



Academic Advisement

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ACADEMIC ADVISEMENT

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California State University, Fullerton Academic Advising Mission Statement

“CSUF is committed to academic advising which is accessible, accurate, timely, and provides transparent information as a shared responsibility where the adviser and student are equally invested in academic excellence and steady progress toward graduation.”

CSUF recognizes academic advising as a vital element in education and a key component in the timely facilitation of graduation for its students. It is the educational relationship between advisers and students that connects students with their campus, faculty and the global community in which they will live and work during their lifetime. Through the CSUF Titan Advisers Network, students and advisers work together to optimize time and resources while attending the University. The network can be accessed through the student portal and advisers are available for one-on-one advising based on departmental hours. However, using the campus-wide advising system is, ultimately, the student’s responsibility and students are strongly encouraged to avail themselves of this important asset.

ACADEMIC ADVISEMENT POLICY

CSUF Academic Policy (UPS 300.002) states that

- The responsibility for ensuring the availability of academic advisement rests with each college dean.
- In order to ensure that all students receive the opportunities of appropriate advising, every student enrolled at California State University, Fullerton should declare a major as soon as possible after admission to the University. In any event, a major shall be declared prior to the completion of 60 semester units of coursework.
- All students shall confer with an academic adviser on a regular basis.
- All first-time freshmen must receive academic advisement prior to registration for their first semester.

NEW STUDENT ORIENTATIONS

All first time freshmen must receive academic advisement prior to registration for their first semester. This requirement shall be satisfied by attending New Student Orientation. First-time freshmen who do not register for a New Student Orientation session prior to the published deadline risk losing their fall admission. Visit fullerton.edu/orientation for more information.

All incoming transfer students must complete a student orientation session prior to registration for their first semester. This requirement shall be satisfied by attending Transfer Student Orientation or by completing the Online Transfer Overview. This requirement is in addition to any college or departmental mandatory advising. Visit fullerton.edu/orientation for more information.

THE PURPOSE OF GENERAL EDUCATION COURSES

In an effort to ensure students earn a liberal education, the University requires its graduates to have demonstrated a proficiency in a variety of disciplines as part of their general education. General education is not only required for graduation, it is central to a University education, and should enhance students' awareness of themselves in a complex universe, drawing upon multiple points of view. As a result of general education experience, students should acquire knowledge of diverse disciplinary and cultural perspectives and skill in comparing, contrasting, applying, and communicating effectively these perspectives. General education courses are the preparatory building blocks in the foundation of an education to understanding and appreciating the value of differing cultures and ideas in a global community. The broad areas and learning goals of general education courses are presented in the catalog section "General Education."

All students are strongly encouraged to consult with the Academic Advisement Center (UH-123B) for support in selecting general education courses that align with their academic goals and meet requirements for graduation. Visit fullerton.edu/aac for information and resources.

ADVISEMENT IN THE MAJOR

Students who have declared a major should consult their departmental adviser on a regular basis for academic advisement. Students who wish to explore the majors offered by a specific college should contact either the college advisement office or the college dean's office for referral to the department.

TITAN DEGREE AUDIT

The TITAN Degree Audit (TDA) is the official advising tool for both students and academic advisers. The report provides information on student progress towards the completion of general education, major and other degree requirements. The document is used to confer degrees, and advisers are able to generate advising notes directly on the TDA. It is vital that students review their TDAs for accuracy on a regular basis, and it should be printed and available during all advising sessions with each student's adviser. Visit fullerton.edu/aac for instructions on accessing the TDA and the Titan Advisers Network

COLLEGE ADVISEMENT OFFICES

Students who wish to explore undergraduate majors offered by a specific college should contact the appropriate college advisement office. Please note: the College of Education does not offer undergraduate programs; undergraduates seeking academic advisement are encouraged to go to the Center for Careers in Teaching for assistance with course selection in preparation for teaching. Please visit fullerton.edu/cct for information.

College of the Arts
Office of the Dean
Visual Arts 199
657-278-3256

College of Communications
Advisement and Peer Mentoring Center
College Park 425
657-278-7620

College of Engineering and Computer Science
Office of the Dean
Computer Science 502
657-278-3362

College of Health and Human Development
Office of the Dean
Education Classroom 606
657-278-3311

College of Humanities and Social Sciences
H&SS Student Access Center
Humanities 112
657-278-2594

Mihaylo College of Business and Economics
Business Advising Center
Steven G. Mihaylo Hall 1201
657-278-2211

College of Natural Sciences and Mathematics
Office of the Dean
McCarthy Hall 166
657-278-2638

ACADEMIC ADVISEMENT CENTER

University Hall 123B

657-278-3606

fullerton.edu/aac

Located in UH-123B, academic advisement is available, on a walk-in basis, to matriculated undergraduate students regarding the General Education and graduation requirements and the policies and procedures associated with the student's successful completion of those requirements. As the home for undeclared students, through its Major Exploration program, the center provides developmental advising and support for actively researching and exploring various majors. Through individual exploring and declaring appointments, Major Exploration events, and interactive workshops where students can prepare for registration and develop academic success plans, students are directly connected to their prospective majors. The Finish in Four Scholars Program, available only to incoming freshmen, is coordinated in the center as well. Other services available in the center, and on its website, include academic workshops, tutorials, group advising, general education course listing, hours of operation, wait time, and referrals to other on-campus student support programs.

Students needing information about the implications of academic probation are required to complete the Probation Tutorial prior to visiting Academic Advisement for in-depth advisement and support through its Academic Success Program. The center supports the Academic Success Program for all first-time freshmen on academic probation through a developmental, holistic approach

to maximize a return to academic success. Through this program students identify their strengths while making individualized decisions about their academic plans. Students make adjustments to their course schedules utilizing seven points of student support. Mandatory online tutorials, advising sessions with academic and faculty advisers, development of SMART goals, follow-up group advising sessions, and academic contracts become blueprints for good academic standing.

Disqualified students must complete the Disqualification Tutorial prior to meeting with a disqualification adviser and enrolling in Open University. All probation and disqualification advising must be preceded by students completing specific online tutorials hosted on the center's website. Please visit fullerton.edu/aac for information, announcements and additional resources.

UNDECLARED MAJORS

Students who have not selected a major are considered "undeclared" and are required by University policy to declare a major prior to the completion of 60 semester units of coursework. The Academic Advisement Center is the home of the undeclared and provides a variety of resources and services to assist students in choosing an appropriate major. Through its Major Exploration program students can meet with an academic adviser for specialized advising in exploring the many majors on campus, and referral to the appropriate major or faculty adviser. The Major Exploration adviser will use the Titan Advisers Network to ensure the student is referred to the correct major adviser on campus. To encourage adherence to UPS 300.002, as part of the Major Exploration process, the adviser will work collaboratively with the students to develop an academic plan that connects their strengths, interests and abilities with their academic goal, while facilitating graduation.

Information about the various majors at California State University, Fullerton is available in the Major Exploration Resource Center (UH-124) and some appointments are available by visiting fullerton.edu/aac.

PLANNING A MAJOR PROGRAM

When students have selected a major, they should familiarize themselves with all the requirements that are specified in this catalog under their chosen degree program. They should make a tentative semester-by-semester plan for completing the requirements, including prerequisites, and discuss this plan with an adviser in the major. In addition to courses in the major department, related courses in other fields and supporting courses in basic skills may also be required. These should be included in the tentative semester-by-semester plan.

Some departments require placement tests prior to enrolling in some classes (e.g., foreign languages, music and computer science). The times and places for such placement tests will be available by calling the College Advisement Offices.

CHANGE OF MAJOR, DEGREE OR CREDENTIAL OBJECTIVE

To change a major, degree objective, or credential objective, obtain the required form in the Office of Admissions and Records (LH-114) and take it to the appropriate office(s) for signature(s). Such a change is not official until the form has been signed and filed in the Registrar's Office.

DEPARTMENTAL ACADEMIC ADVISEMENT

An adviser in the major can provide information and suggestions and can assist the student in finding the most desirable ways to meet the requirements for graduation, and for the major or credential. It is the responsibility of the student to obtain the assistance of their academic adviser. According to University Policy Statement (UPS) 300.002, "Advisement is a process by which the University helps each enrolled student realize her/his potential." The University recognizes this endeavor as a campus-wide responsibility that demonstrably impacts the academic success of its valued students. Academic advising at CSUF currently utilizes a dual model of advisement where students are supported in general education and graduation requirements with an emphasis on retention through the Academic Advisement Center. Major advisers provide support in discipline-based courses, career opportunities, internships, and student involved research. Both areas encourage and further our students' desired outcome of timely graduation in their field of interest, and the lifetime benefits of a liberal education.

Upon admission to the University, students have the opportunity to meet with their respective faculty advisers and develop an academic plan for graduation. Moreover, students are educated on the importance of connecting with their major adviser to ensure degree efficiency is maintained. Faculty advisers share expert knowledge pertaining to their specific discipline and guide students in their preparation for internships, career options, and research opportunities.

The final choice of courses and the responsibility for the program always lies with the student, but meeting with an adviser regularly is the basis for successfully completing the program and graduating on time.

Undergraduate students who have not yet decided upon a major (undeclared students) will be advised in the Academic Advisement Center. Students will meet with an academic adviser in UH-123B and must bring a current, printed copy of their TDA each time they meet.

If students have transferred to California State University, Fullerton, the academic department advisers are able to offer better support if students provide lists of courses they have taken, their own copies of transcripts from colleges previously attended, and a copy of their TDA.

PRE-PROFESSIONAL PROGRAMS

The academic programs of the University provide appropriate preparation for graduate work in a variety of fields. Students who have made tentative decisions about the institutions at which they may wish to pursue graduate work should consult the catalogs of those graduate colleges as they plan their undergraduate coursework. Students planning to pursue graduate work should supplement their undergraduate plan of study by completing course requirements at major graduate colleges.

The University offers a number of professional programs through the master's degree, D.N.P. and Ed.D. These include programs in the fine arts, business administration, communications, counseling, education, engineering, microbiology, psychology, kinesiology, public health, public administration, social work, speech pathology-audiology and others. Students interested in preparing for professional careers in these areas, either here or at other educational institutions, are encouraged to seek assistance and guidance from faculty members in these fields.

Pre-Law Preparation

It is recommended that prospective law students prepare themselves in such fields as English, American history, economics, philosophy, political science (particularly the history and development of English and American political institutions) and such undergraduate courses as judicial process, administrative law, constitutional law and international law, philosophy (particularly ethics and logic), business administration, anthropology, psychology and sociology.

A distribution of course sequences among the social sciences, the natural sciences and the humanities is desirable. Students interested in becoming lawyers should contact the pre-law adviser in the Division of Politics, Administration and Justice. Some faculty members in Mihaylo College of Business and Economics and the departments of American Studies and History also can provide advice and assistance.

Pre-Theological

Students who might be interested in pursuing careers in the ministry, the teaching of religion, and associated fields should take some courses in comparative religion, psychology, anthropology, sociology, philosophy, history, English, speech communication and a foreign language. Students desiring assistance and counseling regarding advanced work in religious studies/comparative religion or professional careers as rabbis, priests, ministers, etc., may seek help from the faculty in the Department of Comparative Religion.

Human Services

Students who plan to seek employment in social work or human services should prepare themselves in the fields of human services, child and adolescent development, psychology, sociology, anthropology, political science, economics and research methods in the social sciences.

Students who intend to enter a professional program following undergraduate training should learn about the specific prerequisites for admission to the graduate program of their choice. Ordinarily, a major in one of the social sciences and some additional work in at least several other social sciences are recommended. Students with interests in pursuing careers in the field of social work and social welfare should contact the Master of Social Work (M.S.W.) Program for guidance and assistance.

HEALTH PROFESSIONS

University Hall 223

657-278-3980

Since 1962, the Health Professions Advising Office has helped more than 1,750 students gain admission to health professions schools. Students seeking or exploring careers in health professions, which include allopathic, osteopathic and podiatric medicine; optometry; dentistry; pharmacy; physicians assistant; and veterinary medicine, should seek advisement from the center. Our program mentors students on class selection, volunteer opportunities, clinical experiences, shadowing possibilities and the professional school application process to make our students the strongest health professions applicant possible. Schedule an appointment today at fullerton.edu/health_professions.

TEACHING CAREERS

Students who plan to enter the teaching profession must prepare themselves by developing in-depth knowledge in the subject areas they plan to teach. Teachers of elementary school children must have a solid foundation of knowledge in all subjects taught in the elementary classroom. High school teachers must develop expertise in the subject named on their single subject credentials. Students are encouraged to seek advice early in their academic careers to plan a program of study that blends general education, major and subject matter preparation requirements and prerequisites for admission to a credential program. The Center for Careers in Teaching provides information and advisement for prospective teachers.

Visit the Center for Careers in Teaching website at fullerton.edu/cct or call 657-278-7130.

IMMIGRATION REQUIREMENTS FOR LICENSURE

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193), also known as the Welfare Reform Act, includes provisions to eliminate eligibility for federal and state public benefits for certain categories of lawful immigrants, as well as benefits for all illegal immigrants.

Students requiring a professional or commercial license provided by a local, state, or federal government agency in order to engage in an occupation for which the CSU may be training them must meet the immigration requirements of the Personal Responsibility and Work Opportunity Reconciliation Act to achieve licensure. Information concerning the regulation is available from Greg Sweet, University Tax Compliance Manager, College Park 392, P.O. Box 6808, Fullerton, CA 92834-6808, or by telephone at 657-278-5671.

ANSWERS TO YOUR QUESTIONS

Topic	Where To Go	Location	Telephone (657 area code)
Academic Appeals	Academic Appeals Office	Langsdorf Hall 805	278-3836
Add or Drop a Class	See Registration Guide		
Address Change	Admissions and Records Service Center	Langsdorf Hall 114	278-7601
Admissions/Applications	Admissions and Record Service Center	Langsdorf Hall 114	278-7601
Advisement			
Undeclared Major	Academic Advisement Center	University Hall 123B	278-3606
Declared Majors	Major Department		
Athletics Tickets	Athletic Ticket Office	Titan House	278-2783
Child Care	Children's Center	Children's Center	278-2961
Counseling			
Personal	Counseling and Psychological Services	Student Health and Counseling, East Bldg.	278-3040
Vocational	Career Center	Langsdorf Hall 208	278-3121
Degree Application/Diploma Orders	Graduation Unit	Langsdorf Hall 108	278-2300
Degree Evaluation, Undergraduate			
Disabled Student Services	Disabled Student Services Office	University Hall 101	278-3117
Disqualification/Reinstatement	Academic Advisement Center	University Hall 123B	278-3606
Emergency Messages	Vice President for Student Affairs	Langsdorf Hall 805	278-3221
Employment			
Business, Industry, Government	Career Center	Langsdorf Hall 208	278-3121
Educational	Career Center	Langsdorf Hall 208	278-3121
Minority Relations	Career Center	Langsdorf Hall 208	278-3121
Student (Part-Time)	Career Center	Langsdorf Hall 208	278-3121
Staff	Human Resources	College Park 700	278-2425
Enrollment Verification:			
Duplicate I.D. Card	TitanCard Office	Pollak Library (South)	278-3555
Fee Receipt	Student Financial Services	University Hall 180	278-2495
Letter Request	Admissions and Records	Langsdorf Hall 114	278-7601
Extension Class Information	Extended Education Information and Registration	College Park 100	278-2611
Evaluations/General Education	Admissions and Records Service Center	Langsdorf Hall 114	278-7601
Financial Aid	Financial Aid Office	University Hall 146	278-3125
Foreign Student			
Advisement	Major Department		
Permits to Register	International Education and Exchange	University Hall 244	278-2787
Graduate Studies	Graduate Studies Office	McCarthy Hall 103	278-2618
Graduation Requirements (undergraduate)	Graduation Unit	Langsdorf Hall 108	278-2300
Health Insurance	Titan Student Union	Lobby	278-2468
Health Services	Student Health Services	Student Health and Counseling Center, West Bldg.	278-2800
Housing	Housing Administration	Holly 150, Student Housing	278-2168
Internships and Service-Learning	Center for Internships and Community Engagement	Langsdorf Hall 206	278-3746
Library Information	Pollak Library	Library Lobby	278-2633
Name Change	Admissions and Records Service Center	Langsdorf Hall 114	278-7601
Organizations and Clubs	Student Organization Resource Center	Titan Student Union 247	278-7622
Outreach Services	University Outreach Services	Langsdorf Hall 540	278-2086
Parking			
Fees	Parking and Transportation Services	Temporary 1400	278-3082
Information	Parking and Transportation Services	Temporary 1400	278-3082
Handicapped	Disabled Student Services	University Hall 101	278-3117
Readmission	Admissions and Records Service Center	Langsdorf Hall 114	278-7601
Records (Student)	Admissions and Records Service Center	Langsdorf Hall 114	278-7601
Residency	Admissions and Records Service Center	Langsdorf Hall 114	278-7601
Scholarships	Financial Aid Office	University Hall 146	278-3125
Student Academic Services (EOP/SAA/Retention)	Student Academic Services Office	University Hall 138	278-2288
Summer Sessions, Information	Extended Education Office	College Park 100	278-2611
Test Information	Testing Services	University Hall 229	278-3838
Transcripts	Admissions and Records Service Center	Langsdorf Hall 114	278-7601
Transfer Services	Transfer Services Center	Langsdorf Hall 501B	278-3358
Tuition Fees	Student Financial Services	University Hall 180	278-2495
Tutoring	Intensive Learning Experience	University Hall 234	278-7236
Veterans Certification	University Outreach	Langsdorf Hall 540	278-2086
Veterans Student Services	Veterans Student Services Center	University Hall 230	278-8660
Women's Center	Women's Center/Adult Reentry/	University Hall 205	278-3928