



NOTE:

This document is specific to the
2000-2002 printed catalog.

Many programs and services exist to help students achieve their academic goals. This section introduces several of these student services, most of which are housed in Lassen Hall. Descriptions of other services for students can be found in the section on Educational Equity, which follows.

ACADEMIC ADVISING

Academic Advising is essential for academic success. All departments are required to provide advising to students in their majors. The Academic Advising Center in Lassen Hall 1012 is the home department for undeclared majors.

The Advising Center is also the source of general advising for all undergraduate students. Faculty advisors, professional advisors and peer advisors provide assistance on general education requirements, writing requirements, the foreign language requirement, academic status, selecting a major, required remedial courses, selecting courses, repeating courses, enrollment in January Intersession and Summer Session, and interpreting academic policies.

Advisors in the Advising Center assist students on a drop-in basis; no appointment is needed. The Advising Center is open from 8 a.m. – 5 p.m., Monday, Thursday and Friday, and until 6 p.m. Tuesday and Wednesday.

Additional information on advising can be found at the Academic Advising web site, www.csus.edu/acad.

ATHLETICS ADVISING PROGRAM

The Athletics Advising Program, Lassen Hall 1010, is an educational equity and student retention program that assists all CSUS intercollegiate student-athletes by providing academic support services. The two full-time academic advisors in the athletics advising office provide student-athletes with general education advising, course scheduling assistance, NCAA continuing-eligibility

monitoring, and general University policies and procedures. In addition, the staff coordinates various study table and individualized tutorial services for all of the 20 NCAA-sponsored sport teams at CSUS.

Athletics Advising is open for drop-in and scheduled-appointment advising sessions. All CSUS intercollegiate student-athletes are required to meet with an athletics advisor at least once per semester. Call (916) 278-7796 or 278-5440 for more information.

CAREER CENTER

The Career Center assists students in identifying and obtaining their educational and career objectives through a variety of programs and services.

Through individual appointments with a career counselor, students can identify values, personality traits, skills and interests that influence their decisions about choices and changes of majors, minors and work. Students can explore fields and occupations of interest using the Career Resource Library, computer databases and the Internet. Individualized action plans can include informational interviews, internships, volunteerism, and part-time employment.

Exploration through experience is an important aspect of making viable academic, work, and life decisions. The Experiential Learning Program provides students with part-time, volunteer, community service, internship, and seasonal job opportunities. Students have access to job information 24 hours a day, seven days a week through the Jobs-by-Phone line (916) 278-4562, as well as, JobTrak on the Internet (www.jobtrak.com). Binders with job listings are available Monday through Friday, 8 a.m. to 5 p.m. in the Career Center. A seasonal, volunteer, and internship Job Fair is held every February.

More than 250 local and regional employers in business, education, and government conduct on-campus interviews with graduating students throughout the

academic year, coordinated by the Recruitment Program. Students preparing their job searches have access to job search, resume and interview workshops, orientations to the On-Campus Recruitment process, company information meetings, company literature and videos, and Fall and Spring Career Fairs. Binders are updated daily with full-time job listings in business, government, nonprofit, and education.

The Career Center welcomes students and alumni* Monday-Friday, 8 a.m. - 5 p.m., in Lassen Hall 2000. Call (916) 278-6231 or visit the Career Center web site at www.csus.edu/careercenter.

The Career Center may furnish, upon request, information about the employment of students who graduate from programs or courses of study preparing students for a particular career field. This information includes data concerning the average starting salary and the percentage of previously enrolled students who obtained employment. The information may include data collected from either graduates of the campus or graduates of all campuses in the California State University.

CHILDREN'S CENTER

The Associated Students' Children's Center, designed for young children, was built by student funds. Children ages 6 months to 7 years of age are welcomed by a qualified staff of certificated, experienced teachers. The rest of the adult-child ratio is met by student employees who offer experience, knowledge, and diversity of culture.

Children of students, faculty, staff and alumni may attend the program, although priority admission is given to children of students.

Fees are based on hourly and full day rates. Students may apply for child care financial assistance if they meet income eligibility guidelines.

* Alumni are eligible to use designated Career Center services for an annual fee.

All programs offer a rich environment of cultural diversity. A mainstreaming program for children with a range of special needs is also available. The developmentally appropriate daily curriculum includes experiences in music, art, science, language, fantasy and gross motor play. The social/emotional development of the child is emphasized. The attainment of high self-esteem and self-respect in each child is the primary program goal.

Hours are 7 a.m. - 8:30 p.m., Monday - Thursday. The Center closes at 6 p.m. on Fridays. The program operates year-round except for Christmas vacation and University holidays. Please call (916) 278-6216 for more information, or visit our web site www.csus.edu/asi/children.

COOPERATIVE EDUCATION PROGRAM

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

Coop is a comprehensive educational strategy integrating classroom curriculum with academically related work experience. It reinforces and expands critical thinking skills by combining traditional academic curriculum with practical applications. Participation enhances self-esteem, academic performance and career satisfaction. Upon graduation, students have the demonstrated experience and the necessary skills employers seek in new graduates. A growing number of employers utilize Coop as a major recruitment tool for hiring entry-level professionals.

The Coop office offers advising, referrals, and placements. There is an application process, and students must meet minimum qualifications to participate in Coop. Weekly information sessions are held. Please call (916) 278-7234 for more information.

EDUCATIONAL OPPORTUNITY PROGRAM

The Educational Opportunity Program, established in 1969, is designed to improve access and retention of low-income and educationally disadvantaged students. An EOP student has the potential to perform satisfactorily at CSUS, but has not been able to realize this potential because of his/her economic or educational background. The program provides admission, academic, financial assistance and retention services to eligible undergraduate students who are California residents.

The primary aim of the program is to help students achieve their college goals by providing services needed to be successful in college. The following services are offered through EOP:

- admissions assistance
- a special orientation to the university
- advising, personal counseling, and tutoring
- financial aid advising and information
- an EOP is grant awarded to eligible EOP students
- course placement and planning
- learning and study strategies
- instructional services through an EOP Learning Community
- recommendations and referrals to other special programs and services

Once a student begins the university admission process, they can also apply to enroll in a free six-week intensive academic program called Summer Bridge. Summer Bridge is designed to help incoming freshmen make a smooth transition from high school to college by offering courses to help strengthen their math, reading, and other academic skills.

For more information, call (916) 278-6183. Applicants are also invited to visit our office at CSUS in Lassen Hall, Room 2205.

EVENING SERVICES

A variety of high-demand services, all on the first floor of Lassen Hall, are open extended hours to assist students who come to campus primarily in the evening. These offices are Cashiering Services, Disbursement Services, Accounts Receivable, Financial Aid, Admissions and Records, and Academic Advising. Evening hours are until 7 p.m. Monday through Thursday during the first two weeks of classes, and until 6 p.m. Tuesday and Wednesday for the remainder of the semester.

FINANCIAL AID

The Office of Financial Aid assists students who have difficulty meeting the cost of attending the University. Although the primary responsibility for financing an education rests with the student and the student's immediate family, many students will require additional assistance to finance their educational goals. Those students who think they may need help in meeting their educational costs are encouraged to apply for financial aid.

To apply for financial aid, all students should complete the Free Application for Federal Student Aid (FAFSA). This form may be obtained from the CSUS Financial Aid office and from other colleges, universities and high schools throughout California. This single application will determine the student's need for financial aid programs (excluding scholarships) available at CSUS, including student loans.

Students are encouraged to apply before the priority filing date of March 2. To meet this priority filing date, the FAFSA should be mailed by February 25. Because funds are limited, financial aid is awarded first to eligible students who meet the deadlines and have the greatest need.

Eligible students may receive financial aid comprised of grants, which are awarded on the basis of financial need and do not have to be repaid; loans, awarded on the basis of financial need and/or cost

of attendance and made available from both the University and outside lending institutions; and/or federal work-study, awarded on the basis of financial need and earned through employment.

To apply for scholarships, complete an institutional scholarship application and submit it to the Financial Aid Office prior to the March 15 deadline. Staff and counselors are available to assist students with eligibility criteria and procedures and forms needed, and to answer questions. See the Financial Aid section on page 91 for details, or call (916) 278-6554. Please visit our web site at www.csus.edu/faid.

FOUR-YEAR GRADUATION PLEDGE PROGRAM

CSUS offers a four-year graduation pledge program for freshmen students. The University pledges to provide classes for students in the program and to provide priority registration, if necessary, to assure that students are able to enroll in the classes needed for graduation. The University will assign a faculty advisor to students in the program to provide guidance throughout the students' four years at the University.

The program requires that students declare a major, complete (or be exempted from) all qualifying exams, participate in academic advisement with an assigned faculty advisor, and complete 31 to 35 units per year with a minimum 2.0 graduate point average in the major and cumulatively. For more details about the program, call (916) 278-5933.

HEALTH CENTER

Medical services provided by the Student Health Center include primary care of illnesses and injuries, gynecology, contraception, immunizations, and HIV testing and counseling. There is a lab, pharmacy, x-ray, and health education department on site which provide additional services for students. Most services are available on a walk-in basis. Pap smears, physical exams and optometry services are

available on an appointment basis by calling (916) 278-6461.

The Student Health Center is located on the northwest side of campus and provides basic outpatient medical, educational, and psychological services to currently enrolled students. No insurance is required. Health insurance, e.g. major medical and dental are offered through Associated Students, Inc. Hours of service: 8 a.m. - 4:30 p.m., Monday - Thursday, and 9 a.m. - 4:30 p.m., Friday. For more information, please visit our web site at www.csus.edu/hlth/index.html.

HOUSING INFORMATION

On Campus Housing

Information on living on campus in the residence halls is available from Housing and Residential Life. For information call (916) 278-6655 or visit the Housing web site at www.csus.edu/housing.

Applications are accepted for Fall occupancy, beginning November 1 of the preceding year; and for Spring occupancy, beginning August 1 of the preceding year. (See page 26.)

Off Campus Housing

Students interested in living off campus may review a self-service listing of rentals in the Sacramento community located at the Student Access Center in the CSUS Library. The University does not inspect the properties, nor screen property owners. Students must contact landlords personally and make their own arrangements for rentals.

LEARNING COMMUNITIES

The Learning Communities program establishes connections between courses in different subject areas and General Education. 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 and coordinate readings and assignments.

Students who join a Learning Community are linked to other

students enrolled in the same classes. Learning Communities help students form connections with professors and other students, strengthening 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. Call (916) 278-5933 for more information.

LEARNING SKILLS CENTER

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). It offers courses and tutorials for second language students who would 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 ESL and oral skills, grammar, and writing for ESL students. Test preparation tutorials and classes are available to help ESL students prepare for the Writing Proficiency Exam and all students prepare for selected professional tests.

The Learning Skills Center, located in Lassen Hall, provides opportunities for students to maximize their success in the university. For information, call (916) 278-6725.

NEW STUDENT ORIENTATION

New freshmen and transfer students are encouraged to attend New Student Orientation. During Orientation, advisors and faculty meet with new students to explain academic requirements and registration procedures, campus programs and services and to offer helpful hints about life at CSUS.

The Freshman Orientation is a two-day program that enables new

first-year students to become familiar with college life. Freshman students will register for their first semester courses at Orientation. This is the only advisement available to new students prior to registration.

A detailed description of orientation programs is sent to all new students in April for the Fall semester and in October for the Spring semester. Information is provided via the Orientation web site: www.csus.edu/acad/orientation.

PERSONAL SAFETY AND PROTECTION OF PROPERTY

The University and the Department of Public Safety encourage the prompt reporting of any incident that compromises the safety, health or rights of University community members. The Department of Public Safety is the primary respondent for campus emergencies and reports of criminal activity on campus.

CSUS officers work in cooperation and mutual support with State and local police agencies. This cooperation has resulted in an awareness on the part of the University of criminal activity, perpetrated beyond the campus, by our students and student groups. Reports of criminal activity will be fully investigated, and the appropriate referrals will be made with respect to subsequent action by the courts, the University, or both.

To report an emergency, dial 911 from any campus phone. For non-emergency assistance, dial 8-6851 from any campus phone. For more information on public safety policies and procedures at CSUS, refer to Appendix K. For Student-Right-To-Know information, please access our web site www.csus.edu/police/SRTKRPT/html. For any other campus law enforcement information, please visit us at www.csus.edu/police.

PSYCHOLOGICAL COUNSELING SERVICES

The Psychological Counseling Services Department, located in the Student Health Center, is staffed by psychologists, social workers, MFC counselors and psychiatrists to

provide emotional and psychological support to students.

Psychological Counseling Services is also a training site for interns (both doctoral and master's degree level) who provide services under the supervision of staff. Services are provided in a confidential setting on an individual and group basis to assist with anxiety, depression, stress and personal situational difficulties which interfere with a student's performance and quality of life. Brief services (eight sessions per academic year, with a maximum of 16 sessions per CSUS career) allow students the opportunity to explore personal/psychological issues as well as academic difficulties and interpersonal relationship problems.

Assessment and referral services are available on a daily drop-in basis for students seeking regular on-going counseling or who are experiencing an acute emotional crisis. In addition, consultation services are provided upon request to faculty and staff in an effort to improve mental health in the campus community. Call (916) 278-6416 for more information or visit our web site at www.csus.edu/psysrv.

RAPE PREVENTION EDUCATION PROGRAM

The Rape Prevention Education Program provides educational presentations, workshops, resource library and referral information on sexual assault issues such as acquaintance rape, prevention strategies and personal safety. The program's focus is on prevention although crisis support and victim advocacy referral services are available. This program is part of the Student Health Center's health education department. For more information about the program, call (916) 278-5422, drop by Student Health Center room 122 or visit our web site www.csus.edu/hlth.

SERVICES FOR REENTRY STUDENTS

The Office of Reentry Services, located in Lassen Hall, counsels adults and helps them explore

academic options, determine career choices, and learn of acceleration opportunities. The staff is experienced in understanding the needs and concerns of the reentry student and will assist in easing the transition to college life.

Reentry Services provides admission information as well as coordinates special admission programs for adults 25 years and older who would otherwise not be admissible and a fee waiver program for applicants 60 years and older. The office administers reentry scholarships and hosts a specialized orientation for adults each semester. For more information, call (916) 278-6750 or see www.csus.edu/admr/reentry.html.

SERVICES TO STUDENTS WITH DISABILITIES

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

The SSWD office recognizes the following disabling conditions which may impede a student's educational process and necessitate support services: visual, communication, hearing and mobility impaired, specific learning disability, other functional limitations and temporary disabilities.

Program services are individually prescribed and may include: admission assistance, academic advising, limited priority registration and add/drop, disability management counseling, reading, note taking, interpreting, golf cart shuttle, selected generic adaptive equipment, classroom test accommodations, advocacy and referrals.

The "Trio" Student Support Services Project offers retention services to students with disabilities who have academic difficulties in order to ensure graduation. It offers limited supplemental tutoring support services in various subjects and modified entry level math.

The High Tech Center offers needs assessment and instruction in the use of adaptive computer hardware and software to ensure that students with disabilities are provided equal access to computers.

The Learning Disability Program refers diagnostic assessment to Psychological Services. Learning Strategies workshops, academic advising, counseling regarding disability related issues, and course accommodations are offered.

To be eligible for services, a student must be currently enrolled at CSUS and have documentation of the disability on file at SSWD. Call (916) 278-6955 (voice) or (916) 278-7239 (TDD) for additional information on SSWD services or programs.

STUDENT COMPLAINT HEARING POLICY

A policy is in place which addresses grievances that result from alleged inequitable treatment by a University employee, enforcement of an unfair policy, or failure to adhere to a University policy which does not fall into the categories of grades, student discipline, or harassment/discrimination issues. This policy reflects the University's desire to resolve disputes within each program center and at an informal level. If such a resolution is not possible, this complaint procedure provides a fair and collegial hearing process.

For a copy of the policy, contact the offices of the Vice President, Student Affairs, all Program Center administrators, or refer to the governing shelf at the University Library. Contact the Vice President, Student Affairs, at (916) 278-6060 with your questions.

UNIVERSITY OUTREACH SERVICES

The Office of University Outreach Services coordinates all campus outreach programs, including precollegiate services, high school services and transfer services, as well as services to students from low income and

educationally disadvantaged groups. The programs are designed to meet enrollment levels that reflect the richness of diversity in the Sacramento Region, and to build a healthy enrollment balance by class level and academic programs.

Precollegiate Services include:

- The New Horizons Project, which helps middle school students and their parents develop self-esteem, set goals and plan for college and career;
- The Tenth Grade Outreach Project, where sophomores at selected area high schools learn how to plan for college through activities conducted by Outreach staff and CSUS faculty;
- The Precollegiate Academic Development (PAD) Project, established at CSUS and systemwide in response to the CSU Trustee policy to strengthen English and mathematics skills for entering freshmen, thereby reducing the need for remedial course work at the University level; and
- College: Making It Happen, an intersegmental effort by the CSU, the University of California, California community colleges, and private universities to provide college awareness opportunities to 6th-9th grade students and their parents.

High School Outreach Programs

High School Outreach Programs provide information and guidance on higher education opportunities in general, and CSUS opportunities in particular, to prospective students, parents, guidance personnel, and other interested persons. The Outreach staff also assists students in completion of the matriculation process and articulates University programs, policies and procedures with other educational institutions and agencies.

In addition, University Outreach Services also encompasses programs such as:

- Memorandums of Understanding, established with the Elk Grove and San Juan Unified Districts and Sacramento and Luther Burbank High Schools as student-centered partnerships that emphasize college preparation; student academic achievement; increasing the college preparation and college-going rates of district students; strengthening curricula articulation and preparation of teachers; increasing parental awareness about college; and ensuring student success at and graduation from CSU Sacramento
- High school liaison, designed to provide extensive outreach visits and activities at high schools in the CSUS service area and throughout the state;
- Campus tours, tele-counseling services, distribution of complimentary copies of the University Catalog and related CSU/CSUS materials to schools, colleges and related agencies, and consultation to University academic departments in planning articulation conferences.

Transfer Services

CSUS works closely with all community colleges in California to facilitate a smooth transition for students transferring to CSUS. Services include:

- development and distribution of official articulation agreements between CSUS and other campuses that indicate the acceptability of transfer courses toward meeting lower-division major preparation;
- visits to community colleges to meet with prospective students and to provide instant, on-site admission for eligible applicants at major feeder community colleges;
- Development of a Transfer Admission Commitment, a contract between prospective students and CSUS that guarantees admission to CSUS when

the necessary course requirements have been completed;

- Transfer Day, a program designed for transfer students to visit CSUS, attend workshops of special interest to transfer students, take a campus tour, and meet with faculty in their academic majors; and
- Participation in the California Articulation Number System (CAN), a statewide cross-reference number system that identifies courses of comparable content on participating campuses.

For more information, contact University Outreach Services at (916) 278-7362 or (1-800) SAC-IS-IT, or visit our web site at www.csus.edu/admr/outreach.html.

TESTING CENTER

The Testing Center supports the academic community by coordinating and administering a variety of national examinations, including the ACT, CBEST, RICA, CLAD, 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 www.csus.edu/testing.

The Testing Center administers qualifying exams and course challenge exams for all academic departments. These exams include 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. Special equipment such as wheelchair

accessible and adjustable tables and computer stands, computer-assisted and computer-adaptive testing software, special lighting and a quiet, distraction-free environment are available. Readers, scribes, and interpreters are provided upon request.

The Testing Center, as a service to the faculty, 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. For additional information, call (916) 278-6296 or visit our web site at www.csus.edu/testing.

VETERANS AFFAIRS

The Office of Veterans Affairs assists veterans, reservists, and dependents of service disabled or deceased veterans with educational benefits. The staff provides advice on completing and filing VA claim forms for federal and state education assistance programs. They also assist with special registration procedures required for students who are sponsored under one of the VA Fee Waiver programs (for dependents and disabled veterans); provide help in identifying and resolving payment problems; and help arrange loans to qualified students under special circumstances.

A limited number of VA work-study jobs are available to dependents and veterans who are currently receiving educational benefits. The Veterans Affairs Office is located in Lassen Hall. Check in at the Admissions and Records Service Counter between 9 a.m. and 4 p.m. Monday-Friday, or call (916) 278-6733. Visit our web site at www.csus.edu/admr/vetshome.html.

WOMEN'S RESOURCE CENTER

The Women's Resource Center (WRC) promotes gender equity through education, advocacy, and social action. In collaboration with other campus organizations and university programs, the Center develops programs designed to increase the awareness and understanding of the contributions, opportunities, and barriers facing women in our society. The WRC also houses a circulating library relating to women's issues and maintains up to date listings of campus and community resources relative to women's concerns. Support and advocacy are also important services offered by the Center. The services and programs of WRC are available to all CSUS students, faculty, and staff.

Visit our web site at www.csus.edu/wrc for more specific information about services and current programs at the Women's Resource Center or contact us at (916) 278-7388. The center is located in Lassen Hall 3000.

Did you know...

Herky the Hornet is the CSUS mascot, and green and gold are the University's colors.

More than 100 international countries are represented in the CSUS student body.