

### 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 accomplishing 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 will 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; and
- choosing educational and career objectives compatible with students' 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 from My Sac State, 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; and
- complete a Change of Major form available online at Admissions and Records website if there is a change of major.

Because of the relationship between effective advising and academic success, freshmen are required and transfer students are expected to attend new student orientation. In addition, freshmen are required to see an advisor their first two semesters at Sac State. Students 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.

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#### Faculty Advisor

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

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#### General Advising

Lassen Hall 1012  
[www.csus.edu/acad](http://www.csus.edu/acad)

The Academic Advising Center offers new student orientation, mandatory freshman advising, and advising on General Education and graduation requirements for all students. The Center engages students in a developmental process that helps clarify and implement individual educational plans consistent with their skills, interests, and values. Through individual appointments, group advising sessions, and presentations the professional staff, faculty advisors, and student interns help students understand the University's academic requirements as well as its policies and procedures.

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#### Admissions Advising

Lassen Hall, 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 prospective students who are on probation as well as those who have been disqualified from this or other universities.

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#### New Student Orientation

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

All new freshmen and most transfer students receive academic advising for their first semester by attending the Sacramento State 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 Sacramento State. A detailed description of orientation programs is sent to all new students in May for fall semester and in October for spring semester.

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#### Specific Advisors

##### *Student-Athlete Resource Center*

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

The Student-Athlete Resource Center (SARC) is designed to enhance the academic and overall life development experience for NCAA Division I student athletes at Sacramento State. The SARC assists student-athletes in pursuing and successfully completing a college degree while also preparing them for challenges and experiences after college. The Center also provides Sacramento State student athletes with a very comprehensive academic support system.

The SARC provides student athletes with a variety of academic support and services from the outset of their academic careers at Sacramento State. 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 Center's staff monitors the progress of each student athlete

towards completion of their degree in compliance with the academic bylaws mandated by the National Collegiate Athletic Association (NCAA). In addition, the SARC 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 SARC Office is open weekdays from 7:00 a.m. - 4:00 p.m. The SARC's academic lab is also open weekdays and offers both daytime and evening hours during the academic year (Monday to Thursday 7:30am to 9:00pm and Fridays 7:30am to 4:00pm).

### ***Undergraduate Business Advising***

Tahoe Hall 1030  
(916) 278-BIZZ (2499)  
[www.cba.csus.edu/ubac](http://www.cba.csus.edu/ubac)

The Undergraduate Business Advising Center of the College of Business Administration (UBAC) assists undergraduate business administration majors, pre-majors, and minors with program advising, career advising, graduation evaluations, and petitions relating to the major and/or minor.

### ***Teacher Preparation and Education Credentials Advising***

Eureka Hall 216  
(916) 278-6403  
<http://csus.edu/teach>

The Teacher Preparation and Credentials (TPAC) Office assists students who are interested in pursuing a career as an elementary, middle/junior high, high school, or special education teacher. The TPAC advisors work with students on issues related to state and university requirements for credential programs, support for taking required exams, and information about scholarships and other sources of financial support available to teacher candidates. Students considering teaching as a career should visit this office during their first semester.

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

Lassen Hall, Lobby  
(916) 278-6750

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

## Admission and General Support Programs

### **Freshman Seminar**

ARC 4002  
(916) 278-2804

Freshman seminars provide 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 Sacramento State. The seminars also provide 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 21 (Health and Human Services) and COMS 21 (Communication Studies) are both freshman seminars, 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.

### **Honors Program**

ARC 4002  
(916) 278-2804

The General Education Honors Program at California State University, Sacramento offers qualified and highly motivated students an opportunity to pursue a challenging and stimulating learning experience encompassing an interdisciplinary academic orientation that promotes integrative learning and the application of insights acquired in one discipline to others.

The Honors Program academic experience is composed of 45 units of Honors courses (36 lower division and 9 upper division). In their freshman and sophomore years, Honors students take three Honors courses per semester, filling out their schedules with other General Education courses or courses required in their pre-major. Three upper division courses taken during the junior and senior year will conclude the Honors experience. Honors students take at least 12 units overall per semester.

The core curriculum is a three-semester Honors seminar in which students read some of the great books of world civilizations, analyze the writings of world thinkers and writers, and improve their skills in critical thinking and writing. All Honors courses fulfill all Sacramento State General Education requirements for graduation.

Honors students at Sacramento State experience individualized attention from dedicated professors, special seminars in their academic programs, extracurricular activities in the form of cultural events, various Honors Colloquia and interaction with faculty members and their fellow Honors students in and out of class.

## Academic Services

### Learning Communities

(916) 278-6351

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 Sacramento State 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 shared at Freshman Orientation and found on the Sacramento State web site.

### McNair Scholars Program

River Front Center 203

(916) 278-5118

E-mail: [mcnair@csus.edu](mailto:mcnair@csus.edu)

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

The Ronald E. McNair Postbaccalaureate Achievement Program is a federally funded program designed to prepare selected Sacramento State 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 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.

## Centers for Academic Support

### Student Academic Success and Educational Equity Programs (SASEEP)

The Student Academic Success and Educational Equity Programs are committed to fostering diversity and equity while promoting a campus learning environment that encourages and supports all students in persisting toward their educational goal by increasing their retention and graduation rates. This is accomplished through the unified effort of the following programs: College Assistance Migrant Program (CAMP), College Based Educational Equity Programs (CBEEP), Educational Opportunity Program (EOP), Faculty Student Mentor Program (FSMP), and the Services to Students with Disabilities Program (SSWD). These programs and services are designed to build upon the dreams and aspirations of our campus community – our students, faculty, and staff, our alumni, and the people of our region.

The Student Academic Success and Educational Equity Programs are guided by the following primary goals:

#### 1. Access and Equity

To provide underrepresented students with access to a higher education and supportive services that are designed to enable them to persist through the college experience.

#### 2. Recruitment and Transition

To aid students in their transition to college life through pre-college equity services and assistance in navigating the higher education experience.

#### 3. Retention and Graduation

To provide a comprehensive range of retention services (e.g., academic advising, tutoring, mentoring, counseling, etc.) to underrepresented students in the division to facilitate their graduation.

**Note:** the Early Assessment Program (EAP) and Guardian Scholars Program (GSP) are affiliated SASEEP Programs.

### 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 Sacramento State and assists them in developing the skills needed to stay in and successfully graduate from Sacramento State. CAMP offers:

- Special admission and pre-admission services
- Assistance with financial aid, housing and University services
- Academic advising
- Career exploration & referrals to career-related job and internship opportunities
- Personal counseling
- Tutors in basic skills and subject area courses

- A home-like environment
- Supplemental financial assistance with books and supplies, transportation, relocation, and monthly living allotment awarded on the basis of financial need.

In order to be eligible for CAMP, students must reflect an agricultural background, meaning they or their parent(s) or guardian(s) must have engaged in migrant or seasonal farm work labor within the last 24 months. A student must enroll full time and be in need of academic and support services and financial assistance.

### Business Based Educational Equity Program (BEEP)

Tahoe Hall 3067  
(916) 278-5875  
[www.cba.csus.edu/student\\_affairs](http://www.cba.csus.edu/student_affairs)

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 at (916) 278-5875 or visit the office in Tahoe Hall, 2065.

### Cooper Woodson College

Enhancement Program (CWC)  
Amador Hall 460  
(916) 278-5363  
[www.csus.edu/cooper](http://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, faculty and members of the community, organize and participate in the following activities/events: Faculty/Staff Mentoring Program, African-American History Month rally and lectures, the annual Anna J. Cooper and Carter G. Wood lectures and the annual African-American graduation ceremony. CWC also awards various scholarships.

### 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 students from communities with low rates of enrollment in engineering or computer science majors.

## Academic Services

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 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.

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### Science Educational Equity (SEE)

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

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.

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### Educational Opportunity Program /EOP

Lassen Hall 2205  
(916) 278-6183  
[www.csus.edu/eop](http://www.csus.edu/eop)

The Educational Opportunity Program, enacted by law in 1969, is a state-mandated program that provides first-generation college students with access to a four-year college education. Its counselors, advisors and support staff provide the majority of student advising, counseling, and tutorial services.

Specifically, EOP applicants are California residents coming from low-income, educationally disadvantaged communities who may not have had the opportunity to prepare adequately for admissions to a four-year college. An EOP student has the

potential to perform satisfactorily at Sacramento State, but may not have been able to realize this potential because of his/her economic or educational background. Services include:

First Year Experience - The first year of university life is critical to student learning and success. The EOP Freshman Year Experience (FYE) is designed to provide all EOP freshmen with the skills and support networks necessary to ensure success. A First Year Experience Project Team comprised of faculty, student development professionals, students, and other campus representatives is involved in all facets of the program. The First Year program is comprised of many different components, among them, academic advising services, personal counseling, course grouping through our Learning Communities, educational workshops, social/cultural programs, tutoring, and, if deemed appropriate, extensive academic preparation through our Summer Bridge component. General and continuing services include:

- admissions assistance
- outreach presentations to schools and communities
- 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 Sacramento State freshmen make a smooth transition to college.

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

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

Lassen Hall 2205  
(916) 278-6183  
<http://www.csus.edu/eop/sb/index.htm>

Summer Bridge, administered through the Educational Opportunity Program, is a free six-week intensive academic preparation and college orientation program designed to help incoming first-year 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 mathematical skills are eligible. Summer courses may include up to three college courses including an in-depth College Success course. Successful completion of the courses earns students 3-8 units of credit.

Housing is provided in campus residence halls for students living outside of the Sacramento region and is based on availability. To be considered for Summer Bridge, students must be admitted to Sacramento State and to EOP, submit a separate Summer Bridge application as well as take the Entry Level Math (ELM) and English Placement Test (EPT).

All eligible students are encouraged to find out more about the Summer Bridge Program by contacting the EOP Office or visiting the Summer Bridge website.

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### Faculty/Student Mentor Program (FSMP)

Lassen Hall 2205T  
(916) 278-7332  
[www.csus.edu/fsmp](http://www.csus.edu/fsmp)

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 may 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, build communities, and to promote excellence.

For more information, please call or visit our office.

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### Services to Students with Disabilities

Lassen Hall 1008  
(916) 278-6955 (voice) or (916) 278-7239 (TDD)  
(916) 278-7825 (fax)  
[www.csus.edu/sswd](http://www.csus.edu/sswd)

The Office of Services to Students with Disabilities (SSWD) offers students with disabilities equal opportunity to participate in all programs, services, activities and facilities. SSWD also promotes campus awareness and education on disability issues.

The following disability categories may impede a student's educational process and necessitate support services: visual, communication, hearing, psychological, and mobility impairments, specific learning disabilities, other functional limitations and temporary disabilities.

Individually prescribed services linked to functional limitations may include: assistance in the admission process, academic advising, limited priority registration and add/drop, disability management counseling, readers, note taking, interpreting, Real Time Captioning, Braille textbooks, electronic text, limited on campus transportation assistance, selective adaptive equipment, classroom test accommodations, advocacy, and referrals.

In order to help facilitate graduation, the "TRIO" Student Support Services Project offers retention services to students with disabilities who have academic support needs. It offers

limited supplemental and remedial instruction in various subjects including English writing and modified remedial Math to eligible students.

The High Tech Center ensures equal access to computers through needs assessment instruction in the use of assistive computer hardware and software, and alternative media production.

The Learning Disability Program refers students for diagnostic assessment of LD and ADD/HD to campus and local resources and then provides appropriate support services.

To be eligible for services, a student must be currently enrolled at Sacramento State with documentation of disability on file at the SSWD Office that demonstrates the need for accommodation and support services.

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### The EXCEL Program

Pamela O'Kane: (916) 278-4345  
E-mail: [okane@csus.edu](mailto:okane@csus.edu)

In the EXCEL Program, Sacramento State students learn the basics of tutoring elementary school children in reading or mathematics. After training, they work under supervision at local elementary schools helping children who are achieving below grade level. The classes: EDTE 101A/B, EDTE 103A/B, EDTE 104, and EDTE 105 each offer 3 units of upper division credit. Some paid positions are available with funding through FWS or America Reads/America Counts. This experience is an excellent way for students to find out if a career working with young people is right for them.

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### Learning Skill 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 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.

The Learning Skills Center and the Educational Opportunity Program offer courses, workshops, and individual assistance to students at all University levels. Program areas include composition, reading, study skills, mathematics, English for multilingual students, and special services for students with learning disabilities. In addition, internship courses are offered for students who want to tutor at the college level.

### 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 CBEST, RICA, GRE, and CTEL. 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 at the Center's web site for all major exams.

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

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

Accommodations 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

### Career Center

Lassen 2000  
(916) 278-6231  
[www.csus.edu/careercenter](http://www.csus.edu/careercenter)

The Cooperative Education Program at Sacramento State provides upper division and graduate students with paid, degree-enhancing professional work experience. Co-op encourages student growth by providing opportunities that link classroom theory with real work experience. Students who participate in a Co-op earn academic credit in addition to a salary. A faculty coordinator monitors students' work, and issues assignments and credit.

Participation in Cooperative Education empowers students to make informed career decisions and move toward achieving an advantage in a competitive job market. Additionally, participation can enhance self-esteem, bring greater meaning to course work, and help students build important contacts for future employment. Upon graduation, students have the demonstrated experience and the necessary skills top-level employers seek. The Cooperative Education Program offers career counseling and referrals for possible job placements. Students must meet minimum qualifications to apply and participate. The Cooperative Education Program is administered through the Career Center with additional satellite offices located across campus.