

## ACADEMIC ADVISEMENT RESOURCES

### General Advisement

#### Advising Center

Location: Bell Tower Building, Room 1595

Telephone: (805) 437-8571

Fax: (805) 437-8857

Office Hours: Monday–Thursday, 8:30 a.m.-6:00 p.m.;

Friday, 8:00 a.m.-5:00 p.m.

<http://www.csuci.edu/academics/advising/index.htm>

#### Advising Center Staff:

Sue Saunders, Director of Academic Advising and Learning Support Services

Advisors: Susan Arias, Barbara Duffin, Jamey Hunstad, Chiara Lamb, and Monica Rivas

Advising Support Coordinator: Wendy Olson

Administrative Support Assistant: Sara Alcala

Articulation Officer: Janet Rizzoli

At CSU Channel Islands, the role of advising is shared by faculty advisors and professional academic advisors. Academic advising is a continuous process that supports students throughout their academic journey at the University. Students are ultimately responsible for their educational planning and meeting all graduation requirements. Students need to be familiar with the University Catalog policies, as well as major and degree policies. In order to ensure academic success and remain on course, students are encouraged to maintain regular contact with academic and faculty advisors.

Students may stop by the Advising Center check-in counter to schedule an appointment with one of our professional academic advisors. Academic advisors are busiest during registration periods and the first few weeks of the semester. Students are encouraged to schedule advising sessions during the non-peak times. Major faculty advisors are available on a walk-in basis or by appointment. Each semester, office locations, hours and phone numbers of major faculty advisors are posted in the display case outside the Advising Center.

### Systemwide Placement Test Requirements

The California State University requires each entering undergraduate, except those who qualify for an exemption, to take the CSU Entry Level Mathematics (ELM) examination and the CSU English Placement Test (EPT) prior to enrollment. These placement tests are not a condition for admission to the CSU, but they are a condition of enrollment. They are designed to identify entering students who may need additional support in acquiring the basic English and mathematics skills necessary to succeed in CSU baccalaureate-level courses.

Undergraduate students who do not demonstrate college-level skills in mathematics will be placed in appropriate remedial programs and activities during the first term of their enrollment. Students placed in such programs in mathematics must complete all remediation in their first year of enrollment. Failure to complete remediation by the end of the first year may result in denial of enrollment for future terms. Students register for the EPT and/or ELM at their local CSU campus. Questions about test dates and registration materials may be addressed to the Student Life office located in the Bell Tower Building, Room 1769, (805) 437-8510.

### Directed Self Placement (DSP)

Directed self placement will be the only method used on the CSU Channel Islands campus to place students into freshman composition courses. EPT scores will not be used. Students will be given guidance in directed self placement during orientation and will select either English 105, Composition and Rhetoric, or the English 102/103 Stretch Composition sequence. Completion of either English 105 or English 102/103 satisfies the freshman writing requirement.

### University Writing Center and Learning Resource Center

The University Writing Center and the Learning Resource Center is located on the second floor of the John Spoor Broome Library.

#### University Writing Center

At the University Writing Center, trained tutors are available to assist students with composing a first draft, organizing their ideas, and polishing their completed work. Students who would like to review the fundamentals of grammar, syntax, and word usage are invited to work with tutors on an individual basis or in small group sessions with the center's director. The center is also available to assist students with organizing their studies, taking notes, and using research materials.

The University Writing Center is open to talk with any student about writing—whether it's a term paper, lab report, or employment letter. Our writing tutors are available to help with editing, organizing a paper, and improving writing skills. Tutors assist students with any step in the writing process, from brainstorming to creating a final draft. The Writing Center provides individual and group tutoring, writing workshops, and other services to meet the writing needs of undergraduate and graduate students. Appointments are at least 30 minutes, and can be as long as an hour. For more information, visit the Writing Center web site at <http://www.csuci.edu/writingcenter/>. The Writing Center's services are free of charge. The Center is open Monday through Thursday from 9:00 a.m. to 7:00 p.m. and Friday from 9:00–12:00 p.m.. For an appointment or more information please call 437-8409.

#### Learning Resource Center

The Learning Resource Center offers individual and group tutoring for many general education and undergraduate courses. Trained tutors guide and assist students to develop content area knowledge and skills. Tutoring is offered for subjects such as ASL, Biology, Chemistry, Physics and Spanish. Students should contact the Learning Resource administrative assistant to obtain information regarding discipline tutoring available each semester. Students can receive extensive assistance in courses dealing with basic mathematics, geometry, statistics, calculus, as well as higher mathematics. Drop-in assistance is available throughout the semester. The Learning Resource Center is open Monday through Thursday from 9:00 a.m. to 7:00 p.m. and Friday from 9:00–12:00 p.m.. For more information please call 437-8409.