

**California State University, Los Angeles
College of Health and Human Services**

DEPARTMENT OF CHILD AND FAMILY STUDIES

UNDERGRADUATE ADVISEMENT PLAN

MISSION STATEMENT

The Department of Child and Family Studies prepares individuals to understand the relationship between theory, research and practice and to apply this knowledge to issues in child and family studies. Students are prepared to think critically about child and family developmental processes by identifying relevant issues, developing practical solutions and applying and disseminating knowledge. The Department prepares professionals in the discipline who seek to improve the quality of life for individuals, children and families. Child Development, the empirical study of the growth and development of the individual from birth through adolescence, provides a foundation of understanding and skill for students interested in professional careers related to working with children and families. It prepares students for advanced study of child and family development as well as for professional education courses leading to the Multiple Subject teaching credential and Special Education credentials.

CONTACT INFORMATION

Location: Engineering and Technology A535

Phone: (323) 343-4590

E-mail: cfsdept@calstatela.edu

Website: <http://www.calstatela.edu/academic/hhs/cfs>

SEEING AN ADVISOR

1. Call, email or visit the Department of Child and Family Studies office to schedule an appointment.
2. Walk-in appointments are available during the first two weeks of each quarter.
3. Cancellations - if you know you will not be able to keep your appointment, please call the office as soon as possible to cancel or reschedule.

PREPARING FOR YOUR ADVISEMENT SESSION

1. If you wish to discuss your academic plan, please review and bring your Unofficial Transcript from your GET account and bring a list of questions/concerns to your advisement appointment. If your transcripts have not been evaluated in GET, bring copies of those transcripts. (We are NOT the official evaluators for the University.)

2. If you are meeting with an advisor to talk about policies, procedures, or requirements, do your homework first by reviewing the information provided in the catalog and/or on the Department's website.
3. If you are experiencing academic problems, give some thought to what you believe are causing these problems and have a tentative plan for solving them. The advisor will discuss your situation with you and identify some interventions and strategies for success.

EXPECTATIONS OF STUDENTS

1. Achieve program objectives by proactively seeking information from and meeting at least annually with the advisor.
2. Meet with a faculty advisor whenever you have a question regarding your academic plans, your academic progress, or regarding your post-graduation plans.
3. Seek advisement for university requirements through the University Academic Advisement Center.
4. Prepare for your advisement session in order to make your time with an advisor more productive.
 - a. If you have questions about general education requirements or general education course selection, bring a list of questions or courses you are interested in taking. Bring a copy of the General Education Program (available in the back of the Schedule of Classes).
 - b. You are required to bring your Unofficial Transcript from your GET account when meeting with an advisor.
 - c. If you are meeting with an advisor to talk about university policies, procedures, or requirements, do your homework first by reviewing the information provided in the catalog or on the web at www.calstatela.edu.
 - d. Be prepared to clearly explain the reason for your appointment; e.g., course requirements, grad checks, course substitutions, etc.
 - e. If you wish to discuss your academic plan, please review your Unofficial Transcript from your GET account and bring a list of questions/concerns to the advisement session. If your transcripts have not been evaluated in GET, bring copies of your transcripts. (We are NOT the official evaluators for the University.)
5. Be familiar with what is reflected in your Academic Report located at the bottom of your Unofficial Transcripts available to you via your GET account.
6. If you receive a letter from the university concerning graduation, reinstatement or readmission, and you have questions pertaining to the correspondence, you must bring the letter with you to your advisement appointment. The advisor will be unable to assist you without the letter.
7. Meet with an advisor if you are on academic probation.
8. Be aware of Department of Child and Family Studies & University Deadlines:
 - a. Understand the graduation application process and requirements.
 - b. Graduation check filing dates: these are in the published schedule of classes and posted in the department office. Each student has the responsibility of filing a grad check in anticipation of the quarter they intend to graduate. You must bring your PAID graduation application with you to your grad check appointment.
9. Maintain accurate and complete advising records; bring your records with you to each advisement appointment.
10. Visit instructors during office hours for additional information and assistance.

EXPECTATIONS OF ADVISORS

Advisement for undergraduate students in the major is the responsibility of the primary advisor assigned to the department. The department has a full time advisor to staff the advisement office, because of the number of students who are enrolled in the major. The numbers of options in curriculum support the need for specialized advisement services in the department. The primary advisor is expected to be available 40 hours each week. The Department Chair provides direct supervision to the primary advisor and advisement services as required. Four faculty members in the CFS each provide 2 hours of advisement each week to students in the major.

The administrative team provides support in the delivery of advisement services by scheduling appointment for advisement.

The primary undergraduate advisor and the faculty assigned advisement duties:

1. provide advisement for undergraduates on program requirements, General Education requirements, University policies and progress towards the degree
2. provide consultation to students who are placed on academic probation or disqualified by contacting students and informing students of the University and departmental policies
3. schedule and meet with students who have failed to meet departmental academic policies
4. complete graduation checks
5. process course substitutions in GET, manage Directed Electives, and place/remove registration "Holds"
6. maintain lists of students with academic difficulties, ie probation, disqualification and at-risk students
7. monitor student progress towards degree as requested by the CFS faculty.

The Department Chair is responsible for:

1. ensuring that the primary advisor and all faculty are trained to deliver high quality advisement services to students
2. supervising, coordinating, monitoring and evaluating tasks associated with advisement for the department
3. consultation with primary advisor and faculty on student advisement issues and responding to student or faculty concerns.
4. meeting with students who are disqualified and/or seeking reinstatement
5. monitoring, maintaining and updating the Department website for content regarding advisement issues, curriculum, and departmental policies
6. review and monitor requests for course substitutions
7. supervise appropriate management and archiving of student records and files

EXPECTED STUDENT LEARNING OUTCOMES

1. Students will understand their personal responsibility for their own academic, personal and professional success.

2. Students will understand the policies associated with academic advancement, including policies associated with probation.
3. Students will understand what they need to do to complete the requirements for the Bachelor of Arts degree in Child Development.
4. Students will have an awareness of how to utilize the necessary information, resources, and available options to make sound educational and lifelong decisions.

KEY CONSIDERATIONS FOR ACADEMIC SUCCESS

1. Go to class every day and get to know your professors.
2. Understand the policies, procedures, and impact academically and financially for dropping classes within or beyond the no record drop period.
3. Plan and devote enough study time to do as well as you can in your classes.
4. Have good study habits and get academic assistance early if needed.
5. Always confirm information given by fellow students with your advisor before incorporating it into your academic plan.

ADVISING AND UNIVERSITY RESOURCES

For information regarding other campus advising resources, including the University Academic Advisement Center, go to the UAAC website: www.calstatela.edu/univ/advise. The UAAC can be particularly helpful in dealing with undergraduate General Education requirement and articulation issues.