

STUDENT AFFAIRS

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ADVISING SERVICES

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, 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 required to meet with his or her faculty adviser once each semester before registering for classes. Although a faculty adviser 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 adviser 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.

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. A student who believes that he or she has been evaluated (graded) unfairly, 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 issue remains unsolved after consultation with the department chairman, the student should see the appropriate school dean. If the student still believes that he or she has been treated unfairly after completing this process, he or she may request the Student Academic Petitions Committee to review the issue. To request such a review, the student must submit a written statement setting forth all