Mission Statement: The Department of Theatre Arts and Dance is committed to providing our 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 Theatre Arts and Dance curriculum—including the requirements for major options, concentrations, and minors—the Theatre Arts and Dance 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.

Theatre Arts and Dance Major Advisement
The departmental undergraduate advisor is Professor Shiz Herrera. Professor Herrera is the contact person student must see for departmental advising concerning course scheduling, degree advising, forms and processing. Advisement hours are posted each quarter at her office MUS 237.

Department Advisor: Shiz Herrera
Email: sherrer@calstatela.edu
Location: Music Building – Office 237
Phone: 323 343 4120

All Theatre Arts and Dance faculty advise students on course selection, successful academic planning and career planning and development.

The Theatre Arts and Departmental office is in King Hall 5104
This location may be subject to change in the Fall quarter of 2010 or during the academic year
Location: King Hall 5104
Phone: 323 343 4110

Theatre Arts and Dance students should contact Professor Shiz Herrera office to set up an appointment with the departmental advisor when they need 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 must sign up for a major advisement appointment by at the beginning and at midterm each quarter. 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 who wish to cancel an appointment should contact Professor Herrera at 323 343 4120 or sherrer@calstatela.edu. An appointment may be cancelled if a student is 10 minutes late.

Graduation Applications must be submitted to Professor Shiz Herrera in the Theatre Arts and Dance 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 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 3-6 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 Theatre Arts and Dance 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.