Mission Statement: The Department of ART is committed to providing students with accurate, up-to-date information about their major-specific degree requirements in order for them to become active participants in determining their own success at the university. By providing students with information about the Department of ART curriculum—including the requirements for the BA – Art major and each specific option, MA / MFA graduate programs, certificate programs and minor—the Department of ART faculty seeks to empower students to become self-directed advocates in determining their own future goals and establishing academic paths that help them achieve their full potential.

University Academic Advisement Center
Location: John F. Kennedy Memorial Library – Palmer Wing, Room 1040A
Phone: (323) 343-3150
Email: aac@calstatela.edu

Students should go to the University Academic Advisement Center when they need to discuss the following:

1. Beginning at the university (first-time freshman advisement).
2. Transferring from another university (first-time transfer advisement).
3. Selecting a major.
4. Selecting general education courses.
5. Transferring general education courses from another college or university.
6. Selecting or transferring courses for the Elementary Subject Matter Teacher Preparation Common Core.

Department of ART Major Advisement
Location: Fine Arts 327
Phone: 323-343-4010

Students should come to the Department of ART office to set up an appointment with an advisor when they need to discuss the following:

1. BA – Art major and requirements for each specific option.
2. Changing options within the major.
3. Evaluation of transfer courses in Art.
4. Development of an academic plan, and monitoring timely progress to degree.
5. Assistance with selecting classes and planning a class schedule for each quarter.
6. Explanation and assistance with the submission of university and college petitions (GE Course Substitution Petition, Academic Renewal Petition, Leave of Absence Petition, Course Overload Petition, Excess Units Petition, Drop Course Petition, etc.).
7. Guidance related to Academic Probation or Disqualification.
8. Submission of a Graduation Application (see Graduation Applications below).
10. Graduate school and other long-term goals.
11. MA / MFA graduate programs.
Scheduling an Appointment: Students must sign up for a major advisement appointment in the Department of ART office — FA 327, or phone 323-343-4010. Students should make a note of the following when signing up for an appointment:

- The name and office number of the advisor.
- The date and time of the appointment.

Cancellations: Students who wish to cancel an appointment should contact the Department of ART office — FA 327, or phone 323-343-4010.

Graduation Applications must be submitted to the Department of ART two quarters prior to the quarter that all degree requirements are completed. Deadlines and instructions for submitting a Graduation Application are published in the Schedule of Classes each quarter. Graduation Application forms are available in Administration 146, and must be brought to the advisement appointment.

Expectations of Students. It is important for students to understand that they must take an active role in advisement, and are responsible for making and following through on their decisions. As such, they are expected to do the following in relation to the advisement process:

1. Familiarize themselves with all degree requirements, including those for their major option before their first advisement meeting.
2. Meet regularly (at least 2 times a year) with the appropriate advisor(s).
3. Come to advisement sessions with a written and prioritized list of questions and issues to discuss with the faculty advisor.
4. Check their CSULA email account regularly. This is the official means of communication used by the University.
5. Check the Schedule of Classes well before each quarter begins and note all relevant deadlines such as the fee payment deadline, the drop deadline, etc.
6. Maintain accurate and complete records of all advisement-related materials.

Expectations of Advisors: Advisors in the Department of ART are expected to do the following in their advisement sessions with students:

1. Help students develop an academic plan for the major that takes into account (as appropriate) the major option, minor, and catalog year.
2. Review the student’s grades and selection of classes.
3. Provide students with relevant information about University requirements, policies, and procedures, and refer students to appropriate campus resources as needed.
4. Maintain accurate and complete advising records for the department and the University (including updating records on GET).
5. Enforce all university rules and requirements when reviewing student requests.
6. Help students plan appropriate steps to correct any academic difficulties.
7. Help students plan for graduate school and post-graduate careers as appropriate.

Expected Student Learning Outcomes:

1. Students will understand their personal responsibility for their own academic, personal, and professional success.
2. Students will have an awareness of how to utilize the necessary information, resources, and available options to make sound educational and lifelong decisions.
3. Students will understand what they need to do to achieve their desired goals.