

**UNDERGRADUATE
ADVISING
PROCEDURES**

- Academic Advising
- Placement Examinations
- English Placement Test (EPT)
- English Requirements for International Students
- Entry Level Mathematics Exam (ELM)
- Required English and Mathematics Preparation Courses for Freshmen
- Other Placement Exams:
 - Chemistry
 - Other Mathematics
 - Foreign Language

ACADEMIC ADVISING AT CSUS

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.
- To provide every student with the opportunity to become acquainted with a member of the faculty.

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 unofficial and official 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 your declaration of major accurate by completing a Change of Major form in the Registrar's Office as soon as you change your major.

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 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 before 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 School of Business Administration assists business administration students with all aspects of program advising, coordination of career advising, approval of

graduation evaluations for major and minor program and add/drop. BUS-1030.

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. ED-216.

Admissions and Records Office — Admissions Counselors provide information on degree programs available on this and other California State University campuses.

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

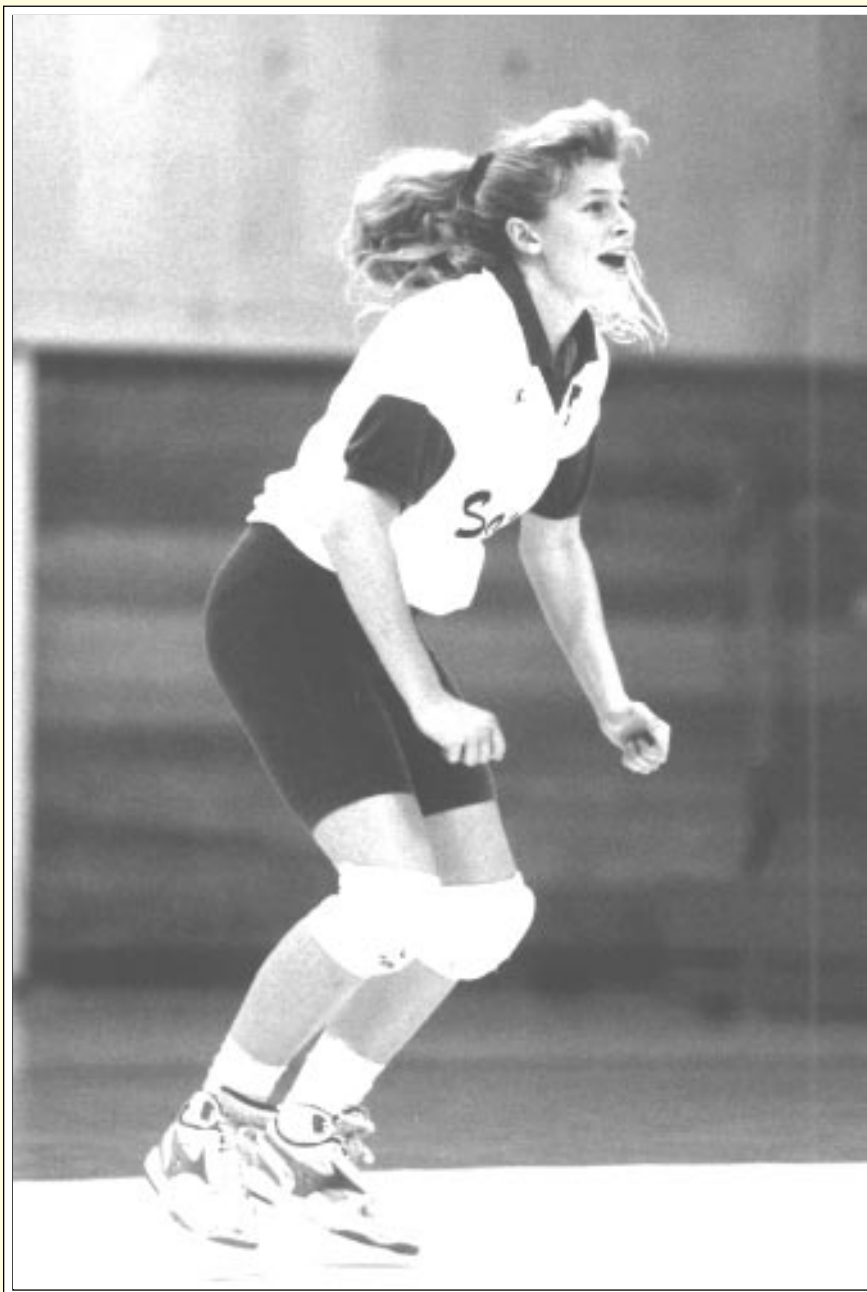
Evaluations Office — Degree program analysts prepare official transfer credit evaluations for all new undergraduate and returning CSUS students during their first semester's enrollment. Graduation evaluations are also prepared, upon student request, for students who have completed 90 units and are within two semesters of graduation. Students with questions on either their transfer or graduation evaluation should contact the Evaluations Office. Lassen Hall.

Freshman and Transfer Student Counseling Program — Most new freshmen and transfer students register for courses in their first semester by attending an 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 November for Spring semester. Students are strongly urged to attend the Counseling Registration program.

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

SYSTEMWIDE PLACEMENT EXAMINATIONS REQUIRED OF MOST NEW STUDENTS

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

Students wishing to enroll in certain science, mathematics and foreign language courses also are expected to take placement examinations, usually in advance of enrollment. These requirements and related procedures are outlined below. Information gained from these examinations is vital in advising students of appropriate course selection.

ENGLISH PLACEMENT TEST (EPT)

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

- a score of 3, 4 or 5 on either the Language and Composition or the Composition and Literature examination of the College Board Advanced Placement Program;
- a score on the CSU English Equivalency Examination that qualifies the student for "Pass for Credit" or "Exemption" **prior to July 1993;**
- 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 470 or above on the Verbal section of the College Board SAT I** Reasoning Test (SAT I**) **taken between March 1994 and March 1995 (if taken after March 1995, see note below);**

* Undergraduates admitted with 56 or more transferable semester units and who are subject to a campus catalog earlier than 1986-87 are not required to complete the EPT.

** 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 are scored on a new scale.**

- a score of 22 or above on the American College Testing (ACT) English Usage Test **taken prior to October 1989;**
- a score of 25 or above on the Enhanced ACT English Test **taken October 1989 or later;**
- a score of 600 or above on the College Board Achievement Test** in English Composition with essay, **taken prior to January 1994;**
- a score of 600 or above on the College Board SAT II** Writing Test **taken between January 1994 and March 1995 (if taken after March 1995, see note below);**
- 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** (see note below);
- a score of 660 or above on the College Board SAT II** Writing Test **taken on or after April 1, 1995** (see note below);
- For transfer students: completion and transfer to the CSU of a college course that satisfies the General Education requirement or the Intersegmental General Education Transfer Curriculum requirement in English composition, provided such a 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).

Failure to take the English Placement Test before your first semester of enrollment will prevent you from registering for English 1A, 1 or LS 15.

Failure to take the English Placement Test before the end of your first semester on campus will

prevent you from registering for any classes the following semester. Placement tests at other colleges or universities do not apply except for the EPT, which may be taken at any other CSU campus.

English as a Second Language (ESL) Students

All undergraduate international students (Visa) and permanent residents (green card holders) from non-English speaking countries must also take the English Diagnostic Test (EDT). All students who have a language 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 also indicate preparation needed to pass the Writing Proficiency Exam. Until this test requirement is met, international students and permanent residents will not be allowed to register for any classes. To register for the test or to obtain additional information about this test, contact the Learning Skills Center, Lassen Hall, 278-6725.

English Requirements for International (VISA) Students and Permanent Residents

All undergraduate international students (Visa holders) and permanent residents (green card holders) from non-English speaking countries must take both the English Placement Test (EPT) and the English Diagnostic Test. Students will be placed in the following course sequence according to their score on the English Diagnostic Test:

Learning Skills 86
English 2A
English 2B

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. For more information, contact the Learning Skills Center, Lassen Hall, 278-6725.

ENTRY LEVEL MATHEMATICS (ELM) EXAMINATION

The Entry Level Mathematics (ELM) examination is designed to assess the skills levels of entering CSU students in the areas of elementary and intermediate algebra and plane geometry. Such skills generally are acquired in three years of rigorous college preparatory mathematics courses in high schools (normally Algebra I, Algebra II, and Geometry). All new undergraduate students must take the test or be exempted from it prior to placement in appropriate university mathematics coursework.

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

1. Pass the ELM examination,
2. Receive exemption from the ELM examination (see below), or
3. Take the ELM examination and, in the event of not passing it, pass campus-approved mathematics courses or retake and pass the ELM examination.

The results of the ELM examination will not affect admission eligibility but will be used for placement in appropriate coursework.

ELM Examination Exemptions

First-time freshmen can qualify for an exemption on the basis of satisfactory performance on the examinations listed below. Transfer students can qualify for an exemption either on the basis of satisfactory performance on an examination listed below or by completion and transfer to CSU of a college course that satisfies the General Education quantitative reasoning requirement or the Intersegmental General Education Transfer Curriculum requirement in Quantitative Reasoning, provided such course was completed with a grade of C- or better.

Students will be exempted from the ELM examination for having performed at or above the level specified on the following examinations:

- * a score of 3 or above on the College Board Advanced Placement Mathematics examination (AB or BC)
- * a score of 560 or above on the mathematics section of the College Board SAT* taken prior to March 1994
- * a score of 560 or above on the mathematics section of the College Board SAT I*: Reasoning Test taken March 1994 and later

- * a score of 560 or above on the College Board Mathematics Achievement Test* Level I, II or IIC (Calculator), taken prior to March 1994
- * a score of 560 or above on the College Board SAT II*: Mathematics Tests Level I, II or IIC (Calculator), taken March 1994 and later
- * a score of 24 or above on the ACT Mathematics Test (taken prior to October 1989)
- * a score of 25 or above on the ACT Mathematics Test (taken October 1989 and later)

Transfer students must complete and transfer to the CSU a college course that satisfies the General Education requirement or the Intersegmental General Education Transfer Curriculum requirement in Quantitative Reasoning, provided such a course was completed with a grade of C or better.

Non-exempt students are required to take the ELM examination before the end of 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, 278-6725, for placement into appropriate courses.

Failure to take the EPT or the ELM exam, as required, before the end of the first semester or second quarter of enrollment may lead to administrative probation, which according to Section 41300.1 of Title 5, California Code of Regulations, and CSU Executive Order 393, may lead to disqualification from future attendance.

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 Freshmen scoring 370 or below are <u>required</u> to enroll in 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 Elementary Algebra Diagnostic Exam as a prerequisite.		
** Courses in this category are Math 17, 23, 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.		

* 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 are scored on a new scale; however, the SAT scores qualifying for exemption from the ELM remain the same.

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, 278-6296.

REQUIRED ENGLISH AND MATHEMATICS PREPARATION COURSES FOR FRESHMEN

Freshmen students (students with fewer than 30 units of previous college work) whose scores fall below indicated ranges on the EPT and ELM are required to enroll in the Intensive Learning Experience (ILE) program each semester until the GE written composition requirement has been completed and the ELM examination has been passed, or the appropriate ELM equivalency courses have been completed. 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 on the EPT you must in the first semester at CSUS enroll in the course which corresponds to your placement range and enroll in subsequent semesters for the next course in the sequence until English 1A 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 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 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 84, LS 86, ENGL 2A, ENGL 2B. This sequence is recommended for non-freshmen 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 as soon as possible after being admitted. (Only designated courses taken Fall Semester 1992 and later are eligible for ELM equivalency.) 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 69 for details). Contact the Learning Skills Center 278-6725, for additional information.

PLACEMENT EXAMINATION REQUIREMENTS

Chemistry

Students are required to take a General Chemistry Placement Examination. This examination must be taken in the Testing Center in Lassen Hall, before registering through CASPER. 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 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, 23, 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 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.