

# Academic Advisor's Cheat Sheet

- 1) **ELECTIVES:** If a student's curriculum requires a "lower division" social science course (ELEC 31), it's ok for the student to take an "upper division" social science course to satisfy the requirement. Likewise, if their curriculum requires a "lower division" humanities course (ELEC 21), it's ok for the student to take an "upper division" humanities course. **HOWEVER**, if the student's curriculum requires "upper division" social science (ELEC 32) or "upper division" humanities (ELEC 22), they must take an "upper division" course. Also, courses cannot be double-counted. For example, MT students need to complete HUM 400 Ethics, which is considered an Upper Division Humanities, but MT students also need an additional six units of ELEC 22 Upper Division Humanities Electives. They cannot use HUM 400 to meet one of their ELEC 22 requirements.

- Class Search has been improved! It's easier to search for classes, including electives. Just search on Course Attributes.

Course Attribute	<input type="text" value="ELEC"/>		Elective
Course Attribute Value	<input type="text" value="21"/>		Humanities-Lower Division

- 2) **OVERLOADS:** Overload Forms are required for students taking more than 20 units (15 units if on academic probation). Overload Forms need to be approved by the Student's Department Chair.
- 3) **REGISTRATION:** Enrollment appointments are assigned to all continuing students. Each class starts on their own day. So Class of 2012 register on the first day, Class of 2013 on the second day, etc. Students are encouraged to register in a full load during the first two-week registration period (Pass 1).

**If students fail to register during the first two-week registration period (Pass 1) they will be charged a \$100 late registration fee.**

- 4) **CLASS REQUISITES:** Class Requisites will be lifted at the end of the first two-week registration period (Pass 1). Class requisites are placed on particular courses to allow only a certain group of students to enroll in those courses first. Students who are taking the class early, or retaking the course, can then enroll in the course after the requisites are lifted (Pass 2). Department Chairs are discouraged to waive class requisites during the first registration period.
- 5) **STUDENT RECORDS WEBSITE:** Students, faculty, and advisors can obtain a lot of information regarding registration by going to <http://www.csum.edu/web/faculty-and-staff/registrar>.
- 6) **CURRICULUM SHEETS:** Updated and current Curriculum Sheets can also be found on the Student Records website <http://www.csum.edu/web/faculty-and-staff/student-records>. Students tend to review the curriculum sheets in the course catalog, which are always outdated. Since departments tend to update and revise their curriculum throughout the student's four years here, students and advisors should only view the online Curriculum Sheet for their particular class and major.
- 7) **VERSIONS OF DEGREE PROGRESS REPORTS:** Students and advisors are also encouraged to view the student's Degree Progress Report on PeopleSoft. The information in the DPR is based on the student's updated and current Curriculum Sheet.

There are two versions of the DPR, the interactive version which shows the color-coded icons, and a static version. The interactive version requires the student and advisor to click the "View Courses" link in order to see each course that will fulfill a particular requirement. Although there is a "printer friendly" link for this DPR, the print out does not show the listing of courses that fulfill each requirement.

The static version of the DPR, however, lists each course and is easy to view and print. This version of the Degree Progress Report can be selected when viewing an Unofficial Transcript.

- 8) **DEGREE PROGRESS REPORT PROBLEMS:** Due to changes in major, curriculum revisions, etc., there will be times that a Degree Progress Report is inaccurate. When a student or advisor sees courses listed in the "Additional Courses not Meeting Requirements" area of the DPR that they feel actually meet a requirement, refer the student to Debbie. She may need to "substitute" the required course with the course the student completed. For example, if a student completed ME 230 as a Mechanical Engineer, then changed to Engineering Technology, she would need to substitute ME 230 for ET 230.
- 9) **SERVICE INDICATORS:** Students cannot register if they have a "negative" service indicator. Negative service indicators include ADV holds, Accounting holds, etc. Be sure to remove your ADV hold once you advise your students. If you see another hold on the student, remind the student to clear it up prior to their scheduled enrollment appointment.