

## STUDENT AFFAIRS

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### REENTRY PROGRAM

The Reentry Program is a support system created specifically for nontraditional students who are beginning or continuing their college education. By definition, the reentry student is one who is 24 years of age or older and who has not been continuously enrolled in school. The office should be viewed as an information referral center with special emphasis being placed on fulfilling the needs of the adult learner.

The staff can help students by clarifying processes connected with their educational program. If students want to earn a degree, improve job skills, or just want to take courses simply for intellectual stimulation, they should contact the Reentry Program, located in San Ramon 5, Room 131.

### ADVISING SERVICES

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The Office of Advising Services provides a variety of services designed to aid the student in his or her academic pursuits—new student orientation, coordination of faculty advising, tutorials, peer advising, academic petitions, general education advising, undeclared major advising, change of major and academic problems of a general nature.

*Academic Advising.* Each student is required to meet with his or her faculty advisor once each semester before registering for classes. Although a faculty advisor assists the student in planning an academic program and in the achievement of long-range goals, the primary responsibility for meeting all graduation requirements is the student's. An academic advisor will be assigned to each student or selected by the student depending upon the major department's procedure. Undeclared majors are advised by the Office of Advising Services until a definite goal is chosen. In addition, students wishing assistance with general education requirements should consult their faculty adviser or the Office of Advising Services.

*Summer Orientation.* All newly admitted undergraduate students are strongly urged to attend a summer orientation session (or Fall Advising Day if entering spring semester). An orientation session includes a thorough review of graduation degree requirements, an explanation of General Education and transfer evaluation procedures, and instructions on how to register. Transfer students should bring a copy of their prior college transcript(s) to ensure accurate advising during orientation.

*Academic Petitions.* The Student Academic Petitions Committee is chaired by the Director of Advising Services. Students seeking an exception to University degree requirements must use the petition process. Petitions and procedural information are available in the Office of Advising Services. A student who believes that he or she has been evaluated (graded) prejudicially or capriciously by a faculty member should consult first with the faculty member concerned and make every effort to resolve the issue. If the issue is not resolved, the student should then consult with the department chairman. If the student still believes that he or she has been graded prejudicially or capriciously after completing this process, he or she may