

Student Affairs  
Office of Advising and Orientation  
Joyal Administration, Room 219  
(209) 278-2924  
Director, J. Richard Arndt

**T**he Office of Advising and Orientation provides a variety of services designed to help you achieve your educational goals and effectively use the resources of the university.

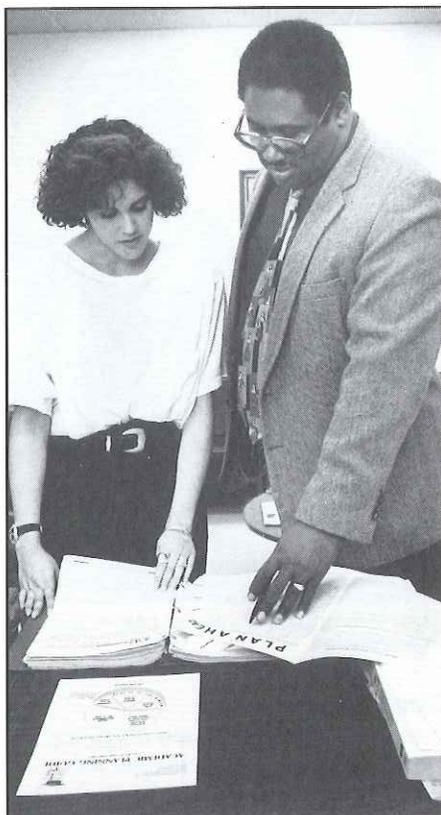
Our office staff assists you in undergraduate academic advising, undeclared major advising, new student orientation, academic petitions procedures, change of major services, general academic problem solving and appropriate referrals. You may also come to our office when seeking answers regarding university policies and procedures.

## Peer Advising

Peer advisers are available by appointment and on a walk-in basis at the beginning of each semester. Peer advisers can help you interpret your transfer evaluation, answer questions related to policies and procedures, and explore with you how the General Education and major requirements and elective units complement each other.

## Major Advising

Advising in specific requirements for a major, minor or teaching credential is done by the various departments. You should meet with your faculty adviser at least once each semester before you register for classes. Depending on your major department's procedures, an adviser will be assigned to you or selected by you. A close working relationship with your major adviser and other department faculty can help you determine your program and choose appropriate experiences related to your academic and career goals. However, the ultimate responsibility for knowing and meeting all graduation requirements is yours. Therefore, you would be wise to check each semester's grade report and your evaluation for correctness (see *Baccalaureate Degree Requirements*).



## Undeclared Major Advising

Undeclared majors are advised in our office. Our advisers can suggest faculty contacts in the academic departments who will help you determine which resources on campus to pursue. Also, **experienced vocational counselors** are available in the Career Development and Employment Services Office where you will be assisted on an individual basis with the appropriate use of vocational testing when necessary.

## New Student Orientation

All newly-admitted undergraduate students should attend the new student orientation program provided by our office. One-day programs are conducted each summer for new students who plan to enter in the fall, and two Advising Day orientations in November and January are held for students entering in the spring semester. These sessions include academic advising, information on degree and General Education requirements, transfer evaluation procedures, university

policies and procedures, registration procedures, and an overview of student and instruction-related services.

The university also offers the following course:

**Univ 1. Introduction to the University (1-3).** Helps the entering student make a smooth transition into the university culture and deals with the purposes of higher education and with strategies for achieving one's educational goals.

## Academic Petitions

Students must file academic petitions in our office. For further information, see *Student Academic Petitions*. Grade Correction Request forms are also submitted to our office for processing. Petition forms for repeating a class and substituting the new grade are obtained in the Joyal North Lobby (see *Repeating Courses*).

## Change of Major

To change your major, initiate the procedure in our office. Graduate (including all postbaccalaureate students) and international students should process major changes in their respective offices.

## Special Major Advising

An undergraduate student interested in designing a special major initiates the process with an appointment to obtain an application form in our office. A graduate student interested in establishing a special major at the master's level should consult the Graduate Dean (see *Special Major for the Bachelor of Arts Degree and Special Graduate Programs — Special Major*).

## Exit Interview

If you are considering leaving the university at the end of the semester for any reason other than graduation, check with our office to make sure of your options and to complete the necessary administrative procedures.