

CBA Admission & Advising Center's Request for an Individual Appointment

Some students have the misconception that they must meet individually with a major adviser. **This is not always necessary or feasible.**

Once a student has accessed the CBA website (csulb.edu) and printed a "Program Planner",* he/she can track the courses he/she has taken and has left to complete his/her major course requirements.

Any individual who staffs the CBA Advising Window **IS AN ADVISOR** who can answer questions regarding the College and undergraduate Business major. However, there are certain areas such as General Education, which do not fall within the expertise of our advisers. For non College of Business Administration related concerns, students will be referred to the proper office.

The Academic Advising Center in Library East will advise students regarding their General Education requirements. This office will also schedule appointments for a student who has received his/her Grad Check.

The procedure for filing for graduation is listed each semester in the Schedule of Classes.

More than five thousand students at CSULB are seeking an undergraduate degree in Business Administration. Therefore, unless a student has a particularly difficult problem, he/she should be able to get the advise he/she needs by calling the Advising line or speaking with an adviser in person at the Advising Window. You can also purchase a copy of the CBA Handbook at the Copy Center of the Bookstore. This publication is a comprehensive road map for progressing from admission to graduation.

For these reasons, no individual appointments will be scheduled for students who have fewer than 56 units. Likewise, a student must turn in this form and a completed "Program Planner" before an appointment will be confirmed.

* If you have been in continuous enrollment as a Business major prior to Fall 2001, you may need to get a "Program Planner" from the CBA Admissions and Advising Center.

Name: _____ Campus I D # _____
Major: _____ Social Security # _____
Phone #: _____ Email Address: _____

Reason for requesting an appointment:

I have read and understand the above statements and still believe that it is necessary for me to make an individual appointment to meet with a major adviser.

Signature

Date

Please check you email in the morning before your appointment to make sure that it was not necessary to reschedule it.