Academic Advising and Student Success Handbook

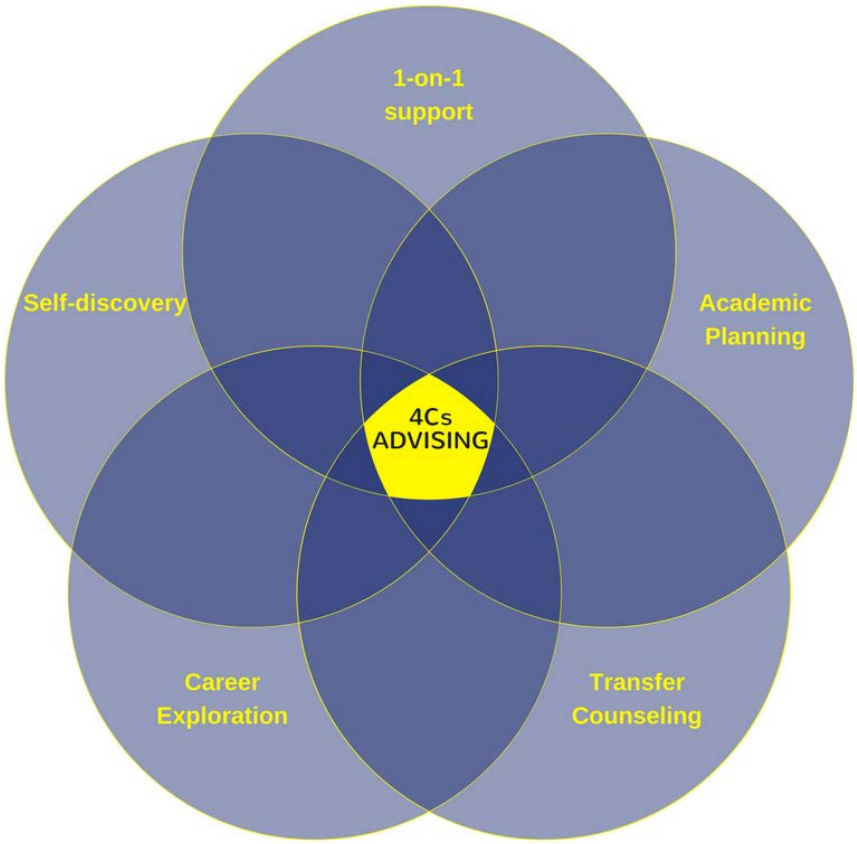


Table of Contents

I. Introduction & Who Is My Advisor?……..….....Page 3

II. What is Academic Advising……..…...…..…...Page 4

III. Student & Advisor Responsibilities……..…..……...…Page 4

IV. Student Learning Outcomes …….....…...Page 5

V. Services Offered by CBE Student Services Center….……..……..…..…Page 6

VI. How to Make an Appointment……...…..….Page 8

VII. Appointment Policy……..……...……..Page 9

VIII. Graduating on Time……..Page 9

IX. Calendar of Activities……..……...…….....Page 11

Introduction

Welcome to the College of Business and Economics Advising handbook. This handbook is designed to facilitate a mutual understanding of roles and responsibilities among students and advisors to support student success. In this handbook, you will find pertinent information about the CBE advising process, services offered, and important academic policies to help you during your college career.

Throughout your college career, it is recommended that you stay connected with your academic advisor to remain updated on important information. To begin, we would like to introduce you to the academic advising approach and process.

There are 8 advisors in the CBE Student Services Center. Each incoming student is assigned to an academic advisor based on an alpha-breakdown. You are welcome to make appointments with other advisors, but it is recommended that you continue with your assigned advisor throughout your time at CSULA as it makes the follow-up appointments more efficient and effective.



Last Name	Advisor
A – Can	Beth Yuan
Cao – Esc	Monica Lee
Esd – Here *and* Business Honors Program students	Siu Leung
Herf – Lit	Belem Enciso
Liu – Nase	Elizabeth Rubalcava
Nasf – Rive	Brisena Castaneda
Rivf – Thoi	Armine Karagyulyan
Thoj – Z	Joaquin Franco

What is Academic Advising?

Academic advising is a partnership between students and advisors that serves as a safe space for you to explore your goals and challenges. Advising can help you examine your personal, educational, and career goals, and help you understand how your courses fit into your goals for the future. Most importantly, it requires active participation between the advisor and student. Based on your needs and challenges, advisors can provide guidance and help you in making decisions about your educational goals. Ultimately, you are responsible for making decisions as you see fit for yourself, but we are happy to be a source of support and provide information to help you in your decision making process. **As a student, it is your responsibility to follow appointment protocol. As noted previously, we do not offer walk-ins and any requests to see an advisor without an appointment will be denied.**

Student & Advisor Responsibilities

Advisor Role- listen and guide	**Student Responsibility**- learn and grow
Assist with course planning	Attend mandatory and regular advising meetings
Help you develop & modify academic goals	Review Advisement Report & course plans
Inform you about campus activities & opportunities	Read & respond to Cal State LA email & be open to opportunities outside of the classroom
Clarify school policies & procedures	Be aware of important dates & deadlines
Refer you to campus resources	Share problems & concerns
Listen, ask questions & respect you as an individual	Be prepared, ask questions, and be accountable. Respect your advisor as a professional who has your best interest in mind.
Adhere to confidentiality guidelines as outlined in the Family Educational Rights and Privacy Act (FERPA)	Keep open lines of communication
Be available to you through scheduled appointments, walk-in hours, group advising sessions, and emails during regular business hours	Understand that advisors have a variety of responsibilities that impact their availability, keep scheduled appointments, and cancel with at least 24 hours' notice if necessary
Discuss your academic performance and its impact on your future goals	Accept responsibility for your academic performance and accept the challenge that college courses provide

We expect that you will follow through on your responsibilities and in turn, we will follow through on ours.



Student Learning Outcomes

As a result of participating in academic advisement, you can expect to:

- Understand the Cal State LA General Education Program (GEs) curriculum and CBE major curriculum
- Understand how the courses in your major (and minor, if applicable) fit together and relate to your overall intellectual growth
- Correctly interpret the information on your Advisement Report and apply the information on your Advisement Report to appropriate course selection
- Understand how to complete degree requirements and develop a plan for timely completion of your degree
- Identify, clarify, and articulate your personal, educational, and career values and goals
- Relate your values and goals to the selection of careers, minors and courses
- Relate your career exploration to your skills, values, interests, and major(s)
- Identify your strengths and areas for improvement
- Identify campus resources that help you reach your goals
- Understand academic policies and procedures at Cal State LA

Our mission is to foster student development through student centered services including academic support, professional development, and personal enrichment.

Our vision is to help students prosper in their CSULA experience.



Services Offered by the CBE Student Services Center

CONTACT INFORMATION & HOURS OF OPERATION

SALAZAR HALL 256B
(323) 343-2810
MONDAYS - THURSDAYS: 8:30AM - 6:00PM
FRIDAYS: 8:30AM - 5:00PM

Note: We do not offer walk-ins. Any requests to see an advisor without an appointment will be denied.

Individual Advisement

Individual appointments with advisors are available Monday through Friday. The following is a breakdown of our appointment structure:

15 minute same-day appointments are offered Monday-Thursday, 2-5pm and all day Friday to address basic advising questions such as course substitutions, GE petitions, electives, and transfer requirement questions. Students must call the office in the morning to schedule a same-day appointment for the afternoon. ***Please note that we do not offer walk-ins except for Registration Lab during registration cycles.***

30 minute appointments must be scheduled in advance using our online appointment system. These sessions are intended to address more in-depth advising needs such as long-term degree planning, probation & disqualification, readmission, study abroad, and declaring dual majors.

**See handout on next page for guidance on how to make an appointment using our online platform.*

Group Advisement

CBE is proud to offer the following workshops to address student needs in group settings.

Business Kick Start - designed to help new freshmen students understand how to read their Advisement Report and to develop long-term academic plans.

Business Survival Guide – designed to help new transfer students understand how to read their Advisement Report and to develop long-term academic plans.

Registration Lab – offered during registration cycles as an open lab for students to walk-in for registration questions and technical errors.

Advising Booth – offered during registration cycles to address quick 5 minute questions such as degree requirement clarification, schedule verification, and admissions information for continuing Cal State LA student.

Graduation Workshop – all CBE students are required to attend a graduation workshop to understand and complete the graduation application process. Must RSVP through our online appointment system.

Bring Your Briefcase – to help students who are on probation or disqualification to address challenges and develop skills to improve their GPA and return to good academic standing.

Zoom & Phone Appointments

Advisement is also offered via Zoom and phone calls. These are geared toward students who cannot physically attend an in-person appointment. However, they are only for basic questions such as schedule verification, requirement clarification, and general questions.

Events

The Student Services Center is pleased to offer events to build a community with our students.

Welcome Days – We offer welcome days at the beginning of each semester to share information about upcoming deadlines and college/university resources.

Relax in Business Class – Offered every semester to provide students a space to enjoy snacks and entertainment while they receive free test materials, an opportunity to connect with their peers and advisors, and a welcoming space to relax before final exams.

Placement Services

The CBE Student Services Center also offers placement services to connect students with internship and job opportunities. It is recommended to visit the placement coordinator for help with resume and cover letters and to find experiential learning opportunities to support your career goals.

1:1 Services

1) Resume Review
2) Cover Letter
3) Mock Interviews
4) Career Development (Leadership opportunities, conference, dress attire, etc.)
5) Career Resources (Career Link, LinkedIn, Indeed)

Workshops

1) Resume Review/Cover Letter Writing
2) Mock Interviews

Events

1) Company Resume workshops and Interviews (UPS, Robert Half, and Office Team)
2) Company Information Sessions & Tabling

In-Class

1) Career Development presentations

How to Make an Appointment

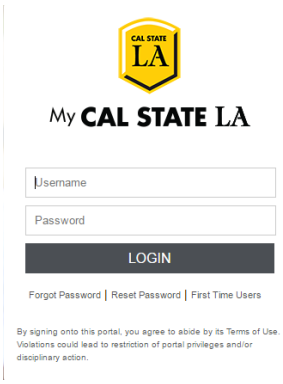
Step 1)

Visit http://www.calstatela.edu/business/advisement/schedule-appointment
Click on “Student Success Collaborative” Icon



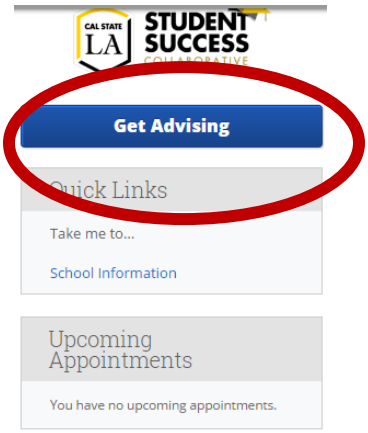
Step 2)

Log-in with your CalStateLA Portal Credentials



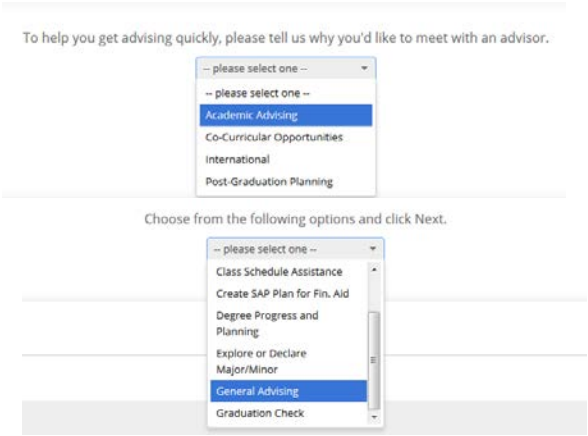
Step 3)

Click on “Get Advising”



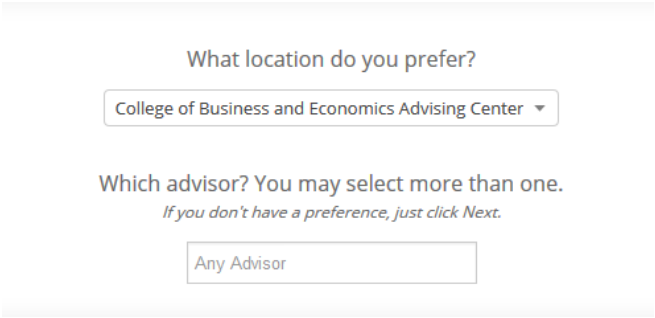
Step 4)

Choose an option for Advisement



Step 5)

Be sure to choose “Business and Economics Advisement Center” as the location.
Select your Advisor.



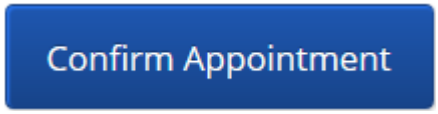
Step 6)

Choose the time slot of your choice.
All available slots will be in **BLUE.**



Step 7)

You may choose additional settings reminders, additional requests, etc.
And lastly, click “Confirm”



Appointment Policy

No Shows and Cancellations

- To cancel your appointment, you must notify the Advisement Center either by phone (323) 343-2810 or in-person at SH 256, or online at least 24 hours in advance. This will allow for us to offer the time slot to another student. If you fail to do so, it will be considered a "No-Show."
- If you fail to show-up for your appointment or if you arrive in the SH 256 front lobby ten (10) minutes late to your 30-min appointment or five (5) minutes late for your 15-min appointment, your appointment will be recorded as a "No-Show."
- After three (3) total "No Shows," you forfeit the right to schedule an appointment. To regain appointment scheduling privileges, you must meet with the Director of Student Success and Advising.

Graduating on Time

Why is it important to graduate in 4 years?

If you think four years of college is expensive, try taking five or six years to get a four - year college degree. Not only will you pay another year's worth of tuition, textbook costs, campus fee and other education expenses, but you won't be earning money in your first job or getting started with graduate school.

Each additional year a student attends college there is a $51,580 added cost: the cost of attending college $8,580 and the lost wages of $43,000. It's not just the cost of the education that you lose, but the earning potential over the additional year or years. Nothing speaks louder than cold hard numbers.

Cost of Attending College One Extra Year at College Two Extra Years at College Tuition & Fee $6,632 $13,264 Books and Supplies $1,948 $3,896 Lost Wages $43,000 $86,000 Total $51,580 $103,160

The most practical reason for graduating college "on time" is the money you and your family will save by not paying an extra year for school. ***It is simply more cost effective to graduate in four years.***

The message is to graduate on time!

Tips to Graduate on Time

- **Review your Advisement Report every semester after you register for courses.** If you notice something is not showing up correctly in your report, schedule an appointment with your advisor.
- **Review your major roadmaps at**: calstatela.edu/business/advisement/academic-information
- **Take 15 units each semester or 30 units per year to stay on track for graduation!** You should plan to take summer courses if you register in 12 units each semester.

- **Check your Cal State LA email –**You will receive important information from your advisor and the director of advising, Dr. Janet Vera. You will also receive communication from your professors, financial aid, placement services, and other university services. Make sure to check your email year-round, including summer and winter breaks, as the university will send information pertaining to your academic status and financial aid notifications during these cycles. You can pick up a handout from our office on how to link your Cal State LA and personal email

- **Be aware of important dates & deadlines –** Use the campus calendar located in the catalog to find important deadlines such as add/drop, financial aid refunds, reinstatement, SAP appeals, etc. These deadlines will also be emailed to your Cal State LA email by Dr. Janet Vera**.** You can check out the calendar at the end of this handbook for generic dates.

- **Use** your **Advisement Report as a planning tool –** Learn how to access your report:
    - Log on to GET > Self-Service> Student Center
    - Select "Academic Requirements" from the dropdown menu & select the arrow to load
    - The report helps you clarify your requirements, shows your GPA, and highlights your missing coursework. Review your report regularly to check your remaining requirements and to ensure that you are enrolled in the correct courses. Your Advisement Report is used by advisors and graduation evaluators to check your progress toward graduation. If you learn to use it on your own, you can plan ahead and gain confidence in selecting your courses independently.

- **Check online resources prior to advisement appointments –** Before each advisement appointment, check your Advisement Report, the e-catalog, and the university website as you may find answers to your questions using these resources. If you have additional questions after checking these tools, make sure to come prepared to your appointment with your questions.

- **Attend CBE workshops, use campus resources, and meet with your advisor –** All the resources, workshops, and events offered by CBE and the university are geared to help you in your academic progress. Make sure to take advantage of them while you are a student.

- **Take initiative & responsibility for your success –** It's important that you take the initiative to ask questions, check your resources, and follow-up with your advisor rather than waiting for your advisor to contact you. Taking initiative will help you get ahead toward success.

Recommended Calendar of Activities

FALL SEMESTER

Late August (start of classes):

- Check your class schedule at the beginning of the semester to make sure you are correctly registered for all of your courses. Review your Advisement Report to make sure your AP and transfer credits are recorded.
- Attend CBE Fall Welcome and on campus Welcome Week activities.
- Review your classes' syllabi and mark your calendar with major test and quiz dates.
- If you have questions about your classes be sure to ask your advisor or your professor. Be sure to make changes to your schedule if you needed. You have three weeks to set your schedule for the fall semester. **The add/drop deadline is generally the Monday of the 3rd week of classes. The reinstatement deadline and SAP deadlines are around the same time.**

September:

- Sign-up for tutoring.
- Think about an academic goal you would like to accomplish this semester. What steps do you need to take now to achieve it? What obstacles may be preventing you from reaching that goal? What resources can help you to reach your goal?
- Beat the registration rush and schedule an appointment with your advisor to discuss your academic plans.

October:

- Visit a professor during office hours.
- Prepare for midterms. How are your classes going? Be sure to check in with your professors regarding your status in your classes. If you are struggling and need help, be sure to communicate with your advisor so he or she can refer you to the proper resources on campus.
- **Attend Business Survival Guide for transfers or Business Kick Start for freshmen to create your long term academic plan.**

November:

- **The last day to withdraw from a class with a compelling reason and receivea mark of 'W' is the 12th week of the semester.**
- Review the schedule of classes and start to plan a mock schedule for the spring. Log into Advisement Report and check for your registration appointment so you know the date and time you can register. Make sure you do not have any holds that will prevent you from registering. Be sure to pre-pay your courses so that you can register on time!
- **Visit our Registration Lab and Advising Booth if you need quick assistance with Spring registration.**
- Be sure to ask for help if you are struggling with your classes. Do you need a tutor? Have you attended your professors' office hours?
- Interested in a leadership position? Check out the Center for Student Involvement.

Early December:

- Prepare for finals. Form a study group! Students who study in groups often do better than those who study alone.
- **Attend our Study Break event Relax in Business Class!**

Winter Break:

- Start thinking about the summer. Do you want an internship? Talk with someone you respect, admire, and trust about his or her career decision-making process. What can you learn from this person? What might you do differently?

SPRING SEMESTER

January:

- **Attend our Spring Welcome!**
- Most students start each semester with plans for how "this semester will be different." How do you hope to improve upon last semester? List some techniques you might use to help you become an even better student. What resources might you make use of? How might you spend your time differently? Check in with your advisor regarding any questions or concerns.
- Review your classes' syllabi and mark your calendars with major test and quiz dates.
- If you have questions about your classes, be sure to ask your advisor or your professor. Be sure to make changes to your schedule if needed. You have 3 weeks to set your schedule for the semester.
- Check your Advisement Report to make sure your academic progress is accurately reported.
- **The add/drop deadline is generally the Monday of the 3rd week of classes. The reinstatement deadline and SAP deadlines are around the same time.**

February

- Visit the Cal State LA Career Center to learn about all the career related resources available to you on campus.
- Did you struggle in your first midterm? Be sure to check in with your professors and your advisor to ensure you are aware of the resources available to help you succeed.
- Visit a professor during office hours.

March:

- Check the Schedule of Classes for both summer and fall. Start to draft a mock schedule for fall.
- Attend a group advising session to create your long term plan and discuss your fall semester schedule with your advisor.
- Check your registration appointment and pre-pay your courses to ensure that you can register on time.

April:

- The 12th Week of the semester is the final day to withdraw from class with a mark of a "W."
- **Visit our Registration Lab and Advising Booth if you need quick assistance with Fall registration.**

May and beyond:

- Prepare for finals. Study hard for exams, try a study group or attend review sessions.
- Taking summer school outside of Cal State LA? Make sure you check transferable coursework with your advisor.
- Celebrate if you have had a successful year at Cal State LA!

