



SERVICES FOR STUDENTS

Academic Advising
Career and Testing Center
Children's Center
Educational Opportunity
Program (EOP)
Evening Services
Financial Aid
Four-Year Graduation
Program
Health Center
Housing: On and Off
Campus
Learning Communities
Learning Skills Center
Multicultural Center
Nexus InfoSource
Personal Safety
Psychological Counseling
Rape Prevention Education
Services for International
Students
Services for Reentry
Students
Services to Students with
Disabilities (SSWD)
University Cooperative
Education
University Outreach
Services
Veterans Affairs
Women's Resource Center
University Policy on
Student Complaint
Hearing

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 (see page 20). Descriptions of other services for students can be found in the Educational Equity section (see page 31).

ACADEMIC ADVISING

Academic advising is essential for academic success. University policy requires all departments to provide advising to students in their majors. All students are encouraged to contact their major department and learn about advising procedures for students in their major. Students on probation are required to see an advisor.

A second source of advising assistance is the Academic Advising Center, Lassen 1012. Faculty and professional advisors are available to assist students on a drop-in basis with General Education requirements and interpretation of academic policies and procedures. The Academic Advising Center also assists students who have not decided on a major.

Questions on advising may be directed to the student's major department or to the Academic Advising Center, 278-6351.

CAREER AND TESTING CENTER

The Career Center assists students in identifying and obtaining their educational and career objectives.

Career Development

Self-awareness, career exploration, and decision-making skills are key factors in an individual's career development. Individual career counseling sessions, small-group workshops, and a career library are available in the Center. SIGI-Plus (a computer-based career decision-making process), campus-wide career awareness activities, class presentations, and other special programs also are offered to highlight career development and life plan-

ning. A two-unit career awareness and life planning class is taught by the Center's career counselors.

Internships

Referrals for internships, informational interviewing opportunities, and special student conferences in the community and region are available at the Center.

Student Employment (Jobs by Phone)

The Center serves as a clearing-house for part-time, volunteer, community service, service-learning, internship, co-op, and seasonal job opportunities. Currently enrolled students are encouraged to visit the Center to receive their "Personal Identification Number (PIN)" which enables them to call from any touch-tone phone 24 hours a day, seven days a week to listen to current available jobs.

Candidate Preparation and Placement

More than 300 local and regional employers in business, education, and government conduct on-campus interviews with graduating seniors throughout the academic year, coordinated by the Career Center Recruitment Program. To assist candidates for interviews, special workshops are offered regularly to address job-seeking tips, resume construction, and interviewing techniques. This highly active recruitment effort connects thousands of graduating seniors with prospective employers and provides students with expert guidance in researching and securing employment opportunities. In addition, a listing of full-time vacancies in education, business and industry, human services, and government agencies, is available in the Center library.

Resume Lab

A computer and laser printer are available for students to prepare one camera-ready copy of a resume, cover letter or any other job search document.

Alumni are eligible to use the services of the Center on an annual fee basis. For further information please visit the Center at Lassen Hall 2000 or call 278-6231.

Testing Services

The Testing unit administers national exams such as the GRE, GMAT, CBEST and Miller Analogies. The Residual ACT is offered seasonally for the benefit of students who apply too late to register for a national entrance exam. The unit also conducts CSU systemwide tests: the Entry Level Mathematics Exam (ELM); English Placement Test (EPT); and the Writing Proficiency Exam (WPE).

Other kinds of tests handled by the Testing unit include diagnostic and placement exams required for specific classes. For those students seeking personal or vocational help, a wide variety of tests is available as part of the counseling process. Special test arrangements for the disabled may be made.

Test consultation services for faculty and students are included in the services. For additional information, call 278-6296.

CHILDREN'S CENTER

The Associated Students' Children's Center, designed for young children, was built by student funds. Children ages 6 months to 8 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.

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 5:30 p.m. on Fridays. The program operates year round except for Christmas vacation and University holidays. Drop-in care is available on a limited basis. Please call 278-6216 for more information.

EDUCATIONAL OPPORTUNITY PROGRAM

The Educational Opportunity Program, established in 1969, provides California residents who have historically experienced economic and educational barriers to higher education, access to University special admission and retention services.

A special orientation to the University and assessment of personal and study skill needs are provided by EOP staff and are followed by an appropriate assignment to the program's retention services. Individual tutoring, advocacy, peer advising, workshops and Strategies of Learning courses are offered. Professional counselors also are available to help students transition to the University setting.

Assistance is provided for personal, financial and situational problems. EOP state grants are available from the Financial Aid Office for eligible students. For more information, see the Education Equity section in this catalog, or call 278-6183.

EVENING SERVICES

The Academic Advising Center, located in Lassen Hall 1012, is open until 6:30 p.m., Monday through Thursday during the academic year to provide advising and assistance to CSUS students

who work and cannot come to the campus during regular business hours. A full range of academic-related services is available, including General Education advising, add-drop information, withdrawal information, admissions, financial aid, evaluations, graduate studies, test and transcripts. Call 278-6351 if you have any questions.

Other student services that are available in the evening include the Admissions and Records Service Counter which is open the first week of each semester until 6 p.m., and the Reentry Office which is open in the evening by appointment only.

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/or 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, available beginning January 1 for the upcoming academic year, 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 60 for details, or call 278-6554.

FOUR-YEAR GRADUATION PROGRAM

California State University, Sacramento has instituted 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 students in the program a faculty advisor to provide guidance throughout their four years at the University.

The program asks students to declare a major, complete or be exempted from all qualifying exams, participate in academic advisement with an assigned faculty advisor, and to complete 31 to 35 units per year with a minimum 2.0 grade point average in the major and cumulatively.

To receive a brochure, pledge agreement and details about the program, call 278-6202.

HEALTH CENTER

The Suzanne A. Snively Student Health Center, located on the northwest side of the campus, offers high quality, convenient and affordable health care services. Hours are 8 a.m.-4:30 p.m. Monday-Thursday and 9 a.m.-4:30 p.m. Fridays. The Health Center operates on both a walk-in and an appointment system.

A well-rounded program emphasizing preventative health care and healthy lifestyles is available. Key services include:

- Medical services to treat illnesses and injuries
- Gynecology
- Pregnancy counseling
- Immunizations
- Health education in areas such as alcohol and drug prevention, rape prevention, sexual health and wellness
- HIV testing
- X-ray services
- Referrals to other health care agencies when appropriate

Also available on an appointment basis are:

- Pap smears
- Optometry
- Physical exams

In addition, the Health Center provides on-site pharmacy and laboratory services at reduced cost to all registered students. For more information, or to schedule an appointment, call 278-6461.

HOUSING INFORMATION

Information on the availability of privately owned rental units in close proximity to the University and information on on-campus living in the residence halls is available from the Office of Residential Life, Sierra Hall (Residence Hall complex, 278-6655).

Off Campus: Students interested in living off campus may review a self-service listing of rentals in the Sacramento community. This service is located next to the Residential Life administrative offices in Sierra Hall. The University does not inspect the properties,

nor screen property owners. Students must contact landlords personally and make their own arrangements for rentals.

Residence Halls: 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 19.

LEARNING COMMUNITIES

Faculty at California State University, Sacramento have developed a pilot program called Learning Communities to help students establish connections between General Education courses from different subject areas. The program, which also benefits students by linking them with students who have similar academic interests, is designed specifically for freshmen and sophomore students.

Students who join a Learning Community are automatically linked with 25 to 30 other students all enrolled in the same three general education classes. Each CSUS Learning Community has its own theme and courses complement each other.

Students who are admitted to CSUS do not need to meet any other admissions criteria to join a Learning Community. Each semester, new Learning Communities will be offered to first-year and sophomore students.

Call the Office of the Dean of General Education at 278-5344 for more information.

LEARNING SKILLS CENTER

The Learning Skills Center assists students in the development of basic and higher level skills essential to successful learning. The Center offers a variety of programs including self-instructional activities, tutorial assistance, study strategies workshops, G.E. course adjuncts and classes in reading, writing, study skills, mathematics and English language development for speakers of other languages.

Test preparation sessions for the ELM, WPE, mathematics department diagnostic tests and professional tests are also available to students each semester.

The Learning Skills Center houses a self-instructional lab with audio and computer facilities as well as assisted tutorial labs which support Center courses.

Learning disabilities specialists are available to students for individual diagnostic testing, advising, and development of educational plans to meet individual student needs. For information call (916) 278-6955.

The Learning Skills Center, located in Lassen Hall, provides all students with the opportunity to maximize their success in college. For information, call 278-6725.

MULTICULTURAL CENTER

See page 20 for a complete description.

NEXUS INFOSOURCE

Nexus InfoSource, a telephone-accessed information system, provides free recorded information about campus student services and important health topics. Nexus InfoSource is available 24 hours a day, seven days a week and is completely confidential. To access Nexus, call (916) 278-5144 from a touch-tone phone and follow the program's directions.



PERSONAL SAFETY AND PROTECTION OF PROPERTY

The University and the Department of Public Safety encourage the prompt reporting of any incident which 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 ext. 6851 from any campus phone. For more information on public safety policies and procedures at CSUS, refer to Appendix M.

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 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 278-6416 for more information.

RAPE PREVENTION EDUCATION PROGRAM

The Rape Prevention Education Program provides educational presentations, workshops, resource library and referral information on sexual assault issues such as rape awareness, acquaintance rape, prevention strategies and personal safety. The program's focus is on prevention education rather than crisis intervention, although rape crisis support and victim advocacy referral services are available. This program is part of the Student Health Center's health education department. For additional information about the program, call 278-5422 or drop by the program office in the Student Health Center, Room 237.

SERVICES FOR INTERNATIONAL STUDENTS

CSUS is home to students from more than 100 nations. For more information, see the section on International Programs, page 21.

SERVICES FOR REENTRY STUDENTS

The Office of Reentry Services, located in Lassen Hall, helps adult students through educational counseling to examine academic options, determine vocational choices and explore acceleration opportunities. The staff understands the needs of the reentry student and will assist in easing the transition to college life.

Reentry Services provides standard admission information and coordinates a special admission procedure for adults 25 years and older who would otherwise not be admissible. Academically eligible applicants 60 years and older may qualify for a reduction of fees. The office hosts a specialized orientation for adult reentry students each semester. For more information and/or an appointment, call 278-6750.

SERVICES TO STUDENTS WITH DISABILITIES

The Office of Services to Students with Disabilities ensures that students with disabilities enjoy full and equal access to all programs, services, activities, and facilities. SSWD also increases campus awareness and sensitivity to 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 impaired, mobility, specific learning disability, other functional limitations and temporary disabilities.

Program services that ensure the civil rights of disabled students may include: assistance in the admissions process, academic advising, limited priority registration, priority add/drop, disability management counseling, reading, note taking, interpreting, golf cart shuttle, selected generic adaptive equipment, classroom test accommodation, limited special parking, 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 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 offers diagnostic assessment referrals, learning strategies workshops, academic advising, counseling regarding disability related issues, and course accommodations.

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

UNIVERSITY COOPERATIVE EDUCATION PROGRAM

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

Co-op 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 Co-op as a major recruitment tool for hiring entry-level professionals.

The Co-op office offers advising, referrals, and placements. There is an application process, and minimum qualifications students must meet to participate in Co-op are addressed at weekly information sessions. Please call 278-7234 for more information.

UNIVERSITY OUTREACH SERVICES

University Outreach Services coordinates all campus outreach efforts. Programs included among the services are School/College Relations; Student Affirmative Action; and Transfer Centers.

These programs are primarily designed to maintain an enrollment at CSUS which reflects the ethnic and cultural diversity of the Sacramento area.

For a complete description of each of the Outreach Programs, see the Educational Equity section of this catalog, page 34.

VETERANS AFFAIRS

The Office of Veterans Affairs assists veterans, reservists, and dependents of service disabled or deceased veterans with their educational benefits. The staff is available to provide advice on completing and filing VA claim forms for federal and state education assistance programs. They will 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 10 a.m. and 2 p.m. Monday - Thursday, or call 278-6733.

WOMEN'S RESOURCE CENTER

The Women's Resource Center strives to understand and confront sexism through education and social action. The program is for all students regardless of age, color, economic or marital status, sexual orientation, educational level or disabilities. The Center helps both women and men understand the relationship between sexism and other forms of oppression, and helps students work collectively in a noncompetitive atmosphere.

The Women's Resource Center offers support and peer advising for women in transition or crisis, accepts anonymous reports from rape victims, and will assist students in filing sexual harassment complaints. The Center maintains strong ties with other community organizations serving women, and has an extensive referral file for those wanting feminist therapists, feminist attorneys, job listings or training, feminist health care clinics, substance abuse programs, rape awareness and counseling, self-defense workshops or programs for battered women.

The Center has a lending library dealing with women's issues; works closely with the Women's Studies Student Association and the Women's Studies program; sponsors monthly on-campus events; coordinates Women's History Month; and offers internships. The Center is located in Lassen Hall 3000, 278-7388.

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 278-6060 with your questions.