California State University, Los Angeles

Department of Chicano Studies Advisement Syllabus

CONTACT INFORMATION
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SEEING AN ADVISOR
1. Call 323-343-2190 or e-mail vmurillo@cslanet.calstatela.edu, visit the Department of Chicano Studies main office KH-C4039 to schedule an appointment.
2. Cancellations - if you know you will not be able to keep your appointment, please call the office as soon as possible to cancel or reschedule.

PREPARING FOR YOUR ADVISEMENT SESSION
If you wish to discuss your academic plan please review and bring your Unofficial Transcript from your GET account and bring a list of questions/concerns to your advisement appointment.
If your transcripts have not been evaluated in GET, bring copies of your unofficial transcripts from other schools you have attended. (Note: We are NOT the official evaluators for the University.)

If you are meeting with an advisor to talk about policies, procedures, or requirements, do your homework first by reviewing the information provided in the General catalog that applies to your year of entry to CalstateLA, the CHS program plan specific to you and your year of entry, and/or the Schedule of Classes or our Department Website.

If you are experiencing academic problems, have you assessed what is causing these problems? Try to come up with a tentative plan for resolving them. Based on your discussion during your meeting, the advisor will discuss your situation with you and identify some strategies for success.

EXPECTATIONS OF STUDENTS
• Seek information from advisor.
• Schedule a meeting at least annually with the advisor.
• Meet with a faculty advisor whenever you have a question regarding your academic plans, your academic progress, or regarding your post-graduation plans.
• Seek advisement for GE and other university requirements through the University Academic Advisement Center www.calstatela.edu/univ/advise.
• Prepare for your advisement session in order to make your time with an advisor more productive.
• If you have questions about general education requirements or general education course selection, bring a list of questions or courses you are interested in taking. Bring a copy of the General Education Program (available in catalog or in the online “Schedule of classes”).

You are required to bring your Unofficial Transcript from your GET account when meeting with an advisor. It gives you an opportunity to review what’s in your transcript and helps you prepare questions for the advisor.

1. If you are meeting with an advisor to talk about university policies, procedures, or requirements, do your homework first by reviewing the information provided in the catalog or on the web at www.calstatela.edu or UAAC www.calstatela.edu/univ/advise
2. Be prepared to clearly explain the reason for your appointment; e.g., course requirements, grad checks, course substitutions, etc.
3. If you wish to discuss your academic plan, please review your Unofficial Transcript from your GET account and bring a list of questions/concerns to the advisement session. If your transcripts have not been evaluated in GET, bring copies of your transcripts. (We are NOT the official evaluators for the University.)
4. Be familiar with what is reflected in your Academic Report located at the bottom of your Unofficial Transcripts available to you via your GET account.
5. If you receive a letter from the university concerning graduation, reinstatement or readmission, and you have questions pertaining to the correspondence, you must bring the letter with you to your advisement appointment. The advisor will be unable to assist you without the letter.
6. Be aware of Department of Chicano Studies & University Deadlines:
7. Maintain accurate and complete advising records; bring your records with you to each advisement appointment.
8. Visit instructors during office hours for additional information and assistance.
9. Know your program requirements. Chicano Studies currently has two options. Option I is the General Option I (OGENMAS) and Option II is the Elementary Subject Matter Teaching Option II (OESDEMAS). Students pursuing the teaching prep option must make sure that they review the requirements and deadlines for entry into the credential program once they complete their BA program. Upon finishing their undergraduate program and taking the required state examinations, they must follow the deadlines established by the credential programs they seek to pursue.

GRADUATION
• Understand the graduation application process and requirements.
• Graduation check filing dates are published in the schedule of classes and posted in the department office.
• Students have the responsibility of filing a graduation check in anticipation of the quarter they intend to graduate.
• You must bring your PAID graduation application with you to your grad check appointment.

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December 1, 2011
GRADCHECKS AND STUDENT PURSUING A MINOR

All students pursuing a minor must make sure that their MAJOR department forwards a signed and stamped minor plan to the graduation office along with their application for graduation.

If the minor plan form does not accompany your graduation application, the graduation office will be unable to post your degree on your TRANSCRIPT. The graduation application must also be stamped by the Chicano Studies Department in the appropriate area.

PERSONAL ADVISEMENT AND REFERRALS TO APPROPRIATE RESOURCES ON CAMPUS

In addition to discussing students’ academic progress and problems, the advisors also discuss with them about their personal, career, and educational goals. The advisor may discuss with you the factors that are affecting your academic success.

This may include study skills, prioritizing multiple academic and family demands and pressures, time management, etc.

The campus offers counseling assistance through CAPS, Counseling and Psychological Services http://www.calstatela.edu/univ/hlth_ctr/counseling.php

KEY CONSIDERATIONS FOR ACADEMIC SUCCESS
1. Go to class every day and get to know your professors.
2. Understand the policies and procedures for dropping classes within or beyond the no record DROP PERIOD and any impact on your academic record and financial aid.
3. Plan and devote enough study time to do as well as you can in your classes.
4. Have good study habits and get academic assistance early if needed.
5. Always confirm information given by fellow students with your advisor before incorporating it into your academic plan.

All faculty may advise students but your advisor may vary depending on quarterly scheduling changes.
You can request to be scheduled with the same advisor and every effort will be made to accommodate your request.

IF YOU HAVE A “HOLD” ON YOUR RECORD
A letter is sent to all incoming students encouraging them to see an advisor before attempting to enroll for the fall quarter classes. In the letter they are notified that an “enrollment hold” will be placed on their records if they fail to see an adviser before their enrollment date.
The current CHAIR will advise most students with holds DURING THE SUMMER QUARTER. An enrollment hold may appear in your record if you have gone too long
without conferring with an advisor, which is cleared once you see an advisor. You must initiate appointment requests to see an advisor.

EXPECTED STUDENT LEARNING OUTCOMES
• Students will understand their personal responsibility for their own academic, personal and professional success.
• Students will understand what they need to do to complete the requirements for the Bachelor of Arts in Mexican American Studies.
• Students will have an awareness of how to ACCESS AND UTILIZE the necessary information, resources, and available options to make sound educational and lifelong decisions.

OTHER ADVISING AND UNIVERSITY RESOURCES
For information regarding other campus advising resources, including the University Academic Advisement Center, go to the UAAC website: www.calstatela.edu/univ/advise. The UAAC can be particularly helpful in dealing with undergraduate General Education requirement and articulation issues.

Link to the Catalog http://ecatalog.calstatela.edu/

Link to Financial Aid http://www.calstatela.edu/univ/finaid/

Link to Schedule of Classes http://www.calstatela.edu/classschedule/