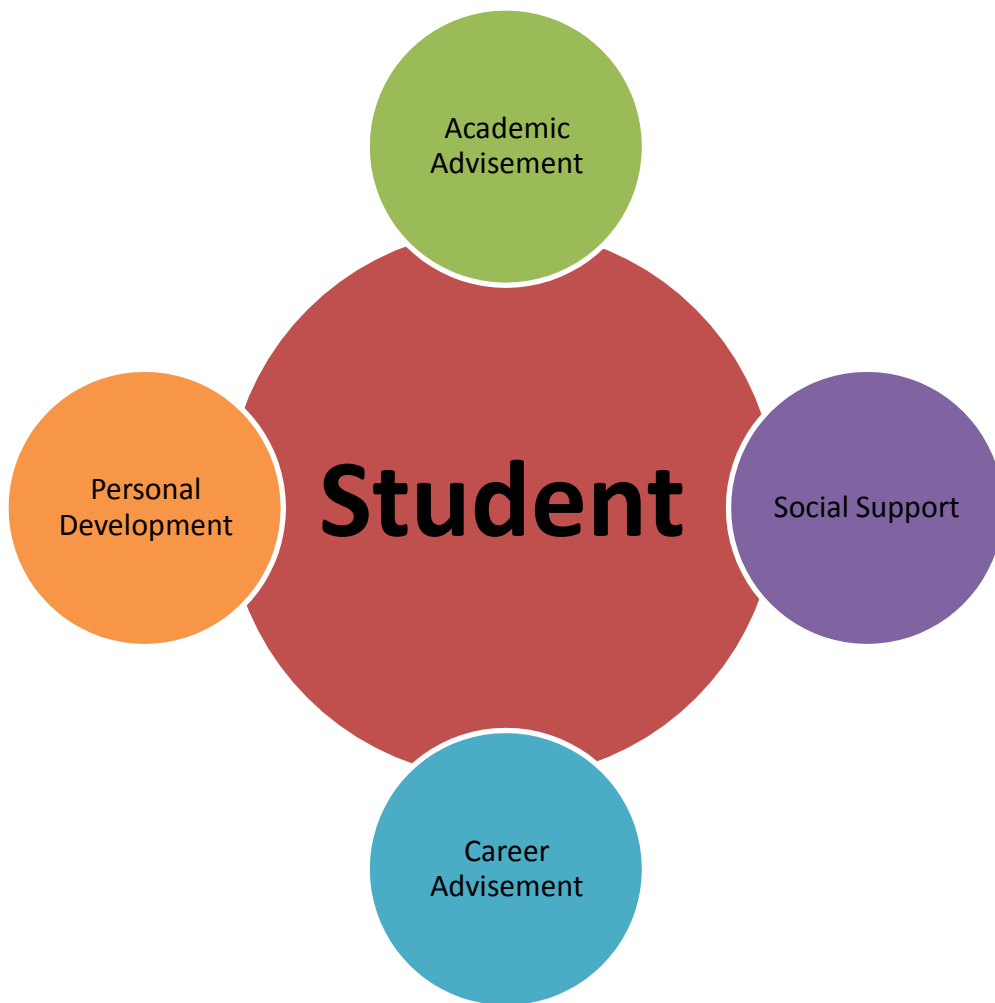


CALIFORNIA STATE UNIVERSITY, LOS ANGELES

GUIDEBOOK for ADVISORS



I. University Organization and Important Offices

A. **University Organization Chart** <http://www.calstatela.edu/univ/division.htm>

The following is a brief listing showing the University's Colleges, departments, offices, and programs across its five Divisions:

1. **Academic Affairs (AA)**

Graduate Studies and Research <http://www.calstatela.edu/academic/aa/gsr/>

Undergraduate Studies <http://www.calstatela.edu/academic/aa/ugs/>

University Academic Advisement Center <http://www.calstatela.edu/univ/advice>

University Testing Center <http://www.calstatela.edu/centers/testctr>

University Tutorial Center <http://www.calstatela.edu/centers/tutorctr>

University Writing Center http://www.calstatela.edu/centers/write_cn/

Colleges:

Arts & Letters (AL) <http://www.calstatela.edu/academic/al/>

Business and Economics (B&E) <http://cbe.calstatela.edu>

Education, Charter College of (CCOE) <http://www.calstatela.edu/ccoe>

Engineering, Computer Science, and Technology (ECST)

<http://www.calstatela.edu/academic/ecst/>

Health and Human Services (HHS) <http://www.calstatela.edu/academic/hhs/>

Natural and Social Sciences (NSS) <http://www.calstatela.edu/academic/nssd/>

Honors College <http://www.calstatela.edu/academic/honorscollege/>

College of Extended Studies & International Programs

<http://www.calstatela.edu/extension/>

University Library <http://www.calstatela.edu/library>

CETL <http://www.calstatela.edu/cetl>

2. **Administration and Finance**

Campus Store <http://calstate-la.bncollege.com>

Disbursement Information <http://www.calstatela.edu/financialaid/disbursement-information>

Facilities Services <http://www.calstatela.edu/univ/facility/>

Golden Eagle Service Center (Golden Eagle Card-Student ID) – GE 220.1 x 6800

<http://www.calstatela.edu/univ/gec>

Housing Services <http://www.calstatela.edu/univ/housing/>

Human Resources Management <http://www.calstatela.edu/univ/hrm/>

Payroll <http://www.calstatela.edu/univ/payroll/>

3. **Information Technology Services (ITS)**

CMS and Enterprise Systems <http://www.calstatela.edu/cms>

IT Infrastructure Services <http://www.calstatela.edu/its/about/units.php>

IT Security and Compliance <http://www.calstatela.edu/its/itsecurity/>

4. **Institutional Advancement**

Alumni Association <http://alumni.calstatela.edu>

Public Affairs <http://www.calstatela.edu/univ/ppa/publicat/>

University Foundation

<http://www.calstatela.edu/philanthropy/csula-foundation.php>

5. **Student Affairs**

Admissions & Recruitment Adm 245, x3-3901 <http://www.calstatela.edu/univ/admiss/>

Career Development Center CC, x3-3237 <http://www.calstatela.edu/univ/cdc/>

Center for Student Involvement U-SU Room 204, x3-5110

<http://www.calstatelausu.org/csi>

Educational Opportunity Program (EOP) SA 215, x3-4367

<http://www.calstatela.edu/univ/eop/>

Office for Students with Disabilities Adm 127, x3-3140

<http://www.calstatela.edu/univ/osd/index.php>

Student Financial Aid SA 124, x3-6260 <http://www.calstatela.edu/univ/finaid>

Student Health Center HC, x3-3301 http://www.calstatela.edu/univ/hlth_ctr/

Counseling HC 2nd Floor-Station 4, x3-3314

http://www.calstatela.edu/univ/hlth_ctr/counseling.php

University Registrar Adm 401, x3-3940 <http://www.calstatela.edu/academic/registrar/>

Enrollment Services & Veterans Affairs Adm 146, x3-3840

<http://www.calstatela.edu/registrar/office-enrollment-services-0>

Graduation Office Adm 146, x3-3840

http://www.calstatela.edu/academic/registrar/grad_off.php

Transcript Request Form Adm 146, x3-3840

http://www.calstatela.edu/sites/default/files/groups/University%20Registrar/Docs/transcript_order_form.pdf

Records Office Adm 409, x3-3840

<http://www.calstatela.edu/academic/registrar/records.php>

University Student Union U-SU, x3-2450

<http://calstatelausu.org/>

Veterans Services SA 122, x3-5080

<http://www.calstatela.edu/vets>

B. ***Important Campus Offices/Quick Reference**

http://web.calstatela.edu/classschedule/pdf/fall_book/03QuickreferenceFall2015.pdf

II. ***Advisement Offices, Centers, and University Student Services**

http://web.calstatela.edu/classschedule/pdf/fall_book/04AcademicAdvisementFall2015.pdf

Office or Center	Office Location	Telephone #	Office Hours
Pre-Admission Information	Student Affairs (SA), Room 101	(323) 343-3921	M-Th 8:00am-6:00pm Fri 8:00am-5:00pm
Charter College of Education	King Hall (KH) Room D-2078	(323) 343-4342	M-Th 9:00am-6:00pm Fri 9:00am-5:00pm
Teacher Preparation Advisement Center (TPAC)	Center for Engagement, Service, and the Public Good	(323) 343-5432	M-Th 9:00am-6:00pm Fri 8:00am-5:00pm
Division of Intercollegiate Athletics	Physical Education (PE), Room 110	(323) 343-3096	Varies by quarter.
Educational Opportunity Program (EOP)	Student Affairs (SA) Room 215	(323) 343-4367	M-Th 8:00am-6:00pm Fri 8:00am-5:00pm
First Year Experience	Library-North Room 1034	(323) 343-3184	M-Fri 8:00am to 5pm
Health Careers Advisement Office (HCAO)	Biological Sciences (Bios), Rms 170, 174	(323) 343-6062	M-Fri 8:00am to 5pm
College of Arts and Letters Advisement Center	Music Building Room 221	(323) 343-4015	M-Th 8:00am-7:00pm Fri 8am-5pm
College of Business and Economics Advisement Center	Salazar Hall (SH) Room C-256B	(323) 343-2810	M-Th 8:00am-6:00pm Fri 8:00am-12:00pm
College of Health and Human Services Advisement Center	Fine Arts (FA) Room 238	(323) 343-5500	M-Th 9:00am-6:00pm Fri 8:00am-5:00pm
Engineering, Computer Science, and Technology Student Success Center	Engineering and Technology (ET) Room A-126	(323) 343-4574	M-Th 9:00am-6:00pm Fri 8:00am-5:00pm
College of Natural and Social Sciences Advisement Center	King Hall (KH) Room D-1051	(323) 343-5284	M-F 8:00am to 5:00pm

Office for Students with Disabilities	Administration Room 127	(323) 343-3140	M-Th 8:00am-6:00pm Fri 8:00am-5:00pm
College of Extended Studies and International Programs	Golden Eagle (GE) Room 211	(323) 343-4900	M-Th 8:00am-6:00pm Fri 8:00am-5:00pm
International Office	Student Affairs (SA) Room 115	(323) 343-3170	M-Th 8:00am-6:00pm Fri 8:00am-5:00pm
University Academic Advisement Center	Library PW Room 1040A	(323) 343-3150	M-Th 8:00am-6:00pm Fri 8:00am-5:00pm
University Testing Center	Library PW Room 2098	(323) 343-3160	M-Th 8:00am-6:00pm Fri 8:00am-5:00pm
University Tutorial Center	Library PW Room 1039	(323) 343-3971	Varies by quarter.
University Writing Center	Library PW Room 1039A	(323) 343-5350	M-Th 8:30am-6:30pm Fri 8:30am-3:00pm Sat 10:00am-2:00pm
Veterans Resource Center	Physical Science 113	(323) 343-5080	M-Th 8:00am-6:00pm Fri 8:00am-5:00pm

III. Overview of the Role, Duties and Responsibilities of Professional Staff Advisors

A. Overview of the Role of Professional Staff Advisors

Professional staff advisors bear the primary responsibility for meeting the administrative and procedural needs of all students with respect to advisement, such as providing answers to policy/procedural questions, making appropriate referrals, assisting students in filling out petitions, reviewing General Education, Major, and other University requirements with them, and completing graduation checks.

B. General Duties and Responsibilities of Advisors

- Review of G.E. requirements
- Assist with course selection for lower General Education (G.E.) requirements
- Assist with course selection for Upper Division theme courses
- Understand graduation requirements
- Develop a GE academic plan
- Review and discuss of transfer credit summaries
- Plan Remedial course completion
- Assist with Probation – Intervention Techniques, Referral to Workshops
- Assist with Disqualification for Reinstatement/Readmission
- Provide information in regards to Major, Minor or Certificate Programs

- Ability to assist with the Degree Progress Report and Graduation Check
- Information regarding University policies and procedures
- Assist with Processing of University requirement Petitions
- Academic Intervention Techniques
- Referrals to University Student Support Services

IV. **Basic Information for Academic Advisement**

A. **Policy for:**

1. **EO 665** – Determination of Competence in English and Mathematics
Students must complete all remedial coursework within their first year of attendance at CSULA! If they do not, they will have an additional year to complete the work at the community college and be able to re-enroll in classes here, showing proof of successful completion of the course(s) without reapplying.
More information is available at the following link:
<http://www.calstate.edu/eo/EO-665.pdf>
2. **Program Impaction**
Effective fall 2011, some majors were designated as impacted and have additional admission criteria to be admitted into the major. This information is available at the following link:
[Business and Economics](#)
[Health and Human Services](#)
[Natural and Social Sciences](#)
3. **SB 1440** - Transfer Students with an Associate Arts Degree for Transfer (AA-T or AS-T)
Effective fall 2011 this program allows a seamless transfer to the CSU. For more information, use the following link: <http://www.calstate.edu/transfer/degrees/>
At CSULA, the list of majors that are aligned with the Community College programs is available at the following link: [SB-1440 Associate Degrees for Transfer \(TMC\)](#)

B. **Graduation Requirements**

1. **General Education**

A description of the General Education program is available at the following link:

[General Education Chart](#)

a. **Lower Division - General Education**

A List of the courses that fulfill the lower division General Education requirements is available at the following link: [General Education Course Titles](#)

b. ***Upper Division - General Education Theme**

Students must complete 12 units of one selected General Education upper division theme. The list of themes and courses is available at the following link:

[General Education Upper Division Theme](#)

2. **Major Requirements**

Each major has a specific set of unit and course requirements. These requirements are available at the following link:

<http://ecatalog.calstatela.edu/content.php?catoid=4&navoid=112>

3. **University Requirements**

All CSULA students must complete the following university requirements in order

to obtain an undergraduate degree.

a. **Diversity Requirement**

Students must complete two courses certified as diversity courses. Diversity courses are designated with a (d) by each course. The diversity requirement is met by completing courses at the Lower Division General Education level and/or completing courses within the Upper Division General Education Theme or transferring approved diversity courses. The diversity courses are identified at the following links:

[General Education Chart](#)

[General Education Upper Division Theme](#)

Community College Transfer Course Diversity link:

<http://www.calstatela.edu/academic/soc/diversity%20course%20transfers.htm>

b. **GPA Requirements**

Undergraduate students are expected to maintain a C (2.0) average in all courses attempted at Cal State L.A. Credit (CR) and No Credit (NC) grades are not included in grade point average computations. University GPA requirements are at the following link:

<http://ecatalog.calstatela.edu/content.php?catoid=4&navoid=121>

and you must scroll down to “Scholastic Status of Undergraduate Students”.

c. **Writing Requirement**

All baccalaureate students who enter Cal State L.A. Summer 1993 or later, and who are subject to requirements of the 1993-95 or later general education catalog, are required to take two quarters of English composition (ENGL 101 and 102), which must be taken in sequence.

All Cal State L.A. students who entered summer 1984 or later and are pursuing a degree or credential must satisfy the Graduation Writing Assessment Requirement (GWAR) by passing the Writing Proficiency Examination (WPE). Students must first pass ENGL 101 and 102 (or their equivalents) with a minimum grade of C prior to taking the WPE. The WPE must be taken and passed prior to completion of 135 quarter units eligible for degree completion. The writing requirements are at the following

link: <http://ecatalog.calstatela.edu/content.php?catoid=4&navoid=72>

and you must scroll down to “Lower/Upper Division Writing Requirements”.

d. **Unit Requirement**

The Bachelor of Arts degree requires the satisfactory completion of 180- 186 quarter units. The Bachelor of Science degree unit requires 180 to 204 units, and the Bachelor of Music degree requires 189 quarter units.

<http://ecatalog.calstatela.edu/content.php?catoid=4&navoid=72>

C. Important Dates and Information

1. **Academic Calendar** <http://ecatalog.calstatela.edu/content.php?catoid=4&navoid=117>
2. **Calendar of Events** <http://www.calstatela.edu/univ/calendar/>
3. ***Continuing Students Registration Start Dates – Fall 2015**
http://web.calstatela.edu/classschedule/pdf/fall_book/08TelephoneAssistedFall2015.pdf
4. ***Quarter Calendar Dates – Fall 2015**
http://web.calstatela.edu/classschedule/pdf/fall_book/02CalendarFall2015.pdf
5. ***Registration Steps (Dates, Add, Drop, Withdrawal) – Fall 2015**
http://web.calstatela.edu/classschedule/pdf/fall_book/02CalendarFall2015.pdf
6. ***Final Exam Schedule – Fall 2015**
http://web.calstatela.edu/classschedule/pdf/fall_book/27FinalexamscheduleFall2015.pdf
7. ***Graduation Information – Fall 2015**
http://web.calstatela.edu/classschedule/pdf/fall_book/28GraduationInformationFall2015.pdf
8. **Graduation Forms** http://www.calstatela.edu/academic/registrar/grad_off.php
9. **WPE/GWAR Test Information** <http://www.calstatela.edu/centers/testctr/wpe.php>

D. Probation and Disqualification

1. **Probation**
<http://ecatalog.calstatela.edu/content.php?catoid=4&navoid=121> and you must scroll down to where it says “probation”.
2. **Disqualification** <http://ecatalog.calstatela.edu/content.php?catoid=4&navoid=121> must scroll down to where it says “Disqualification of Undergraduate Students”.

E. FAQ’s

1. **Admissions** <http://www.calstatela.edu/admissions/admission-faqs>
2. **Library** <http://calstatela.libguides.com/faq>
3. **Scholarship Information** <http://www.calstatela.edu/financialaid/scholarship-faq>
4. **University Academic Advisement Center**
<http://www.calstatela.edu/academicadvisementcenter/frequently-asked-questions>

V. Using GET to Advise Students

A. CSU Academic Advisement Report (CAAR)

The CSU Academic Advisement Report (CAAR) is used to assess a student’s academic progress and to determine which courses a student still needs to complete. Graduation applications may be submitted once a student has completed 135 units. Use the navigation route below to assess a student’s completion of graduation requirements.

How to Access a Student Advisement Report in the new CMS 9.0

1. After logging in on the new CMS 9.0, on the *Main Menu*, select *Self Service*.
2. Under *Self Service*, select *Advisee Student Center* from the menu under *Advisor Center*.
3. On the *Advisee Student Center* page, enter the student’s CIN.
4. The student’s name and pertinent information will appear, with five headings: *Academics*; *Personal Information*; *Holds*; *To Do List*; and *Enrollment Dates*.
5. Under the *Academics* heading, select “other academic...” in the drop down menu box and choose from
 - *Academic Requirements* to access the Academic Advisement report;
 - *CSU Campus Page* to access program and plan information;
 - *Course History* to access completed courses and grades within a table that can be sorted;
 - *Transcript: View Unofficial* to access a student’s Unofficial Transcript;

- *Transfer Credit* to access a summary of transfer units and a table of all incoming transfer courses;
- *What-if* to access completion of requirement in specific alternative majors and options.

After selecting your choice, you must click on the right-pointing arrows in the circle to prompt that selection.

- B. Records and Enrollment** to check grades, student program and plan, etc.
- C. CSULA Baseline** to enter course substitutions for graduation checks
- D. Academic Advisement** to enter authorized student exceptions for graduation checks

VI. *How to Submit Petitions

There are several types of petitions that are used on campus for various student requests. Forms to petition undergraduate requirements are available in major department and division offices. They can also be found online or in any advisement center on campus. For fall 2015 the petitions and processes to submit them are at the following link:

http://web.calstatela.edu/classschedule/pdf/fall_book/106PetitionsFall2015.pdf

VII. Forms

Most of the forms advisors use can be found online within the University Registrars website or in the University Academic Advisement Center (UAAC) website under the “Forms” link:

<http://www.calstatela.edu/registrar/university-records-office>

<http://www.calstatela.edu/academicadvisementcenter>

Financial Aid Forms <http://www.calstatela.edu/financialaid/forms>

Note: Academic renewal by course repetition and Reinstatement/Readmission forms should also be available in the major department offices or in any Advisement Center on campus.

- A. Drop Request Form**
http://www.calstatela.edu/sites/default/files/groups/University%20Registrar/Docs/drop_request_form.pdf
- B. General Academic Petition for Undergraduate Requirements**
<http://web.calstatela.edu/academic/aa/ugs/3651pet.pdf>
- C. Grade Appeal/Academic Grievance**
<http://www.calstatela.edu/academic/biol/files/GradeAppealAcademicGrievanceForm.pdf>
- D. Leave of Absence Form**
http://www.calstatela.edu/sites/default/files/groups/University%20Registrar/Docs/leave_of_absence.pdf
- E. Nontraditional Grading Form**
http://www.calstatela.edu/sites/default/files/groups/University%20Registrar/Docs/request_for_non_traditional_grading.pdf
- F. Petition for Academic Renewal by Course Repetition**
No form available
- G. Program Change Form (Request to Add)**
http://www.calstatela.edu/sites/default/files/groups/University%20Registrar/Docs/request_for_new_undergraduate_major.pdf

H. Registrar's Office Appeal Form

http://www.calstatela.edu/sites/default/files/groups/University%20Registrar/Docs/appeal_form.pdf

I. Request for New Undergraduate Major or Minor

http://www.calstatela.edu/sites/default/files/groups/University%20Registrar/Docs/request_for_new_undergraduate_major.pdf

VIII. Important Information for Student Success

A. Academic Programs <http://ecatalog.calstatela.edu/content.php?catoid=4&navoid=112>

B. Articulation Agreement/Transferable Courses www.assist.org

C. Computer Labs – Open Access Labs (QAL) <http://www.calstatela.edu/oal>

Five Locations: *Annex Link ST E191; ECST Computer Link ET C255;*

King Hall Link KH D151; Salazar Hall Link SH C358; Union Link U-SU 104

D. Computer Workshops <http://www.calstatela.edu/its/training/>

E. *GET Worksheet for Enrolling in Courses – Fall 2015

http://web.calstatela.edu/classschedule/pdf/fall_book/12GETWorksheetFall2015.pdf

F. Finances

1. **Campus Job Listings** <http://www.calstatela.edu/univ/hrm/openings.php>

2. **CSULA Federal Credit Union** <http://www.calstatela-fcu.org>

3. **On Campus Scholarships/Information**

<http://www.calstatela.edu/financialaid/scholarships>

4. ***University Related Fees**

http://web.calstatela.edu/classschedule/pdf/fall_book/20FeesFall2015.pdf

G. Library Workshops, Tours & Classes <http://www.calstatela.edu/library/instruct.htm>

H. Online Services

1. **Article and Reference Databases** <http://www.calstatela.edu/library/databases.htm>

2. **GET (Golden Eagle Territory)** <https://get.calstatela.edu/>

3. **Moodle/Blackboard (formerly WebCT) Information**

<https://moodle-2014-2015.calstatela.edu/>

4. **MyCSULA Portal**

<https://cas1.calstatela.edu/cas/login?service=https%3A%2F%2Fmycsula.calstatela.edu%2Fpaf%2Fauthorize>

5. **Network Information Services (NIS) Account**

<https://id.calstatela.edu/user/anonmain.jsp>

6. ***Online Courses for Fall 2015**

http://web.calstatela.edu/classschedule/pdf/fall_book/30OnlineCoursesFall2015.pdf

7. **Student Computing Resources**

<http://www.calstatela.edu/its/student>

8. **Wireless Internet/Network Access**

<http://www.calstatela.edu/its/services/network/wireless>

I. Schedule of Classes available at the following links:

1. ***PDF version to view Fall 2015**

http://web.calstatela.edu/classschedule/pdf/fall_book/2159_COURSES2.pdf

2. **Class search through GET**

https://cmsweb.calstatela.edu/psc/HLAPRDF/EMPLOYEE/HRMS/c/SA_LEARNER_SERVICES.CLASS_SEARCH_GBL?PORTALPARAM_PTCNAV=HC_CLASS_SEARCH&EOPP.SCNode=HRMS&EOPP.SCPortal=EMPLOYEE&EOPP.SCName=CO_EMPLOYEE_SELF_SERVICE&EOPP.SCLabel=Self%20Service&EOPP.SCPTfname=CO_EMPLOYEE_SELF_SERVICE&FolderPath=PORTAL_ROOT_OBJECT.CO_EMPLOYEE_SELF_SERVICE.HCCC_ENROLLME

[NT.HC CLASS SEARCH&IsFolder=false](#)

J. Student Handbook <http://www.calstatela.edu/academic/eep/studenthandbook.php>

K. Student Life

1. **ASI, Inc. (Student Government)** www.calstatela.edu/asi

2. **Athletics** <http://www.calstatela.edu/univ/athletic>

3. **Food Services** <http://www.calstatela.edu/food-on-campus>

4. **Housing** www.calstatela.edu/univ/housing/

5. **University Bookstore** <http://calstate-la.bncollege.com/>

L. Transportation Services <http://www.calstatela.edu/police/transportation-services>

M. University Catalog <http://ecatalog.calstatela.edu/>