

# Academic Advisement



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## ACADEMIC ADVISEMENT

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## 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 are required to attend New Student Orientation, where they receive their mandatory academic advisement. First-time freshmen who do not register for a New Student Orientation session prior to the published deadline risk losing their fall admission. All incoming transfer students must complete a student orientation session prior to registration for their second 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 [www.fullerton.edu/orientation](http://www.fullerton.edu/orientation) for more information.

## CHOOSING GENERAL EDUCATION COURSES AND ELECTIVES

In keeping with the liberal arts tradition, the university requires its graduates to have sampled a variety of disciplines as part of their general education. The broad categories of general education courses are presented in the catalog section “General Education.”

All students are strongly encouraged to consult the Academic Advisement Center about selection of general education and elective courses.

## 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) serves as an 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. Students can access their TDAs by logging on to their Portal at [www.fullerton.edu](http://www.fullerton.edu) and selecting New Titan Online and under Student Self Service, selecting Titan Degree Audit. The student’s campuswide ID (CWID) and PIN numbers are requirements to logging on.

## 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.

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

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

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 624  
657-278-3311

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

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

[www.fullerton.edu/aac](http://www.fullerton.edu/aac)

Located in UH-123B, academic advisement is available, on a walk-in basis, to matriculated students regarding the General Education requirements necessary for graduation, and the policies/procedures associated with the student's successful completion of those requirements. As the home for undeclared students, the Center provides advising and information normally available through the declared student's major department. Coordination of the Finish in Four Program, available only to incoming freshmen, is managed in the Center as well. Other services available in the Center, and on its website, include academic workshops, tutorials, group advising and referrals to other on-campus student support programs. Disqualified

students must meet with an adviser in the Academic Advisement Center prior to enrolling in Open University and to discuss options for readmission. Please view the Academic Advisement Center website for useful information about General Education and graduation requirements, university policies and procedures.

## UNDECLARED MAJORS

Students who have not selected a major are "undeclared." The Academic Advisement Center provides a variety of resources and services to assist students in choosing an appropriate major. Information about the various majors at California State University, Fullerton is available in the Undeclared Student Resource Center (UH-124).

## 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 an academic adviser. The final choice of courses and the responsibility for the program lies with the student. Undergraduate students who have not yet decided upon a major (undeclared students) will be advised in the Academic Advisement Center.

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

## PREPROFESSIONAL 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. These include programs in the fine arts, business administration, communications, education, engineering, psychology, kinesiology, public health, public administration, 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 the 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 (MSW) Program for guidance and assistance.

## **HEALTH PROFESSIONS**

**University Hall 223**

**657-278-3980**

All health professions programs are seeking the best qualified applicants with a good command of communications skills, rigorous basic science preparation, a broad general education base, and outside clinical experience. The Health Professions Advising Office provides information and advisement for prospective applicants. It is strongly recommended that students who wish to pursue careers in the health professions contact this office.

## **TEACHING CAREERS**

Students who plan to enter the teaching profession must prepare themselves by developing depth of 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 most efficiently plan a program of study that effectively 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 ([www.fullerton.edu/cct](http://www.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 who will require 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 these requirements are 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
Academic Appeals	Academic Appeals Office	Langsdorf Hall 805	278-3836
Add or Drop a Class	See Registration Guide		
Address Change	Admissions & Records Service Center	Langsdorf Hall 114	278-7601
Admissions/Applications	Admissions & 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	Graduation Unit	Langsdorf Hall 108	278-2300
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	278-3918
Letter Request	Admissions & Records	Langsdorf Hall 114	278-7601
Extension Class Information	Extended Education Information and Registration	College Park 100	278-2611
Evaluations/General Education	Admissions & 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 & 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
Housing	Housing & Residence Life Housing Office	Cobb Residence Hall	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 & 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	Student Financial Services	University Hall 180	278-3918
Information	Parking and Transportation Services	Temporary 1400	278-3082
Handicapped	Disabled Student Services	University Hall 101	278-3117
Readmission	Admissions & Records Service Center	Langsdorf Hall 114	278-7601
Records (Student)	Admissions & Records Service Center	Langsdorf Hall 114	278-7601
Registration Fees	Student Financial Services	University Hall 180	278-3918
Residency	Admissions & 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 & Records Service Center	Langsdorf Hall 114	278-7601
Transfer Services	Transfer Services Center	Langsdorf Hall 501B	278-3358
Tutoring	Intensive Learning Experience	University Hall 234	278-7236
Veterans Certification	Admissions & Records Service Center	Langsdorf Hall 114	278-7601
Women's Center	Women's Center/Adult Reentry/Veterans Student Center	University Hall 205	278-3928