

*Student Organizations*, and the *Student Rights and Responsibilities Manual*. A copy of the student handbook is made available at registration. Copies of the other documents are available in the Student Affairs Office.

### **STUDENT ABSENCES**

Students are expected to maintain regular attendance at classes. Extended absences (more than one week) due to illness, death in the immediate family, or other extraordinary emergencies, should be reported immediately to the Counseling Service which will notify the faculty concerned. When any absence occurs, however, the student should contact the instructors involved concerning the possibility of making up the work missed.

## **ADVISING SERVICES**

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

*Academic Advising.* Each student is assigned to a faculty adviser who is a member of the academic department of the student's chosen field. The student uncertain of his choice of an academic major is assigned to a general adviser 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. A faculty adviser assists a student in planning his program of classes and in planning for the achievement of his long-range educational goals. The student, however, is expected to assume final responsibility for meeting all specific degree and/or credential requirements.

*Orientation.* Professional staff and trained student volunteers are jointly involved in orienting new students to the University. The latter serve in the Student Advisement Center (SAC), a service designed to aid new students in making a smooth transition to University life. Staff are available on a daily basis throughout the year to answer questions about the Computer Assisted Registration (CAR) process and other concerns of new and continuing students. A special summer program is also offered to aid new students and their parents in understanding the workings of the University and how it relates to the community at large.

*Tutoring.* Tutoring is generally available in all courses. All students currently enrolled at California State University, Fresno, are eligible for tutoring at no cost. (Veterans are entitled to tutorial funds from the Veterans Administration.) Tutors are upper division and graduate students recommended by professors in the respective departments. The Advising Services office also provides assistance in improving study skills and time management.

*Academic Petitions.* The Student Academic Petitions Committee is chaired by the Coordinator of Advising Services. Students seeking an alteration in their academic requirements or records must use the petition process. Petitions and procedural information are available in the Office of Advising Services.

*Change of Major.* A student wishing to change his major must personally initiate the procedure in the Office of Advising Services.

*Admissions Advising.* The Admissions Office provides counseling to assist students in making application, in understanding admission requirements, and in utilizing the services of the University during the admissions process. Problems concerning evaluation of previous academic records should be directed to the Director of Admissions and Records.

## **CAREER PLANNING AND PLACEMENT SERVICES**

The university maintains a centralized service which is closely integrated with the various schools, divisions, and departments of the university. Services include a career development center staffed by a career information specialist and professional assistance to students and graduates seeking part-time, temporary and summer positions, and career positions upon graduation.

Every effort is made to seek efficient utilization of manpower by assisting students and graduates in obtaining positions which will best use their education, training, experience, and abilities. The placement service not only serves the needs of the university and its students but is vitally concerned with and directs its service toward the needs of the community, business, industry, government, the public school system, and the state generally.