide and national conferences to present their research findings.

Senior McNair Scholars complete a 3-unit senior seminar which provides assistance with selecting, applying and financing graduate studies. Information on completing graduate school, as well as techniques for developing, assessing, teaching and learning are provided.

Area-of-Study Support Programs

MESA Engineering and Computer Science Program (MEP)

Santa Clara Hall 1213
(916) 278-6699

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 MEP Honors Partnership (MHP), a paid internship program to competitively selected students. MHP 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 3067
(916) 278-5875
www.csus.edu/cba/studentaffairs

The Business Educational Equity Program (BEEP) encourages and supports all students who major in business. BEEP provides a peer-assisted tutoring and study center where one-on-one and group assistance is available for business students seeking academic support in numerous lower and upper division business courses. All business students interested in the program should contact the College of Business Administration Office of Student Affairs.

Science Educational Equity (SEE)

Sequoia Hall 224
(916) 278-6519
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 course work. Science faculty provide academic and pre-professional advising for each student and are 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

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 multilingual 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 multilingual students. Test preparation tutorials and classes help multilingual 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

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). Online 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

Library 4028
(916) 278-7234
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 and referrals for possible job placements. Students must meet minimum qualifications to apply and participate.