Mission Statement: The Department of English is committed to providing students in its programs 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 curriculum—including the requirements for major options, concentrations, and minors—faculty of the English Department seek to empower students as self-directed advocates. Through advisement, students will be able to determine their future goals and identify those academic paths that will best help them reach those goals and achieve their fullest potentials.

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.

English Major Advisement
Location: Engineering & Technology (E & T) A638
Phone: (323) 343-4140 or -4143

Students should make an appointment with an English Department advisor when they wish to discuss the following:

1. Major requirements (including major option, concentration, core, and/or elective requirements).
2. Switching options within the major.
3. Submitting a graduation application (see Graduation Applications below).
4. Following up on a graduation application.
5. Graduate school and other long-term goals.

Scheduling an Appointment: Students may either call or go to the English Department Appointment Office when they wish to set up an appointment with an advisor. Students should make a note of the following when signing up for an appointment:

- The name of the advisor with whom they have made an appointment.
- The office number of the advisor.
- The date and time of the appointment.
Cancellations:  Students should notify the English Department when they wish to cancel an appointment.

Graduation Applications must be submitted two quarters before the final courses are taken to complete the degree. Students, therefore, should sign up for an appointment with an advisor early in the quarter that they are to turn in a graduation application. Students should pick up a graduation application and a worksheet from Administration 146 and bring these forms to the 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. Meet regularly (perhaps twice a year) with the appropriate advisor(s).
2. Come to advisement sessions with questions and issues they wish to discuss with the faculty advisor.
3. Familiarize themselves as much as possible with all degree requirements, including those for their major option and/or concentration.
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 English 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.
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 demonstrate personal responsibility for their own academic, personal, and professional success.
2. Students will know precisely which courses they need to complete their major and graduate in a timely manner.
3. Students will connect their academic program to their long-term personal and professional goals.
4. Students will know the necessary information, resources, and available options to make sound educational and lifelong decisions.