



# Advising Services

## Advising Services

Student Affairs

Joyal Administration, Room 224  
(559) 278-1787 • FAX: (559) 278-2323

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

Maxine McDonald, *Acting 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 offer a one-hour workshop, COMPASS (Combining Opportunities to Meet Personal, Academic, and Student Success), designed for the student who has not declared a major or who is considering a major change. Further information is available in Joyal Administration, Room 224.

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.

### 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.

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 Academic Advising 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; it requires that certain provisions and regulations be met.

Additional information may be obtained from the coordinator of the Four-Year Graduation Plan at (559) 278-1787. (See *A Four-Year Graduation Plan*, pages 89-90.)

### 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*, pages 79-80.) Petition forms to request a retroactive withdrawal are obtained in Joyal Administration, Room 106.❖

### Mandatory New Student Orientation: DOG DAYS

Effective fall 2004, orientation is mandatory for all new undergraduate students. DOG DAYS, Fresno State's orientation program, is designed to help new students make the transition from high school or another college. Special parent orientation programs are also offered. The excitement that comes with starting university life can be tempered by fears that may come with starting a new experience. Orientation offers students ways to overcome fears and attain their educational goals. It helps students feel more at home at Fresno State. Topics of the day include academic advising and schedule planning, registration assistance, General Education and degree requirements, and financial aid. There are tours of campus and residence halls, a resource information fair, and more. Attendees will also be able to receive a photo identification (KeyCard) before leaving campus. Make an investment in educational success by attending DOG DAYS. For more information, contact the DOG DAYS Office at (559) 278-4885.