

## Graduate Student Advisement Sheet

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_  
Semester Entered Program: \_\_\_\_\_ Advisor Name: \_\_\_\_\_

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**Required to Graduate** – (Advisors please check-off, initial and date as indicated)

\_\_\_\_\_ **Student has attended one of the Department's group advisement sessions**

These sessions are typically offered the 1<sup>st</sup> Monday of the month in the "fishbowl." For more information about times and dates have the student contact Dr. Beattie at [beattier@csulb.edu](mailto:beattier@csulb.edu).

\_\_\_\_\_ **Student has copies of the Graduate Handbook and the Clinic Handbook**

These documents should have been provided to the student during graduate orientation. If the student does not have a copy of these documents, they can be obtained from the Department Administrator or Clinic Secretary. Note: The Graduate Handbook is currently being revised. Until revisions are complete please refer students to this sheet and the catalog for questions regarding our graduate program.

\_\_\_\_\_ **SMAKS form provided to student and student counseled regarding use/completion**

Date: \_\_\_\_\_

\_\_\_\_\_ **SMAKS form reviewed with the student annually**

*The competencies on the student's SMAKS form should be signed-off annually by Dr. McMicken. If areas of concern are evident, please document in the comments section of this form the nature of counseling provided and the plan of action discussed (if applicable). The SMAKS form can be obtained from the Department Administrator.*

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ **Writing Proficiency Examination (WPE) passed**

Date: \_\_\_\_\_

*Students must attempt the WPE during their first semester of attendance or a hold will be placed on registration. The WPE must be passed prior to Advancement to Candidacy. A score of 4 or higher on the analytical essay writing section of the GRE can be used to meet WPE requirements, but students must submit scores from the GRE directly to Enrollment Services. Information on WPE testing can be obtained from the University Testing Office at [http://www.csulb.edu/divisions/students2/testing/test\\_information/wpe/](http://www.csulb.edu/divisions/students2/testing/test_information/wpe/).*

\_\_\_\_\_ **Advancement to Candidacy form completed with the student**

Date: \_\_\_\_\_

*Advancement to Candidacy can be completed as soon as the second semester (provided the student has completed CD 696 plus 3 additional graduate units, maintained a 3.0 GPA and passed the WPE). Early advancement is recommended. The Advancement to Candidacy form must be completed no later than the semester prior to graduation. The student and his/her Advisor should complete this form in pen (with the Advisor's signature) and then submit to the Clinic Secretary to be typed. This form will then be submitted to the Department Administrator who will circulate it for appropriate signatures and submit to the College. Blank Advancement to Candidacy forms can be obtained from the Department Administrator.*

\_\_\_\_\_ **Request to Graduate submitted by the student to Enrollment Services**

Date: \_\_\_\_\_

*University deadlines for this form are as follows:*

**Graduation Semester                      Request to Graduate Filing Dates**

Fall 2007                                          December 1, 2006, through March 1, 2007

Winter 2008                                      December 1, 2006, through March 1, 2007

Spring 2008                                      May 1 through October 15, 2007

Summer 2008                                    May 1 through October 15, 2007

Fall 2008                                          December 1, 2007 through March 1, 2008

Winter 2009                                      December 1, 2007 through March 1, 2008

*CSULB Request to Graduate documentation can be obtained from Enrollment Services at <http://www.csulb.edu/depts/enrollment/graduation/>.*

**PLEASE SEE REVERSE**



