**Mission Statement:** The Department of Liberal Studies is committed to providing Liberal 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 Liberal Studies curriculum—including major options, minors, concentrations, depth areas, and core requirements—the Liberal 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.

**Liberal Studies Major Advisement**
*Location:* ET A405 (the Liberal Studies main office on the 4th floor).

Liberal Studies students should come to the Liberal Studies main office to set up an advisement appointment with a faculty member when they need to discuss the following:

1. Major requirements (including major core, major elective, concentration, and depth area 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 must sign up for a major advisement appointment at the Liberal Studies main office (ET A405). The signup sheets are in the hallway just to the right of the entrance. Students should make a note of the following when signing up for an appointment:

- The name of the faculty member with whom they have made an appointment.
- The office number of the faculty member.
- The date and time of the appointment.

**Cancellations:** Students who wish to cancel an appointment should come by the Liberal Studies main office and cross their names off the list. If that is not possible, students should call the Liberal Studies main office at (323) 343-4100. Students should call the main office if they are running late for an appointment: an appointment may be cancelled if a student is 10 minutes late.

**Graduation Applications** must be submitted to the Liberal Studies department two quarters before the final courses are taken to complete the degree. Students should sign up for an appointment on the sheet that says "Graduation Appointments" (to the right of the door at ET A405) early in the quarter for which they are to turn in a graduation application. Students should pick up forms for the graduation application
at the Administration building (room 146) and bring them to the advisement appointment. Deadlines for submitting a graduation application are published in the Schedule of Classes each quarter.

**Walk-In Hours:** Liberal Studies faculty members also have a couple of hours a week designated to see students on a "walk-in" basis. The walk-in hours for a particular faculty member can be found listed at the bottom of the faculty member's appointment signup sheet. The following guidelines apply to walk-in advisement:

1. Students who come to a faculty member's walk-in hours to discuss matters related to a class the faculty member is teaching (such as upcoming paper assignments) have priority over students who show up for walk-in major advisement regardless of who was there first.
2. Students should only come for walk-in major advisement to discuss matters that can be taken care of quickly (such as getting authorization for a depth area class and requesting a letter of recommendation). Students with advisement issues that will take more time (such as updating a degree checksheet and submitting a graduation application) should make an appointment.
3. Faculty members may not have enough time to see all students who show up for walk-in hours.

**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 (at least twice a year) with the appropriate advisor(s).
2. Come to advisement sessions with a written and prioritized list of questions and issues to discuss with the faculty advisor.
3. Familiarize themselves with all degree requirements, including those for their major option, concentration, and/or depth area(s).
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 Faculty Advisors:** Faculty advisors in Liberal Studies 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, depth area(s), minor, and catalog year.
2. Review the students' grades and selection of classes.
3. Maintain accurate and complete advising records for the department.
4. Provide students with relevant information about University requirements, policies, and procedures, and refer students to appropriate campus resources as needed.
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.