

ACADEMIC ADVISEMENT AND UNIVERSITY STUDENT SERVICES

FALL 2011

In accordance with university policy, faculty members are expected to meet all assigned classes as scheduled, keep regular office hours, and participate in advising of students for program planning. Office hours are posted outside each faculty office. Students also can obtain this information from academic department and division offices and advisement centers. The normal University office hours are 8:00 a.m.–6:00 p.m., Monday–Thursday, 8:00 a.m.–5:00 p.m., Friday. These hours are applicable to advisement offices unless a different schedule is noted for a particular office. Assignment of students to faculty advisers is coordinated by the principal adviser or chair in each department and division.

When calling advisement offices from off campus, call the area code (323) [if calling from another area code], the prefix (343), and the four-digit extension. From on campus, call three and the last four digits listed for the office you wish to contact.

University Academic Advisement Center (UAAC)

The University Academic Advisement Center (UAAC) provides the following services for all CSULA undergraduate students: general education advisement; information on university policies and procedures; assistance with general education course selection; transfer credit advisement; help with university general education petitions; and referrals to other University Student Support Services.

For undeclared students, pre-nursing students, and students in Elementary Subject Matter Teacher Preparation programs who are completing the ESM Common Core, the UAAC also provides assistance with course selection, major exploration, and the coordination of support services and resources.

Students who have any questions or issues regarding a major should contact that major department advisor.

To see an advisor, students are strongly encouraged to schedule an appointment. Walk-in advisement will be accommodated depending on advisor availability. The UAAC is located in the University Library, Palmer Wing 1040A, phone (323) 343-3150. If you would like to email the UAAC, the address is aac@calstatela.edu.

COLLEGE OF ARTS AND LETTERS

Associate Dean		MUS 231	343-4004
	<u>Faculty</u>	<u>Department</u>	<u>Department</u>
<u>Major, Minor, Certificate or Program</u>	<u>Name</u>	<u>Location</u>	<u>Phone (323)</u>
Art.....	All Advisement.....	Utterback	343-4010
Communication Studies.....	Undergraduate.....	Department assigns	343-4200
	Graduate	Olsen	343-5809
Dance	All advisement.....	Lee	343-5125
English.....	Undergraduate/Credentials.....	Knighnton	343-4140
	Graduate	Quintero	343-4140
Fashion and Textiles.....	Undergraduate.....	Davis	343-4030
	Graduate	Tuntland	343-4640
Liberal Studies.....	Undergraduate.....	Department assigns	343-4100
Modern Languages and Literatures.....	Undergraduate.....	Retzer	343-4230
	Graduate	Matsunaga	343-4230
Music.....	Undergraduate.....	Benedict	343-4099
	Graduate	Benedict	343-4099
Philosophy	All advisement.....	Department assigns	343-4180
Theatre Arts.....	Undergraduate.....	Herrera	343-4120
	Graduate	Mason/Kwan	343-4113
TV, Film and Media Studies.....	Undergraduate.....	Department assigns	343-5425
	Graduate	Classen	343-6041
	MFA	Bloom	343-4209
Women's Studies	(Minor).....	Department assigns	343-4100

COLLEGE OF BUSINESS AND ECONOMICS

Associate Dean		ST F124	343-2800
	<u>Faculty</u>	<u>Department</u>	<u>Department</u>
<u>Major, Minor, Certificate or Program</u>	<u>Name</u>	<u>Location</u>	<u>Phone (323)</u>
Advisement Center.....	Undergraduate.....	See Department Advisor	343-2810
	Graduate	Graduate Advisor	343-5156
Accounting.....	Undergraduate.....	Park	343-2830
	Graduate	Kim	343-2830
Economics and Statistics.....	Undergraduate.....	Tran	343-2930
	Graduate	Tran	343-2930
Finance and Law	Undergraduate.....	Fang	343-2870
	Graduate	Loo	343-2870
Health Care Management.....	Graduate	Otto	343-2890

ACADEMIC ADVISEMENT AND UNIVERSITY STUDENT SERVICES

COLLEGE OF BUSINESS AND ECONOMICS *(continued)*

<u>Major, Minor, Certificate or Program</u>		<u>Faculty Name</u>	<u>Department Location</u>	<u>Department Phone (323)</u>
Information Systems	Undergraduate	Otto	ST F603	343-2983
	Graduate	Rosenthal	ST F603	343-2983
Management	Undergraduate	Department assigns	ST F717	343-2890
	Graduate	Department assigns	ST F717	343-2890
Marketing	Undergraduate	Jackson	ST F917	343-2960
	Graduate	Stretch	ST F917	343-2960

CHARTER COLLEGE OF EDUCATION

The Advisement Center, KH D2078, is open for new and readmitted students, Monday–Thursday, 10 a.m.–5:30 p.m. and Friday 10 a.m.–4:30 p.m.

Associate Dean			KH D2070	343-4303
<u>Major, Minor, Certificate or Program</u>		<u>Faculty Name</u>	<u>Department Location</u>	<u>Department Phone (323)</u>
Credential Programs	Admission, Directed Teaching..	Department assigns	KH D2078	343-4320
Graduate Studies Office	Master’s, Doctoral degrees..	Maxie	KH D2070	343-4303
Computer Education & Technology Leadership	All advisement	Department assigns	KH C2098	343-4330
Counseling	Graduate	Department assigns	KH C1064	343-4400
Educational Administration	All advisement	Department assigns	KH C2098	343-4330
Applied & Advanced Studies in Education	All advisement	Department assigns	KH C2098	343-4330
Elementary Education	All advisement	Department assigns	KH C2097	343-4350
New Media Design and Production.....	All advisement.....	Department assigns	KH C2098	343-4330
Rehabilitation Services	Undergraduate	Brodwin	KH C1064	343-4400
Secondary Education.....	All advisement.....	Department assigns	KH C2097	343-4350
Special Education	All advisement.....	Department assigns	KH C1064	343-4400
TESOL	All advisement.....	Department assigns	KH C2098	343-4330
Urban Learning	Undergraduate	Department assigns	KH D2079	343-6197

COLLEGE OF ENGINEERING, COMPUTER SCIENCE, AND TECHNOLOGY

Majors in the College of Engineering, Computer Science and Technology have their first meeting, and any subsequent meetings, with an assigned advisor. New and readmitted students are instructed by letter to telephone for an appointment to meet with a advisor.

Associate Dean			ET A236	343-4510
<u>Major, Minor, Certificate or Program</u>		<u>Faculty Name</u>	<u>Department Location</u>	<u>Department Phone (323)</u>
Advisement Center			ET A406	343-4527
Aviation Administration	Undergraduate	Mew	ET A337	343-4568
Civil Engineering	All advisement.....	Department assigns	ET A212	343-4450
Computer Science	Undergraduate	Department assigns	ET A322	343-6690
	Graduate	Department assigns	ET A322	343-6690
Electrical Engineering.....	All advisement.....	Department assigns	ET A342	343-4470
Fire Protection Administration	Undergraduate	Shackelford	ET A327	343-4543
Graphic Communication	Undergraduate	Lee	ET A338	343-4550
Industrial and Technical (MA)	Graduate.....	Department assigns	ET A337	343-4550
Industrial Technology.....	Undergraduate	Seaman	ET A337	343-4550
Manufacturing Engineering	All advisement.....	Guillaume	ET A205	343-4490
Mechanical Engineering.....	Undergraduate	Pham	ET A205	343-4490
	Graduate.....	Guillaume	ET A205	343-4490

COLLEGE OF HEALTH AND HUMAN SERVICES

Associate Dean			FA 130	343-4600
<u>Major, Minor, Certificate or Program</u>		<u>Faculty Name</u>	<u>Department Location</u>	<u>Department Phone (323)</u>
Applied Gerontology.....	<i>(Certificate program)</i>	Villa	SH C120	343-4724
Child and Family Studies	Undergraduate	Department assigns	ET A535	343-4590
	Graduate.....	Fuligni	ET A535	343-4590
Child Maltreatment & Family Violence.....	<i>(Certificate program)</i>	Friend	KH B109B	343-4696
Communicative Disorders.....	Undergraduate	Department assigns	KH B119	343-4690
	Graduate.....	Department assigns	KH B119	343-4690
Criminalistics	Graduate.....	Roberts	HDFC 254	343-4625
Criminal Justice	Undergraduate	Molina Maria	HDFC 250	343-4618
	Graduate.....	School assigns	HDFC 244	343-4610
Exercise Science	Undergraduate	Khodiguian	PE 206	343-4650
Food Science & Technology	Undergraduate	School assigns	PE 206	343-4650

ACADEMIC ADVISEMENT AND UNIVERSITY STUDENT SERVICES

COLLEGE OF HEALTH AND HUMAN SERVICES *(continued)*

<u>Major, Minor, Certificate or Program</u>		<u>Faculty Name</u>	<u>Department Location</u>	<u>Department Phone (323)</u>
Health Science.....	Undergraduate	Department assigns	ST F302	343-4740
Intercultural Proficiency	<i>(Certificate Program)</i>	Larson	PE 237	343-4580
Nursing.....	Pre-Nursing.....	Advisement Office	LIB S1040 (Palmer Wing)	343-5500
	Undergraduate	Student Advisement Office	ST F415	343-4730
	Graduate/Credentials	Student Advisement Office	ST F415	343-4730
Nutritional Science.....	Undergraduate	School assigns	PE 206	343-4650
	Graduate.....	School assigns	PE 206	343-4650
Kinesiology	Undergraduate	School assigns	PE 206	343-4650
	Graduate.....	School assigns	PE 206	343-4650
	Teaching Credentials.....	Bridges/Larson/Beyer	PE 206	343-4650
Social Work.....	All advisement.....	Vasquez, M.	ST F819	343-4680
Youth Agency Administration.....	<i>(Certificate program)</i>	Larson	PE 237	343-4580

COLLEGE OF NATURAL AND SOCIAL SCIENCES

Associate Dean			KH D1051	343-2005
<u>Major, Minor, Certificate or Program</u>		<u>Faculty Name</u>	<u>Department Location</u>	<u>Department Phone (323)</u>
African American Studies	All advisement.....	Abdullah	KH C3095	343-2290
Anthropology	Undergraduate	Ackerman	KH C4068A	343-2441
Anthropology, Forensic.....	Graduate.....	Miller	KH D1049	343-5205
Anthropology, General.....	Graduate	Vellanoweth	KH C4068	343-2449
Asian and Asian American Studies	All advisement.....	Ngin	KH C4068	343-2442
Biochemistry	Undergraduate	Nickolaisen	PS 820	343-2382
Biology	Undergraduate	Jefferson	BIOS 143	343-2050
	Graduate.....	Porter	BIOS 143	343-2050
Biology	Credentials	Narguizian	BIOS 143	343-2050
Chemistry	Undergraduate	Nickolaisen	PS 820	343-2382
	Graduate.....	Garcia	LKH 271	343-2144
	Credentials	Rudd	PS 717	343-2219
Geography.....	All advisement.....	Ye	KH D4058	343-2229
Geology.....	Undergraduate	Garrison	PS 203	343-2412
	Graduate.....	Hibbs/Bishop	PS 214/208	343-2414/2409
	Credentials	Faculty	PS 216	343-2400
History	Undergraduate/Graduate.....	Wells	KH C4066	343-2020
	Credentials and Teacher Prep..	Wells	KH C4066	343-2020
Latin American Studies	All advisement.....	Baker-Cristales	KH C3095	343-2290
Mathematics.....	Undergraduate.....	Chang	ST F217	343-2150
	Credentials	Fraser	ST F219	343-2156
	Graduate.....	Liu	ST F201	343-2161
Mexican American Studies	All advisement.....	Faculty	KH C4069	343-2190
Microbiology.....	Undergraduate	Jefferson	BIOS 143	343-2050
Natural Science.....	Undergraduate	Narguizian/Rudd	BIOS 214/PS717	343-4356/2219
Physics	All advisement.....	Faculty	PS 315	343-2100
Political Science	Undergraduate	Faculty	ET A524	343-2230
	Graduate.....	Lim	ET A524	343-2230
Psychology	Undergraduate	Faculty	KH C3104	343-2250
	Other advisement.....	Faculty	KH C3104	343-2250
Public Administration	Graduate.....	Freyss	ET A524	343-2230
Religious Studies.....	<i>(Minor)</i>	Koos	KH C4066	343-2020
Sociology	Undergraduate	Giarrusso	KH C3093	343-2200
	Graduate.....	Bodinger	KH C3093	343-2200

PREPROFESSIONAL ADVISEMENT

<u>Major, Minor, Certificate or Program</u>		<u>Faculty Name</u>	<u>Department Location</u>	<u>Department Phone (323)</u>
Environmental Sciences Program.....	All inquiries.....	Robles	BIOS 140	343-5799
Prelegal Programs	Dept of Finance and Law	Boss	ST F710	343-2879
	Dept of Political Science	Bowman	ET A524	343-2230
	Dept of Philosophy	Abed	ET A432	343-4180
	Dept of Sociology	Drapar	KH C3093	343-2299

UNDECLARED MAJORS & GENERAL EDUCATION ADVISEMENT

	<u>Faculty Name</u>	<u>Department Location</u>	<u>Department Phone (323)</u>
University Academic Advisement Center			
Undergraduate	Murota	LIB PW 1040A	343-3150

UNIVERSITY STUDENT SERVICES

Student Support Program

The Student Support Program (SSP) is a federally funded program that operates under the auspices of the U.S. Department of Education. The Student Support Program strives to assist its participants in successfully pursuing a university degree by providing the necessary support services needed for success in college. Low income students, first generation college students, and students with disabilities are eligible for SSP services. The SSP assists participants in English as a Second Language, study groups, reading improvement, counseling and advisement. The SSP office is located in the University Library, Palmer Wing 1040A, phone (323) 343-3965.

Students Learning in Communities Program

The SLC Program offers services for first-time freshmen. The Program is designed to help these students succeed in all aspects of university life. Faculty Members and Graduate Student Assistant from various University Colleges and the AAC work together to provide academic support, as well as cultural and social activities which enrich the Freshman experience. The SLC Office is located in the JFK Library, Palmer Wing 1040A, phone (323) 343-3184.

University General Education Honors Program

The General Education Honors Program provides highly qualified students with diverse, enriched intellectual activities through a separate curriculum which includes Honors classes, seminars, and research. Honors courses promote intellectual curiosity, critical thinking, and logical thought and writing. The Program provides honors students the opportunity to participate in intellectually demanding and academically challenging general education courses. Applications to the Program and information are available in the King Hall 1045, phone (323) 343-5969.

University Testing Center

The University Testing Center offers departmental placement Chemistry exams and an array of exit exams for Mathematics to currently enrolled Cal State L.A. students.

First-time freshman students who are not exempt from taking the English Placement Test (EPT) and/or the Entry Level Mathematics (ELM) may register in-person at the Center and receive detailed exam information. Students may also register by mail or fax their registration forms to (323) 343-5051. The University Testing Center also coordinates and manages the Writing Proficiency Examination (WPE). Every quarter the Testing Center sends courtesy reminders to students who will have a university-placed WPE hold.

Students who have a current registration hold for the WPE, EPT, or ELM should come to the Testing Center for detailed information and assistance. The Center offers informational bulletins for many national testing programs. Every year the Testing Center offers a variety of professional school and national standardized exams such as the ACT, GRE, MCAT and SAT. The Testing Office is located in the University Library, Palmer Wing 2098, phone (323) 343-3160.

University Tutorial Center

The University Tutorial Center, located in University Library, Palmer Wing 1039, assists CSULA students to better prepare, improve their knowledge and understanding, and develop the skills required for a successful college career. Trained and certified (by the College Reading and Learning Association) peer tutors provide free individual and group tutoring to help students to acquire knowledge, understanding, and skills in a variety of business, mathematics, natural and social sciences, and humanities courses. Tutoring is available on an appointment and walk-in basis.

The University Tutorial Center also offers a variety of handouts and free study skills presentations on time management, note-taking, and test-taking to guide and help students to become more confident, effective, independent learners. The services are provided in a safe, nonjudgmental environment staffed by a friendly, helpful, and professional staff. For more information, call (323) 343-3971, visit our website at <http://www.calstatela.edu/centers/tutorctr>, or email us at tutoring@cslanet.calstatela.edu.

University Writing Center

The University Writing Center (UWC), located in the University Library, Palmer Wing 2097, provides individual and group tutoring, writing workshops, and other services to meet the writing needs of undergraduate and graduate Cal State L.A. students. Writing tutors are trained to provide constructive feedback and to assist students in recognizing and overcoming their writing problems. Tutors help students to plan, revise, and find patterns of error within their essays. Writing workshops are offered on a variety of topics such as *Organizing your Essay*, *Research Writing*, and *Timed Essay Writing*.

The Center also provides Writing Proficiency Examination (WPE) services for students, including orientation meetings, WPE preparation workshops, and tutoring. WPE Consultants are available to meet with students who have previously taken the WPE, but have not passed. Consultants will review the student's exam essay and provide strategies and recommendations. Students with a WPE-related registration hold should call the Testing Center for information about a WPE contract.

The Center offers Conversation Groups for students whose first language is not English. These casual conversation groups meet at various times throughout the week, are staffed by UWC tutors, and provide students with an excellent opportunity to practice their English conversation skills in an informal setting.

Computers are available to students who use the services of the UWC. However, all students must have a campus NIS account to access any computer station.

The University Writing Center is open to all Cal State L.A. students. For more information or to schedule an appointment, call (323) 343-5350 or visit its website at http://www.calstatela.edu/centers/write_cn.