



NOTE:

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

UNDERGRADUATE ADVISING PROCEDURES

Effective academic advising is essential to the realization of the University's instructional mission. Through faculty advisors, student affairs staff, and advising publications, all students are entitled access to accurate, reliable, and consistent advising. Students are encouraged and in some cases required to utilize advising services. The goals of the University's advising program are:

- To assist students in planning their academic programs.
- To assist students in interpreting and applying University policies.
- To assist students in understanding the value of the University's General Education program and the relationship of this program to their interests and career objectives.
- To assist students in choosing educational and career objectives compatible with their interests and abilities.
- To facilitate use of the University's student services and resources.

Responsibility for the attainment of these goals is shared by students, faculty, staff and administration. The ultimate responsibility for academic success rests with the student. Students are expected to:

- Be aware of and comply with the University's published academic policies, procedures, and deadlines.
- Maintain their own advising files, which should include evaluation of General Education courses, unofficial copies of transcripts of courses taken at other colleges/universities, reports of placement test scores, semester grade reports, copies of forms and petitions, notes on discussions with advisors.
- Meet regularly, i.e., at least once per semester, with an advisor in the student's major or, in the case of undeclared majors, advisors in the Academic Advising Center.

- Keep the declaration of major accurate by completing a Change of Major form at the Admissions and Records Counter in Lassen Hall as the major is changed.

Because of the high correlation between effective advising and academic success, 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.

Students who do not comply with policies requiring meetings with advisors will be denied access to CASPER. All students on academic probation are required to meet with an academic advisor in their department, or in the case of undeclared majors, with an advisor in the Academic Advising Center.

Academic advising is provided primarily by faculty in the student's major department and by advisors in the Academic Advising Center. Those offices, and the others listed below, comprise the campus advising system.

Faculty Advisor — Advisors in the major departments are available to assist students in planning an academic program appropriate for each student. Faculty advisors are also helpful in the exploration of career options. Students should see an advisor in their major prior to registration each semester.

Academic Advising Center — Faculty and professional advisors provide general advising on a drop-in basis. Areas commonly discussed are selection of a major, General Education, and general graduation requirements. The Center also coordinates regularly scheduled orientation programs for new students. Lassen Hall 1012.

Degree Programs Center — The Degree Programs Center of the College of Business Administration assists all current and potential undergraduate business administration students with all aspects of program advising, coordination of career advising, approval of gradua-

tion evaluations for major and minor programs, and clearinghouse activities relating to most types of petitions. Tahoe Hall 1030.

Athletics Advising Program — The Athletics Advising Program assists CSUS intercollegiate student-athletes with academic support needs such as general education advising, course scheduling, NCAA continuing-eligibility monitoring, and tutorial assistance. Student-athletes are encouraged to begin working with the Athletics Advising Program during their first semester. Lassen Hall 1010.

Education Student Service Center — 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 this office during their first semester. Eureka Hall 216.

Admissions and Records Office — Admission counselors provide information on degree programs available on 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. Lassen Hall main lobby.

Degree Evaluations Office — 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 also prepared, upon student request, for students who have completed 90 units and are within two semesters of graduation. (See Application for Graduation, page 79.) Students with questions about their transfer credit or graduation evaluations should contact the Degree Evaluations office. Lassen Hall main lobby.

Freshman and Transfer Student Orientation — Most new freshmen and transfer students register for courses in their first semester by

attending the CSUS Orientation program. During Orientation, professional 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.

Reentry Services — Reentry Services offers educational counseling to the adult student. Educational options are reviewed, including the selection of a major, General Education and graduation requirements and University policies. Lassen Hall main lobby.

SYSTEMWIDE TESTS REQUIRED OF MOST NEW STUDENTS

The CSU requires new students to be tested in English (the English Placement Test or EPT) and mathematics (the Entry Level Mathematics Examination or ELM) as soon as possible after they are admitted and before enrollment. These are not admission tests, but a way to determine if students are prepared for college work, and if not, to counsel students on how to strengthen their preparation. You might be exempt from one or both of the tests if you have scored well on other specified tests or completed appropriate courses (see exemptions on the following pages).

Students wishing to enroll in certain science, mathematics and foreign language courses must also take placement examinations, usually in advance of enrollment. These requirements and related procedures are outlined below. These examinations are necessary for appropriate course selection.

ENGLISH PLACEMENT TEST (EPT) AND EXEMPTIONS

The CSU requires new students to be tested in English and mathematics as soon as possible after they are admitted and before enrollment.

These are not admission tests, but a way to determine whether you are prepared for college work and, if not, to counsel you how to strengthen your preparation. You might be exempt from one or both of the tests if you have scored well on other specified tests or completed appropriate courses.

English Placement Test (EPT) — The CSU English Placement Test must be completed by all non-exempt undergraduates prior to placement in appropriate university English coursework. Exemptions from the test are given only to those who present proof of one of the following:

- A score of 550 or above on the Verbal section of the College Board SAT I* Reasoning Test taken on or after April 1, 1995.
- A score of 470 or above on the Verbal section of the College Board SAT I* Reasoning Test taken between March 1994 and March 1995. A score of 470 or above on the Verbal section of the College Board Scholastic Aptitude Test (SAT) taken prior to March 1994.
- A score of 24 or above on the enhanced ACT English Test taken October 1989 or later.
- A score of 22 or above on the American College Testing (ACT) English Usage Test taken prior to October 1989.
- A score of 680 or above on the re-centered and adjusted College Board SAT II: Writing Test taken May 1998 or after.*
- A score of 660 or above on the College Board SAT II* in English Composition with essay taken prior to January 1994.
- A score of 3, 4, or 5 on either the Language and Composition or the Composition and Literature examination of the College Board Scholastic Advanced Placement program.

* NOTE: The College Board SAT and Achievement Tests were replaced by SAT I and SAT II, respectively, beginning March 1994. Beginning April 1, 1995, the SAT I and SAT II exams have been scored on a new scale.

- A score on the CSU English Equivalency Examination that qualifies the student for “Pass for Credit” or “Exemption.”
- Completion and transfer of a course that satisfies the General Education-Breadth or Intersegmental General Education Transfer Curriculum (IGETC) written communication requirement, provided such course was completed with a grade of “C” or better.

The results of the EPT test will not affect admission eligibility but will be used to identify students who need special help in English in order to do college-level work.

This required test will determine whether you should enroll in English 1A (College Composition), English 1 (Basic Writing Skills) or Learning Skills 15 (College Language Skills), or equivalent ESL classes.

Failure to take the English Placement Test before your first semester of enrollment will prevent you from registering for any classes. Placement tests at other colleges or universities do not apply; however, the EPT may be taken at any other CSU campus.

ENGLISH REQUIREMENTS FOR INTERNATIONAL STUDENTS (ON VISA) AND PERMANENT RESIDENTS

English Diagnostic Test

All undergraduate international students (on visa) and permanent residents (green card holders) from non-English speaking countries must take both the English Placement Test (unless exempt; see above) and the English Diagnostic Test (EDT). All other native speakers of languages other than English are encouraged to take the EDT as well. The English Diagnostic Test will determine placement in the most appropriate ESL course for each student and will determine which students are eligible for the ESL administration of the Writing Proficiency Exam. Until this test

requirement is met, international students and permanent residents will not be allowed to register for any classes, including ESL classes.

Students will be placed in the following course sequence according to their score on the English Diagnostic Test:

- Learning Skills 86
- Learning Skills 87
- English 2

If you are required to take the course indicated above and do not register for the prescribed course during your first semester on campus, you may not be able to enroll in the next semester. To register for the test or to obtain additional information about this test, contact the Learning Skills Center, Lassen Hall, (916) 278-6725.

ENTRY LEVEL MATHEMATICS (ELM) EXAM

The ELM examination tests for entry level mathematics skills acquired through three years of rigorous college preparatory mathematics coursework (normally Algebra I, Algebra II, and Geometry). All undergraduate students must take the test or be exempted from it prior to placement in appropriate university mathematics coursework.

The results of the ELM examination will not affect admission eligibil-

ity but will be used for placement in appropriate coursework.

Specific policies regarding retesting and placement are determined by the campus.

Exemptions from the test are given only to those students who can present proof of one of the following:

- A score of 550 or above on the mathematics section of the College Board SAT I Reasoning Test or on the College Board SAT II Mathematics Tests Level I, IC (Calculator), II, or IIC (Calculator).
- A score of 23 or above on the American College Testing Mathematics Test.
- A score of 3 or above on the College Board Advanced Placement mathematics examination (AB or BC).
- A score of 3 or above on the College Board Advanced Placement Statistics examination.
- Completion and transfer of a course that satisfies the General Education-Breadth or Intersegmental General Education Transfer Curriculum (IGETC) quantitative reasoning requirement, provided such course was completed with a grade of "C" or better.

Non-exempt students are required to take the ELM examina-

tion before their first semester of enrollment and before enrollment in any quantitative reasoning course, including developmental courses. Such students are encouraged to satisfy their ELM requirement as soon as possible after being admitted.

Students not passing the ELM examination should contact the Learning Skills Center in Lassen Hall, (916) 278-6725, for placement into appropriate courses.

These tests should be taken at the next opportunity after admission or as soon as possible thereafter. Failure to take the EPT or the ELM Exam, as required, before the first semester of enrollment will lead to a registration hold or administrative probation, which according to CSU Executive Order 665, will prevent you from enrolling at the University.

MORE INFORMATION

Information bulletins and registration materials for the EPT and ELM will be mailed to all students subject to these requirements after admission to the University. The materials may also be obtained from the English Department or the Testing Center. To register for the exam(s) or to obtain additional information, contact the Testing Center in Lassen Hall, (916) 278-6296.

REQUIRED ENGLISH AND MATHEMATICS PREPARATORY COURSES FOR FRESHMEN - EXECUTIVE ORDER 665

According to CSU Executive Order 665, students whose scores fall below indicated ranges on the EPT and/or ELM are required to enroll in the appropriate preparatory courses in their first semester of enrollment. All preparatory courses must be completed within the students' first year of enrollment; otherwise, the students will not be allowed to continue at the University, resulting in Administrative Disqualification.

Once the students are adminis-

Entry Level Mathematics (ELM) Equivalency Course Sequence For Students Who Are NOT EXEMPT from the ELM Requirement		
Scores	Planning to take Math 1 for GE area B4	Planning to take a GE area B4 Math Course other than Math 1**
370 or below	LS 7A and 7B	LS 7A and 7B and Math 9*
380 - 470	LS 10A and LS 10B*	LS 10A and Math 9*
480 - 540	LS 10B	Math 9* or Math 11*
550 or above ELM Exam Passed	No ELM equivalency courses required.	
480 or above if ELM Exam taken prior to 5/9/92	Take Math 1	Refer to the catalog for your GE Mathematics course
* This course requires the Department of Mathematics' Elementary Algebra Diagnostic Exam as a prerequisite.		
** Courses in this category are Math 17, 24, 26A, 26B, 29, 30, 31, 35, and STAT 1, 50. Successful completion of a Diagnostic Exam is a prerequisite. NOTE: You may elect to retake the ELM Exam. You are not required to retake the ELM Exam after completion of the course sequence.		

tratively disqualified, they will be required to complete general education English and/or mathematics requirements at a community college with a “C -” or higher grade before returning to the University. The EPT and ELM scores and the appropriate course placement is shown below:”

English

If you are an entering freshman who scores in one of the ranges below GE level on the EPT you must enroll in the course which corresponds to your placement range in the first semester at CSUS. You must also enroll for the next course in the sequence in the following semester until college-level English is completed.

EPT Scores	Course Placement
EPT total score 120-141	Learning Skills 15
EPT total score 142-150	English 1
EPT total score 151+	English 1A

If you place in LS 15 or English 1 you must enroll in that course in your first semester at CSUS. If you place in English 1A, you should take it either your first or second semester at CSUS.

If you are an ESL student, you must take the English Diagnostic Test (EDT) if you did not take the EPT at CSUS. If you are a freshman and your EPT score is below 151, you must enroll, in the first semester, in the following course sequence based upon your EDT placement: LS 86, LS 87, ENGL 2. This sequence is recommended for non-freshman students as well.

Mathematics

If you are not exempt from the ELM Exam, you must satisfy the ELM requirement by either passing the ELM Exam (a passing score is 550) or passing the appropriate ELM equivalency courses. (Only designated courses taken Fall Semester 1992 and later are eligible for ELM equivalency.) Students must enroll in ELM equivalency courses during the first semester at CSUS, and enroll in the subsequent semesters in the next course in the sequence. Your ELM Exam score and whether you plan to take MATH 1 or a course other than

MATH 1 for your GE Area B4 will determine the course or course sequence you must pass to satisfy the ELM requirement.

After passing the ELM Exam or the appropriate ELM equivalency courses, you may enroll in MATH 1 for the General Education Quantitative Reasoning requirement or take a Mathematics Department Diagnostic Test which is a prerequisite to enrollment in other Mathematics courses (see page 61 for details). Contact the Department of Mathematics, (916) 278-6534, for additional information.

PLACEMENT EXAMINATION REQUIREMENTS

Chemistry

Students enrolling in Chemistry 1A are required to take a General Chemistry Placement Examination. This examination should be taken in the Testing Center in Lassen Hall, before registering through CASPER. Students who cannot take the examination at the Testing Center must take it in the first laboratory period during the first week of the semester.

Mathematics

All students enrolling in a course that satisfies the General Education Quantitative Reasoning requirement must present a passing score on the Entry-Level Mathematics (ELM) examination as a prerequisite to enrollment, unless exempted by test scores or prior course completion.

Additionally, students are required to take diagnostic tests.

Math 9 and Math 11

Students are required to take a diagnostic test in basic Algebra and Geometry. Examinations will be given the first or second class meeting. (These courses are not applicable for the baccalaureate degree.)

Math 17, 24, 26A, 29 and 107A and Stat 1

Students are required to take a diagnostic test in Intermediate Algebra. This examination will be

given each semester during the week before instruction and during the first week of instruction.

Math 30

Students are required to take a test in pre-calculus mathematics. This test can be taken in the Testing Center in Lassen Hall prior to the beginning of instruction.

Foreign Language

CSUS students who continue their study of a foreign language begun elsewhere must enroll in a course that does not duplicate previous college credits received. A placement test will be given prior to registration or at the first class meeting. If given prior to registration, it will be listed in the Class Schedule. Adjustment of registration, if necessary, will be made in accordance with the results of the placement exam.

Students who have begun the study of any foreign language in high school and who will enroll before taking the placement test may use the following as a guide for their first enrollment:

1A — if the student has less than two years of satisfactory high school study.

1B — if the student has two but less than three years of high school study.

1C — if students have completed up to two years of high school or one year of college French or German or Spanish with failing or unsatisfactory achievement or evaluation; and if students have had an extended interruption of beginning or intermediate formal language study.

2A — if the student has three but less than four years of high school study.

2B — if the student has four years of high school study.

Students who have acquired a knowledge of a foreign language without having received high school or college credit should consult with an advisor for placement.