

# Advising Services

Office of Advising Services  
Academic Affairs  
Joyal Administration, Room 224  
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## 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.

Advising Services staff will assist you in undergraduate academic advising, undeclared major advising, and academic petition procedures. Staff members also help you with whether or not to change your major, general academic problem solving, General Education advising, and appropriate referrals. You may also come to Advising Services when seeking answers regarding university policies and procedures.

## Undeclared Major Advising

Undeclared majors are advised in our office. Academic counselors can suggest faculty contacts in the academic departments who will help you determine which resources on campus to pursue. Also, experienced vocational counselors are available in the Career Development and Employment Services office, where you will be assisted on an individual basis with the appropriate use of vocational testing.

Freshmen and undeclared majors are encouraged to enroll in University 1 (Introduction to the University) to ensure smooth transition into the university.

## General Education Advising

Advising for specific General Education requirements of the university is provided by Advising Services to all students not in a specialized program or major (e.g., Business Administration, Educational Opportunity Program [EOP], Engineering and Computer Science, Liberal Studies). Our academic counselors help incoming students plan a schedule that incorporates G.E., major, and elective coursework

as appropriate. We also assist continuing students who wish to make sure they are taking the correct G.E. classes.

## Major Advising

Advising in specific requirements for a major, minor, or teaching credential is done by the various departments. You should meet with your faculty adviser at least once each semester before registering for classes.

Depending on your major department's procedures, a faculty adviser will be 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, you would be wise to check each semester's grades and your evaluation for correctness. (See *Baccalaureate Degree Requirements*.)

## Special Major Advising

An undergraduate student interested in designing a special major initiates the process with an appointment to

obtain an application form from Advising Services. 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

Students must file academic petitions through Advising Services. For further information, see *Student Academic Petitions*. Grade Correction Request forms are submitted to the Student Records Office for processing. Petition forms for repeating a class and substituting the new grade are obtained in the Joyal North Lobby. (See *Repeating Courses*.) 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.

