

California State University, Los Angeles

College of Health and Human Services

Department of Health Science

Health Science Advisement Plan

MISSION STATEMENT

The primary mission of the Department of Health Science is to educate individuals to become health professionals at the baccalaureate or graduate level. In such roles, graduates can promote positive activities both personal and environmental that impact the health of individuals and communities. Students in these programs are prepared to provide direct services, advocacy, management, and counseling in health education, public health, environmental health and community organizations. Graduates may assume various allied health roles such as teaching in public and private health agencies, consulting and specializing in substance abuse prevention and treatment programs.

CONTACT INFORMATION

Location: Simpson Tower 302

Phone: (323) 343-4740

E-mail: hlthsci@cslanet.calstatela.edu

Website: http://www.calstatela.edu/dept/health_sci/

SEEING AN ADVISOR

1. Call, email or visit the Department of Health Science main office to schedule an appointment.
2. 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 your unofficial transcripts from other schools you have attended. (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 General 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, career objectives 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. Be aware of Department of Health Science & 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 graduation check two quarters before the anticipated quarter they intend to graduate. You must bring your PAID graduation application with you to your grad check appointment. Please check filing date in the Schedule of Classes.
8. Maintain accurate and complete advising records; bring your records with you to each advisement appointment. Please make copies of all documents you turn in to different offices, i.e. graduation applications, course petitions, academic renewal forms, etc.
9. Visit instructors during office hours for additional information and assistance.

EXPECTATIONS OF ADVISORS

1. Faculty advisement is directed through the Health Science Department office. The Chair is responsible for the processes outlined below.

2. Every fall, at the start of the semester, the Department distributes an advisement memo in all Health Science classes. The memo
 - Informs all students in Health Science classes of the process by which they can select Health Science as their major, if they have not already done so
 - Informs Health Science majors that they must have a Health Science faculty advisor
 - Asks them to list which faculty member is their advisor or to note that they do not have an advisor
 - Offers directions as to how to select an advisor. This entails going to the Health Science Department office and registering with a faculty advisor.
3. Information about advising rules and procedures is provided, in greater detail, on the Health Science web site. Web site information relative to advisement is updated on a periodic basis, as needed.
4. Students may select the advisor of their choice from among all the full-time faculty members. Records are kept of all selections. If too many students select the same faculty member, that faculty member may be “closed.” In such cases, students are directed to select another faculty member. In this way students are evenly distributed among the faculty members.
5. Students who do not select a faculty advisor are assigned one. In this process faculty members are informed of which students have not made choices and faculty members may suggest that they know the student and would be willing to serve as his/her advisor. The process matching faculty members with students also aims at making sure faculty members have reasonably equal advising responsibilities.
6. Students who did not select an advisor are informed via email as to which faculty member has been appointed to serve as their advisor. They are directed to contact that advisor.
7. The Department ASC maintains and updates records of which students have which faculty members as advisors.
8. Faculty advisors perform all advising functions for their advisees, including:
 - Graduation checks
 - Course sequencing and curriculum requirements
 - Substitutions
 - Disqualification and probation issues, including student-advisor “contracts” on courses to be taken and goals to be achieved
 - Adds, drops, withdrawals as necessary
9. Advisors are also expected, on request to provide students with advice on career and graduate school options.

EXPECTED STUDENT LEARNING OUTCOMES

1. Students will understand their personal responsibility for their own academic, personal and professional success.
2. Students will understand what they need to do to complete the requirements for the Bachelor of Health Science degree.
3. 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.