

Undergraduate Advising Checklist

Student : _____ Student Number: _____

Phone: _____ Email: _____

Advisor: _____

Dates

_____ 1. Attend Group Advising meeting in Fishbowl with Undergraduate Advisor Randall Beattie. These meetings usually are held on the first Monday of the Month at 3:00PM in the lobby of the Language Arts Building (contact Dr. Beattie, call 562-985-5281, or BeattieR@csulb.edu).

_____ 2. Declare major. Obtain Major Declaration form from Department Coordinator, Anne Bykerk-Plante.

_____ 3. Obtain a permanent Department advisor from the Department Coordinator, Anne Bykerk-Plante (562) 985-4594.

_____ 4. Complete 4-year, 5-year, or 6-year Plan to Complete the BA in Communicative Disorders (obtain from Undergraduate Advisor or Department Coordinator).

_____ 5. For advice on general education courses and major advising, contact the College of Health and Human Services (HHS) Academic Advising & Resource Center (AARC) at (562) 985-2691. This center is located in the Human Services & Design (HSD) building, room 117 (HSD 117). The AARC will handle petitions for excess units (more than 18 units per semester), although students must have a GPA of 3.00 or greater.

_____ 6. Meet with assigned Department advisor **each semester**. Meeting number 1.

_____ Meeting number 2.

_____ Meeting number 3.

_____ Meeting number 4.

_____ Meeting number 5.

_____ Meeting number 6.

_____ 7. Pass Writing Proficiency Exam (WPE). Contact the Testing and Evaluation Services at (562) 985-4006 for dates and procedures.

_____ 8. Complete Program Planner for the year in which the major was declared (see number 2 above). Obtain your advisor's signature and the Department Stamp from Department Coordinator, Anne Bykerk-Plante. The College Academic Advising & Resource Center (AARC) at (562) 985-2691 also can supply and help complete the Program Planner. This form should be submitted to the Enrollment Services Office when at least 70 units have been completed or the student is filing a Request to Graduate. The Department Coordinator should receive a copy of the Program Planner for the Department files, and students should retain a copy for their records.

_____ 9. Complete form: *Request to Graduate – Baccalaureate*, and return to the Office of Enrollment Services at (562) 985-5471 after 90 units have been completed or are in progress. Follow extensive instructions that are attached to the form. Note dates below.

Graduation Semester

Request to Graduate filing dates

Fall Preceding December 1 through March 1

Winter Preceding December 1 through March 1

Spring Preceding May 1 through October 15

Summer Preceding May 1 through October 15