

Advising and Orientation

Student Affairs

Office of Advising and Orientation

Joyal Administration, Room 219

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Director, J. Richard Arndt

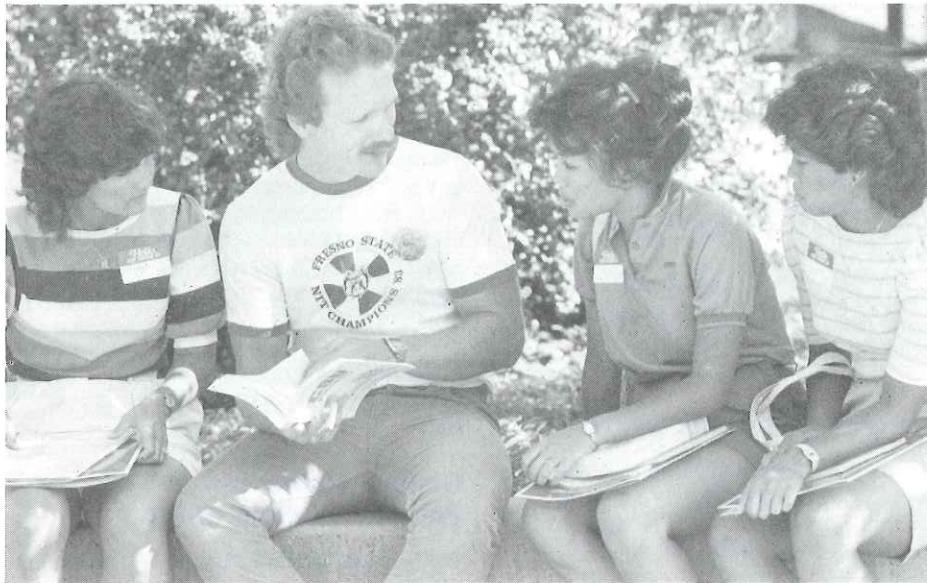
The Office of Advising and Orientation provides a variety of services designed to help you achieve your educational goals and effectively use the resources of the university. The office staff assists you in undergraduate academic advising, undeclared major advising, new student orientation, academic 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. In other words, the Office of Advising and Orientation is a resource to help you understand, enrich, and succeed in your academic experience.

Advising

The Office of Advising and Orientation works primarily with undergraduate students, especially undeclared majors. Advisers are available by appointment, and peer advisers are generally available on a walk-in basis. 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. Advising in specific requirements for a major, minor or teaching credential is done by the various departments.

Until you choose a specific major or program, you should come to the Office of Advising and Orientation for assistance.

If you have a declared major, 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. (See *Baccalaureate Degree Requirements*.)

New Student Orientation

All newly admitted undergraduate students should attend the new student orientation program provided by the Office of Advising and Orientation. 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 requirements, General Education requirements, transfer evaluation procedures, university policies and procedures, registration procedures; and an overview of student and instruction-related services.

Academic Petitions

Students should file academic petitions in the Office of Advising and Orientation. For further information, see *Student Academic Petitions*. Grade Correction Request forms are also submitted to this office for processing. Note: Petition forms for repeating a class and substituting the new grade are obtained in the Registrar's Office (see *Repeating Courses*).

Change of Major

If you want to change your major, initiate the procedure in the Office of Advising and Orientation. Graduate (including all post-baccalaureate students) and international students should process major changes in their respective offices.

Special Major

An undergraduate student interested in designing a special major (i.e., a major composed of courses from several departments) initiates the process with an appointment to obtain an application form in the Office of Advising and Orientation and by discussing the proposed academic program with a departmental adviser. 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 the Office of Advising and Orientation to make sure of your options and to complete the necessary administrative procedures.