

ACADEMIC ADVISING

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

Welcome to the **Student Success Center** for the College of Arts and Humanities! We look forward to helping you navigate your academic and professional careers during your time here at DH.

You can make an appointment with your academic advisor through the Toro Success Collaborative (TSC) found on your my.csudh.edu portal. Here is a tutorial on how to use the TSC: How to Schedule a Self-Service Appointment (<https://www.csudh.edu/Assets/csudh-sites/tltc/docs/making-an-appointment-step-by-step-guide.pdf>)

You can also reach out to us in the usual ways:

Office: North Library 5515
Phone: (310) 243-3264

Email: cahsuccess@csudh.edu

Web: Student Success Center (<https://www.csudh.edu/cah/ssc/>)

Advising

Our range of services includes:

- Class registration
- General Education
- Catalog-based major and minor overview
- Connecting you with your Major faculty advisor
- Lower-division transfer credit
- Applying for Graduation
- Graduation Writing Assessment Requirement (GWAR)
- Connecting you to campus resources, career coaches, and care teams and so much more!

We look forward to working with you during your time here at DH. Go Toros!

CBAPP Student Success Center: Academic Advisement

The College of Business Administration and Public Policy Student Success Center provides academic advising for undergraduate majors and minors in Business Administration, Criminal Justice Administration, and Public Administration.

The CBAPP Student Success Center provides information and academic support which includes advising on

- Concentrations
- Graduation requirements
- Transfer credit
- Special circumstances & conditions

Students are urged to come to the Student Success Center every semester before enrolling in courses.

CBAPP Student Success Center Hours, Location, and Contact Information

Hours of operation: Monday -Friday from 8:00 a.m. to 5:00 p.m.

Location: Innovation and Instruction (II Building) Suite 1100

Phone: (310) 243-3561

Email: cbappundergrad@csudh.edu

Website: <https://www.csudh.edu/cbapp/student-services/academic-advising/cbapp-student-success-center>

Students can make an appointment with an advisor at <https://csudh.campus.eab.com/> to discuss:

- Change of Major/minor (*to declare or revise*)
- Review transfer credits (*to determine if courses can be used to meet requirements*)
- Graduation check (*to review remaining courses and discuss graduation process/deadlines*)
- Academic planning (*to utilize the Smart Planner and plan a schedule for a 4- or 2- graduation plan*)

FAQs:

What if I am not sure about my concentration or need support with exploring career options in my area of interest?

The Student Success Center (SSC) works with Faculty Advisors and Department Chairs regarding career and work force requirements for different concentrations. Student may reach out to the Student Success Center to get connected with a Faculty Advisor and Department Chair. Students may obtain advice from faculty about tailoring their academic program toward career goals, about graduate schools and programs, and about career opportunities.

COE SSC Mission

Welcome to the Student Success Center for College of Education students! Our vision is to provide a nurturing space that immediately engages students in an experience that positively impacts their well-being, self-efficacy, and identity as college students. Through a holistic approach that frames academic preparation, the Student Success Center Team is facilitating the journey of persistence towards and fulfillment of students' goals.

When a College of Education student walks into the Student Success Center, the student can expect:

A Culture of Care: We believe that we have a shared responsibility for providing a welcoming and nurturing environment for all who enter our doors and a warm hand-off when we aren't the answer.

Information: We believe that no one should leave the Center without knowledge and next steps, particularly if it is beyond our capacity or control.

- *Programmatic* – We provide information for undergraduate (Liberal Studies) and graduate (credential/MA) programs
- *Resources* – We provide access and referrals to on-campus university resources and when possible, off campus community resources that support students affective, behavioral, and cognitive needs

Specialized Advising: We believe that each student deserves specialized advising based on their academic program from the experts that know the pathway best. The Center focuses all advising on the undergraduate major – Liberal Studies

- Referrals to credential and master's program faculty are made by Student Success Center Team members.

Career Coaching: We believe that the transition from program completion to career is critical to achieving the end goal for students. Our graduation specialist and career coach are focused on ensuring students know their options.

Wellness: We believe that students physical, mental, emotional, and spiritual health is key to their sense of belongingness, persistence, academic performance, personal development, and degree completion. Our retention specialist and care manager strive to meet these needs to promote student success.

Scheduling An Appointment

Scheduling can be done through the student center/portal by selecting *Toro Success Collaborative* or through the online handbook (LBS e-resource) webpage (<https://csudhlbs.notion.site/Advising-9d24c67be0ad40cd98ad8c0afa23b861/>).

Contact Us

Location: COE 1401

Hours: 8:00 am – 5:00 pm

Email: coe_success@csudh.edu

Student Success Center (SSC), College of Health, Human Services, and Nursing(CHHSN)

Welch Hall Building (WH), Second Floor, WH 220
(310) 243-2120

Self-Service Appointments

You may schedule an appointment with an Advisor through Toro Success Collaborative (TSC) via my.csudh.edu. A tutorial on How to use the TSC can be found on our Tutorials and Workshops page: [Scheduling an Advising Appointment through TSC](#).

Make sure to set up your appointment with your designated program advisor. If you need assistance, you can email us at chhsnadvicing@csudh.edu.

CHHSN SSC Advising Mission

The foundation of advising for the College of Health, Human Services, and Nursing (CHHSN), Student Success Center (SSC) is based upon conceptual, relational, and informational principles, which are the core competencies of NACADA The Global Community for Academic Advising. In this belief, the advisors of CHHSN SSC are fully dedicated to socio-personal, academic, and career support for our students. The advisors provide this support by being responsive to student needs, issues, and concerns to innovate our advising practices towards equity, accessibility, and inclusion. As a center, we build a community that prepares students for the knowledge and skills they need as student leaders and emerging health and human services professionals. The advisors cultivate this community and college identity by creating a collaborative space in partnership with the college's students, staff, and faculty. (Kerr, M., Langford, L., Prado, C., Valdez, A., Viray, J., 2022)

CHHSN Student Success Team

Lisa Langford, Director

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Angelica Flores Avila, Lead Peer/Coach
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Academic Advisors

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Program Advisors

Mark Kerr, Graduation Specialist
mkerr@csudh.edu | WH 220C | (310) 243-3423

Paul Matt Lasmarias, Retention Specialist
plasmarias@csudh.edu | WH 220E | (310) 243-3174

Cristina Prado, Retention Specialist
cprado@csudh.edu | WH 210E | (310) 243-3516

The College of Natural Behavioral Sciences Success Center mission is to educate students through academic advising and resource support. Our center is dedicated to a culture of care that will keep students thriving.

The center serves over 5,000 students and 10 majors. We are a group of advisors and support staff that believe through advising holistically with a care approach our students will be successful.

We collaborate with other campus partners to give our students an experience that will ensure belonging, self-advocacy, and value. We are equitable with our students with the whole person in mind, we think of campus and student assets as foundational for success. Academic advising is a key element in student success as it guides, support and completes the student experience. Graduation for every student is the key goal for our center while allowing the students experiences support a pathway that is unique to each student.

Advisors are trained to look beyond the obvious to advise students uniquely and holistically, creating a solid pathway to graduation for each student. We are thrilled our students chose us to be the guiding light to fulfill their educational goals and look forward to serving them.

CNBS Success Center

Location
Social & Behavioral Sciences building, 3rd Floor
Room: SBS A-306
Phone: 310-243-3535
Email: cnbsadvising@csudh.edu

Victoria Fowler, Director

Sharrae Evans, Administrative Coordinator

Advising

Our range of services includes:

- Class registration
- General Education
- Catalog-based major and minor overview
- Connecting you with your Major faculty advisor
- Lower-division transfer credit
- Applying for Graduation
- Graduation Writing Assessment Requirement (GWAR)
- Connecting you to campus resources, career coaches, and care teams and so much more!

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