

Advising Services

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Student Affairs

Joyal Administration, Room 224

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<http://studentaffairs.csufresno.edu/>

J. Richard Arndt, Director

Advising Services

The Office of Advising Services provides a variety of services designed to help you achieve your educational goals and effectively use the resources of the university.

We can assist you in undeclared major advising, General Education advising, and academic petition procedures. We can also help you decide upon your major, assist you with general academic problem-solving, and give you appropriate referrals. You may call on us for initial advice regarding special majors. We are also available to explain university policies and procedures.

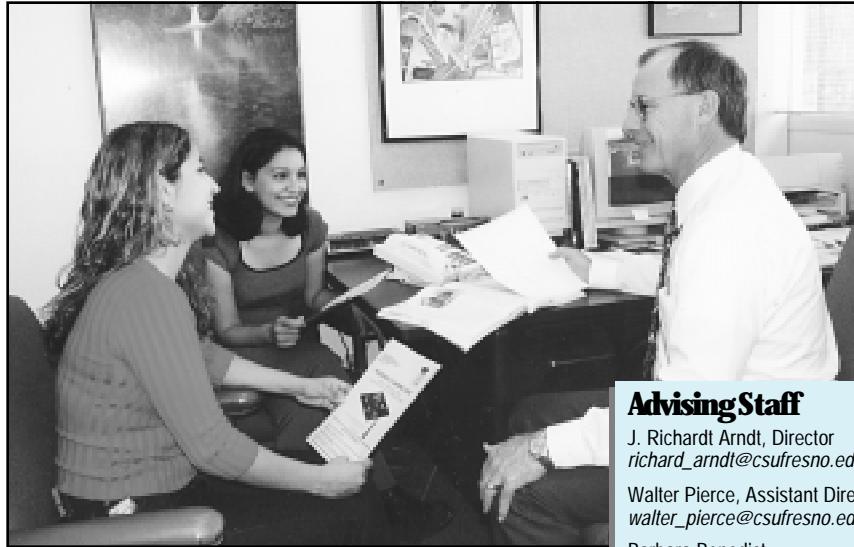
Undeclared Major Advising

We advise undeclared majors until a major is declared. We can suggest faculty contacts in the academic departments who will be of help to you. Also, experienced vocational counselors are available in the Career Services office, where you will be assisted on an individual basis with the appropriate use of vocational testing.

We encourage freshmen, especially undeclared majors, to enroll in University 1 (Introduction to the University) to ensure smooth transition into the university.

General Education Advising

We provide General Education advising if you are not in a specialized program or major (e.g., Business Administration, Educational Opportunity Program [EOP], Engineering and Computer Science, Liberal Studies). If you are an incoming student, we will help you plan a schedule that incorporates G.E. with major and elective coursework as appropriate. If you are a continuing student, we can help you make sure you are taking correct G.E. classes.



Advising Staff

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Major Advising

The various academic departments do advising in specific requirements for a major, minor, or teaching credential. You should meet with your faculty adviser at least once each semester before registering for classes.

Depending on your major department's procedures, you will have a faculty adviser 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, we recommend that you check each semester's grades and your evaluation or DARS (Degree Audit Reporting System) report for correctness. (See *Baccalaureate Degree Requirements*.)

Special Major Advising

If you are an undergraduate student interested in designing a special major, you initiate the process with an appointment in our office to receive appropriate information and to obtain an application form. 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*.)

Academic Petitions

Petitions regarding substitutions or exceptions to the General Education and Upper-Division Writing Skills requirements are obtained in our office. Normally, an appointment with one of our academic counselors is required. Petition forms for repeating a class and substituting the new grade are obtained in the Joyal North Lobby. (See *Grade Substitution by Repetition of Courses*, page 77.) Petition forms to request a retroactive withdrawal are obtained in Joyal Administration, Room 106.

Change of Major

To change your major, initiate the procedure in Joyal Administration, North Lobby. Graduate (except second baccalaureate students) and international students process major changes in their respective offices. ♦