Mission Statement: The Department of Communication Studies is committed to providing Communication Studies 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 Communication Studies curriculum—including the requirements for major options and the Communication minor—the Communication Studies 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.

Communication Studies Major Advisement
Location: MUS 104
Phone: 323-343-4200

For a list of office hours each quarter, please call 323-343-4200 or check the Faculty Advisement Schedules posted outside Music 104.

Communication Studies students should set up an appointment with an advisor when they need to discuss the following:

1. Major requirements (including major option, core requirements, and/or elective requirements).
2. Course substitutions within the major.
3. Switching options within the major.
4. Submitting a graduation application (see Graduation Applications below).
5. Following up on a graduation application.
6. Graduate school and other long-term goals.
Scheduling an Appointment: All faculty in the Department of Communication Studies do undergraduate advisement. In order to secure an appointment, students should sign up for an appointment outside of the office door of an advisor. Sometimes there is room for “Walk-in” advisement appointments. However, it is best to schedule appointments to ensure sufficient time to cover all advisement issues and needs, and to give the advisor an opportunity to prepare for the advisement session.

Students should make a note of the following when signing up for an appointment:
- The name of the faculty advisor with whom they have made an appointment.
- The office number of the faculty advisor.
- The date and time of the appointment.

Cancellations: Students who wish to cancel an appointment should contact the advisor, preferably by email. An appointment may be cancelled if a student is 10 minutes late.

Graduation Applications must be submitted to the Communication Studies department two quarters before the final courses are taken to complete the degree. Students should meet with an advisor regularly to plan the right time to submit a graduation application. When applying to graduate, students should pick up forms for the graduation application at the Administration building (room 146) and bring them to an advisement appointment. Deadlines for submitting a graduation application are published in the Schedule of Classes each quarter.

Expectations of Students: It is important for students to understand that they must take an active role in advisement. Students are responsible for making and following through on their own 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 and/or concentration before their first advisement meeting.
2. Meet regularly (at least once a year, or more often as necessary) with an advisor.
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 Communication Studies department 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, concentration, minor, and catalog year.
2. Review the students' 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.