

<p style="text-align: center;">University Policy Statement California State University, Fullerton</p>

UPS 300.002

ACADEMIC ADVISING POLICY

Advisement is a process by which the University helps each enrolled student realize her/his potential. It includes the programs and services found in a variety of offices and centers, such as academic department offices, student academic services, the Academic Advisement Center, the Career Planning and Placement Center, the Learning Center, and so forth. This policy refers specifically to academic advisement services, including the following:

- ✓ Providing assistance in selecting a major or college of interest.
- ✓ Providing recommendations for course sequence and choice of electives for the major.
- ✓ Providing information about general education and graduation requirements.
- ✓ Providing information about career options and the value of a particular degree major.
- ✓ Providing assistance with registration and course scheduling.

I. UNIVERSITY RESPONSIBILITIES

- A. From resource allocation to service delivery, advisement is a campus-wide responsibility. The faculty, administration, and staff of the University share in the responsibility to provide accurate and effective advisement to students.
- B. The University shall maintain a University Academic Advisement Center under the direction of the Director, Academic Advisement Center, which will provide, for both faculty advisors and students, advice on University-wide requirements and procedures as well as referral to appropriate services.
- C. The Director, Academic Advisement Center, in cooperation with the Office of Admissions and Records, shall provide periodic updated information on academic policies and procedures including, but not limited to, rules and policies related to the

General Education Program, graduation requirements, petition processes, and grading policies.

- D. The University shall provide students with timely evaluation of academic work accomplished prior to attendance at California State University, Fullerton and timely evaluation of degree requirements prior to student's anticipated graduation date.
- E. The University shall provide students with timely notice of academic probation status.

II. COLLEGE AND DEPARTMENT RESPONSIBILITIES

- A. The responsibility for ensuring the availability of academic advisement rests with each college dean.
- B. Each college dean, in consultation with the college faculty and the Director, Academic Advisement Center, shall select an advisement configuration in accordance with this document and consistent with student needs and program characteristics of the college.
- C. Each college dean shall be responsible for providing the resources and faculty incentives necessary for the maintenance of an effective and efficient advisement network.
- D. Student advisement (e.g. meeting individually with students to provide information about course requirements and student progress, working with students on independent projects of student and faculty interest, etc.) is part of the regular workload of every full-time faculty member. Deans and/or department chairs may, however, recognize differential advising responsibilities by appropriate assignment of duties.
- E. Departments shall provide information about their major(s)/programs to students in an explicit way, such as a brochure, website, a student handbook, and/or a checklist of major/degree requirements.
- F. Each college shall set in place a system or process for timely advisement of students on probation.
- G. Each college shall coordinate efforts with the Academic Advisement Center for advising students on probation. There shall be a Probation Advisement Team with representatives appointed by the dean from each college. The Probation Advisement Team shall be responsible for establishing consistent guidelines for probation advising.

III. STUDENT RESPONSIBILITIES

- A. Students have responsibility to familiarize themselves with departmental and university requirements and take advantage of opportunities for academic advisement provided by the various University offices and programs.

- B. In order to ensure that all students receive the opportunity 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.

- C. All students should confer with an advisor on a regular basis. Specifically,
 - 1. 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. Exceptions may be granted with sufficient documentation of hardship. This requirement is in addition to any college or department mandatory advising.
 - 2. 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.
 - 3. Continuing students should have, at a minimum, an annual conference with an advisor.
 - 4. Graduate students should receive advisement immediately upon admission.

- D. Undergraduate students on academic probation must confer with an advisor prior to registration.

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