

Advising Services

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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 with general academic problem-solving, and give 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 career counselors are available in the Career Services office. There 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., Educational Opportunity Program [EOP], Business Administration, Engineering, 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 make sure you are taking correct G.E. classes.

Academic Petitions

Petitions regarding substitutions or exceptions to the General Education and Upper-Division Writing Skills requirements are completed 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*). Petition forms to request a retroactive withdrawal are obtained in Joyal Administration, Room 106. Students with disabilities should contact the Office of Services for Students with Disabilities for additional assistance.

Major Advising

The various academic departments provide 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.

The ultimate responsibility for knowing and meeting all graduation requirements is yours. Therefore, we recommend that you check each

semester's grades and your Degree Audit Reporting System (DARS) 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 Four-Year Graduation Plan

To facilitate graduation goals, a qualified first-time freshman may enter the Degree Guarantee Program to attain a baccalaureate degree in four years. The Degree Guarantee Program is a formal partnership initiated by a student before the end of the fourth week of his or her first semester. Certain provisions and regulations must be met.

(See *A Four-Year Graduation Plan*, pages 84-85.)