

UNDERGRADUATE ACADEMIC ADVISEMENT

Good academic advising is a key to obtaining the best college education possible – an education that is intellectually stimulating, supportive of the student's career goals, and personally meaningful and rewarding.

Good advising represents a partnership in which student and advisor use their respective expertise to facilitate the student's learning and decision-making. This section of the University Catalog will describe the major aspects of the advising system at CSU Dominguez Hills. Read the entire section to gain an understanding of the overall system and then concentrate on the particular subsections of greatest relevance to your advising needs.

For new students, the advising process should include participation in a New Student Orientation. This orientation will introduce key campus administrators and services and fellow students; provide an overview of graduation requirements; facilitate course selection by providing the opportunity to work with an academic advisor; answer any questions; and, perhaps most importantly, make it more likely to develop those campus bonds which lead to a rewarding and successful college education.

It is highly recommended that each student meet with an advisor at least once each semester and strive for comprehensive advising. Advising goals vary, but comprehensive advising will:

1. provide a context for students to formulate, develop and achieve their educational goals;
2. support integration of student learning experiences; and
3. encourage maximum attainment of individual student potential.

Students should contact their Student Success Center in order to make an advising appointment or, alternatively, login to the Toro Success Collaborative portal to directly book an appointment with an advisor in their Student Success Center. Please see the end of this catalog section for a list of each of the Student Success Centers and the colleges and major programs they serve. Students who have yet to declare a major at CSUDH may either select a center from this list based on their interests, or alternatively, login to the Toro Success Collaborative portal to directly book an appointment with an advisor who works with exploring students. Please note, transfer students should bring their Academic Requirement Report as well as previous transcripts with them when first seeking advisement. The Academic Requirement Report is an easy tool which allows you to identify outstanding requirements for graduation. The Academic Requirement Report uses a simple color-coded system. Every student should access their Academic Requirement Report every semester.

Advisors will assist students in planning their academic programs, but students ultimately are responsible for meeting all prerequisites and requirements of the degree program.

Students are also urged to read the information under "Counseling Programs" and to avail themselves of the many types of personal and career guidance that are available at the University.

Pre-admission and Admissions Advising

New students wanting information about college life or to begin the application process, should contact Outreach and School Relations, WH

C-245, (310) 243-3696. All questions about admissions requirements, transfer of previous course work, application deadlines, and other parts of the application process should be directed to this office.

Information concerning the academic programs, instructional facilities and faculty at CSU Dominguez Hills may be obtained from Outreach and School Relations or the appropriate academic department(s).

Required Advising Sessions

There are three times when a student is required to seek advisement and obtain an advisor's written approval prior to registration:

- Upon first entering the University.
- At the beginning of the junior year (60 semester units).
- At the beginning of the senior year (90 semester units).

In addition to the above three times, many departments or programs require additional advising sessions. Use the following guidelines:

- Declared majors - Students should check with their major department to determine policy.
- Exploring Students - Students must obtain advising from one of the Student Success Centers (see below).
- Educational Opportunity Program (EOP) - Such students must obtain advising from an EOP academic advisor.
- Admission Exceptions (Special Admits) - For their first year on campus, Special Admits must obtain advising at their Student Success Center (see below)
- Students who find themselves on Academic Notice (see policy on academic disqualification)

Failure to obtain the required advising will prevent the student from registering for classes.

Department Advisors

In addition to advisement provided through the Student Success Centers, many academic departments have faculty, who serve as academic advisors / mentors for their program. These faculty advisors are available throughout the academic year, and students are urged to meet with an advisor at least once each semester in addition to any required advising sessions. Students can learn more about which programs have faculty advisors either through their program of study or by discussing with their academic advisor in their Student Success Center.

Students should bring their Academic Requirement Report and transcripts of all college work when seeking advisement. In the advising sessions, the student and the advisor develop a proposed course of study for the student based on his/her interests, and educational and career objectives. Together they check the student's progress toward graduation and discuss matters relevant to the student's education.

To obtain an appointment with a departmental advisor, students should contact the appropriate department or college office, or, alternatively, contact the appropriate Student Success Center below.

Obtaining an Academic Advisor

Use the following guidelines for obtaining an academic advisor:

Declared Majors and Minors

Declared majors and minors should contact the Student Success Center that houses their major or minor department to obtain an advisor (see

below). Students should bring their Academic Requirement Report to all meetings with an advisor.

Exploring Students

Students who have yet to declare a major at CSUDH may either select a Student Success Center based on their interests, or alternatively, login to the Toro Success Collaborative portal to directly book an appointment with an advisor who works with exploring students

Special Majors and Minors

Special Majors and Minors should contact the Office of Academic Programs, WH-440 (310) 243-3308.

Educational Opportunity Program (EOP)

Educational Opportunity Program students must contact the EOP Office, WH D-350, (310) 243-3632.

List of Student Success Centers

College of Arts and Humanities Student Success Center

Office: LIB 5515
University Library, North Building, Fifth Floor
Email (cahsuccess@csudh.edu) | Website (<https://www.csudh.edu/cah/ssc/>) | (310) 243-3264

College of Business Administration and Public Policy Student Success Center

Office: I&I 1100, 3400
Innovation & Instruction Building, First & Third Floor
Email (cbappundergrad@csudh.edu) | Website (<https://www.csudh.edu/cbapp/student-services/academic-advising/undergraduate-advisement-center-and-student-support/>) | (310) 243-3561

College of Education Student Success Center

Office: COE 1401
College of Education Building
Email (coe_success@csudh.edu) | Website (<https://www.csudh.edu/liberal-studies/advising-support/>) | (310) 243-2276

College of Health, Human Services and Nursing Student Success Center

Office: WH A210
Welch Hall Building, Second Floor
Email (chhsnadvising@csudh.edu) | Website (<https://www.csudh.edu/chhsn/chhsn-student-success-center/>) | (310) 243-2120

College of Natural and Behavioral Sciences Student Success Center

Office: SBS A306
Social and Behavioral Sciences Building, Third Floor
Email (cnbsadvising@csudh.edu) | Website (<https://www.csudh.edu/cnbs/student-success-center/>) | (310) 243-3535