

ADVISING FAQ's (Frequently Asked Questions) for students:

1) Who is my academic advisor?

Your advisor is a member of your major department or program faculty (for most students except those in Non-Traditional Programs). You may contact him or her by calling your department/program office and getting your advisor's name and phone number and e-mail address. This web site also contains a list of academic advisors.

2) When should I contact my advisor?

You need to contact your academic advisor immediately upon admission to the university and set up a meeting as soon as possible. Although communication by phone or e-mail might suffice, it is really better to meet face-to-face.

3) Why should I bother with an academic advisor?

Your advisor will be able to help you answer many questions and functions as a resource person for information about campus programs and services. Your academic advisor knows the degree program you are working on, when courses are offered, what course sequence will serve your purposes, which supportive courses to take and when, how to get information about prerequisites, and so on. In addition, when you seek a job or apply to professional or graduate school your academic advisor is nearly always expected to write a recommendation. You need to get to know your academic advisor!! Anyway, to register on the web you need to get a "pin" called the RAP from your advisor and he or she must sign your schedule request form if you register on campus in arena.

4) How often do I need to see my academic advisor?

You need to see your academic advisor before registering each semester. It is best not to wait until registration begins, but rather to make an appointment with your advisor some days before.

5) What should I do before I go to see my academic advisor?

Your education is your responsibility and your advisor can help you through the process in an efficient manner but he or she needs your help! Stay involved! To this end make yourself knowledgeable about the degree program in which you are enrolled and what your progress is. Prepare for each meeting with suggested courses you think you should be taking the next semester and write down any questions you have so you don't forget to ask them. If you are an entering transfer student, bring a copy of your transfer transcripts or CSU evaluation to your first meeting with your academic advisor. If you are an entering freshman or transfer student take your placement exams right away after admission so your academic advisor can properly advise you about requirements!

6) What else can my academic advisor do besides help me register?

Academic advisors have knowledge about campus resources. He or she can help you contact the Counseling Center (workshops on study skills, interpersonal relationships, and other important topics), the Career Development Office (resume writing, career fairs), the Learning Assistance Center (tutoring programs) and many others. He or she is usually a practicing professional in your field of study and can give you knowledgeable career advice. And as stated above, he or she will be writing those important recommendation letters!