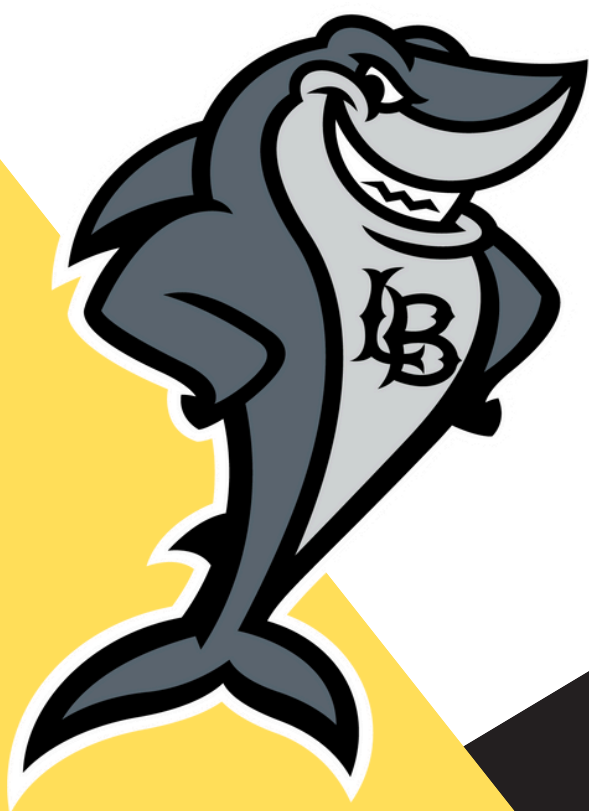




College of Engineering

Advising Syllabus



**BEACH
ENGINEERING**

WELCOME TO COE!

Welcome to the Engineering Student Success Center (ESSC)! Starting college is both exciting and challenging, and we're here to support you along the way. Success at the university level takes more self-discipline and organization than high school, so it's important to know the resources available to you.

This syllabus is your guide to navigating college as an engineer. You'll be assigned a faculty advisor soon, but in the meantime, and throughout your time as a pre-major, you can always reach us at COE-Advising@csulb.edu.



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COE Contact Information

Our Goal

As your primary academic advising center, the ESSC Advising Office provides the advice and support needed to help engineering students achieve their educational goals.



Engineering 2, Room 304A (EN2-304A)



MON - FRI (9:00 AM - 4:00 PM)



COE-Advising@csulb.edu

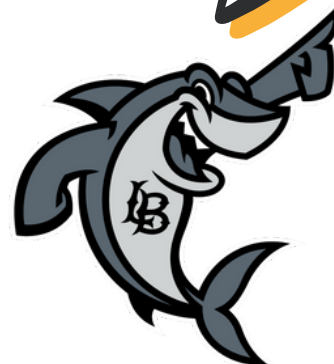


csulb.edu/coe-advising



[@csulb.coeadvising](https://www.instagram.com/csulb.coeadvising)

**Tip: Visit our website
for current drop-in
advising hours.**



What can an advisor do for you?

Academic Advisors provide comprehensive academic advising, university policy clarification, referrals to campus resources and training on academic and degree planning tools. Academic advisors strive to ensure the success of students by equipping them with the knowledge needed to declare a major in a timely manner and progress towards graduation.

How can I meet with my advisor?

- Throughout the semester there will be several opportunities to meet with your primary academic advisor from group meet & greets, mandatory advising prior to registration, and drop-in advising hours.
- At the beginning of each semester, your primary academic advisor will email you with their personal drop-in advising hours and with instructions on how you can contact them directly.
- If you need immediate assistance, you're always welcome to visit ESSC during drop-in advising hours even if your primary advisor is not on call.

Who is my Primary Academic Advisor?

Your primary academic advisor will introduce themselves to you via email shortly after you join ESSC as an undeclared or exploring student. You can get to know your academic advisor during a Meet & Greet session your first year at the start of the fall semester. In ESSC, you'll need to connect with your academic advisor at least once every semester to ensure you are on track to declare your major.

How do I prepare to meet with my advisor?

Before your meeting:

- Come prepared with questions written out.
- Research your questions so you have some background knowledge, including potential careers and majors.
- Familiarize yourself with university policies, the Academic Calendar, and important key dates and deadlines.
- If you can no longer keep your appointment, please cancel in a timely manner or contact us to reschedule so we can offer that time slot to another student.

Day of your meeting:

- Show up on time! If you arrive more than 10 minutes late, you may be asked to reschedule, regardless of your reason for arriving late.
- Check-in at the front desk for in-person appointments.
- Turn off/silence cell phones, remove headphones/earbuds.
- Be open and honest with your advisor about how things are going in your classes.
- Be willing to share things about yourself so we can better understand your goals and interests.

After the meeting, next steps:

- Keep a record of information you learned during your advising appointment.
- Send follow up questions via e-mail.
- Complete any necessary follow-up steps.
- Actively pursue available campus resources discussed in your appointment.

Tip: Find links to campus resources using this syllabus!

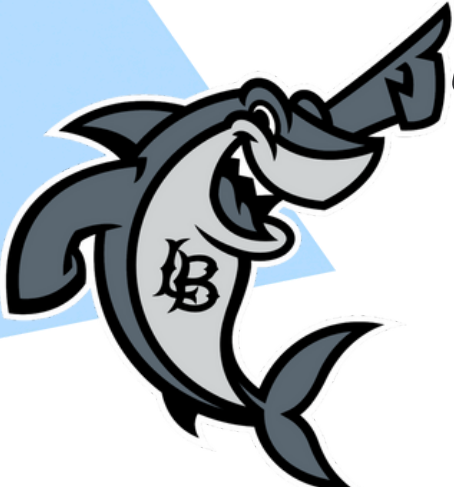


My parents/siblings/friends/RateMyProfessor are helping me pick classes. Why do I still have to meet with my primary academic advisor?

Even with the best of intentions, parents, siblings, and friends have subjective views of your academic journey. They are using their knowledge and experience and applying it to yours.

Your academic advisor understands that degrees are not a "one size fit all" process. As an exploring student, when you plan with your academic advisor, we are taking into account your experience, skills, and current requirements to get you to the right major program and ultimately to graduation.

It's great to have loved ones who are willing to help you. Just be sure to double check their advice with your academic advisor before moving forward. Not doing so could limit your major options or delay graduation.



Tip: Visit your academic advisor early in your first-year to review different majors of interest to avoid potential delays with graduation.

What can I expect from my academic advisor?

Student Responsibilities

- Become knowledgeable about graduation requirements and develop a plan for completing these requirements.
- Become familiar with and adhere to University Policies and procedures and ask questions about them if necessary.
- Keep open lines of communication.
- Be honest and open with advisors about your strengths, interests, and goals.
- Follow up with recommended referrals.
- Accept responsibility for your academic performance and accept the challenge college courses provide.
- Ask questions and request assistance at the first sign of difficulty or concern.
- Be mindful that advisors have a variety of responsibilities that impact their availability. We strongly encourage you to keep scheduled appointments or cancel at least 24 hours in advance.

Academic Advisor Responsibilities

- Understand and clearly communicate degree requirements.
- Convey University policies and procedures as they become relevant.
- Adhere to confidentiality guidelines as outlined in FERPA.
- Be available to you through drop-in advising hours, scheduled appointments, group advising sessions, workshops, and emails during regular business hours.
- Work with you to identify your strengths and interests to help you develop realistic educational goals.
- Discuss your academic performance and its impact on your future goals.
- Assist you in your transition to CSULB.
- Provide you with accurate information and follow up with you as necessary

Tip: Find links to campus resources using this syllabus!



Key Dates and Deadlines

Every semester there will be key dates and deadlines for Admissions, Registration, Financial Aid & Scholarships, Fee Payments, etc. To view Registration deadlines such as to add, drop or withdraw from your classes click on “[Registration](#)”.

We encourage you to bookmark the Enrollment Services Key Dates and Deadlines page for the most current information.

[Key Dates and Deadlines | Enrollment Services \(csulb.edu\)](#)

Some Registration Dates and Deadlines to focus on are:

- First Day of Classes
- Last day to add or drop classes (without instructor approval)
- Permission to add a class (with instructor approval)
- University Census Date
- Withdrawal with instructor approval deadline
- Last Day of Classes
- Final Exams

Need help registering for classes?

My advisor told me what classes to add for next semester, but I need help finding open classes and registering?

Click on the link below to watch video tutorials to review different ways to register for classes. If you still need help after watching them, come to drop-in advising hours.

https://bit.ly/UCUA_CourseSearch

What are some campus resources?

As a student of CSULB, you have access to several amazing resources designed to help you succeed throughout your academic journey. We encourage you to familiarize yourself with these resources. The four links below provide details of each resource within those respective university programs.

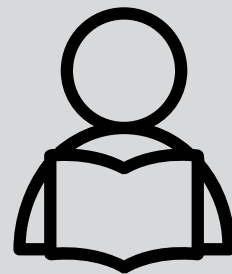
[Beach Central Enrollment Services](#)

Admissions
Financial Aid
Student Records



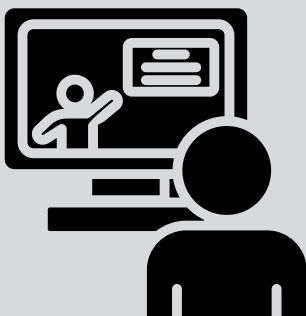
[Student Affairs](#)

Student Support Programs & Services



[Academic Resources](#)

Campus Tutoring Centers



[Beach Wellness](#)

Health and Wellbeing Services



Terms to Know

Academic Requirements Report (ARR): This is the official degree audit. It is an interactive tool that allows students and advisors to review current and up-to-date details regarding their progress toward degree completion once they are declared in a major or pre-major.

Add/Drop Classes

You can register for classes and adjust your schedule once your registration appointment begins all the way up until the add/drop deadline two weeks into the semester. Changes made before the Add/Drop period do not show up on your transcript. Drop is different than withdraw. ***See Withdrawal.***

Late Add (by exception only): During the third and fourth week of classes, you may only add a class if extenuating circumstances prevented you from enrolling before the deadline. Such requests are an exception to academic policy and require documentation. Approval of the class instructor and department are required. Contact the instructor to get approval before submitting a Permission to Add request in the MyCSULB Student Center.

Permission to Add (with approval only): During the third week of classes, approval of the class instructor and the department are required to add a class. Contact the instructor to get approval before submitting a Permission to Add request in MyCSULB Student Center.

Canvas: CSULB's course management system. Class information including (but not limited to) syllabus, assignments, and grades can be found in Canvas. In addition to class information, you may find university programs and student organizations in the form of Canvas courses.

Terms to Know

“Crashing a Course”: When a student shows up and attends class on the first day(s) of a class they are not registered in to seek permission from the instructor to add. Depending on the mode of instruction and space availability, the instructor may or may not be able to add additional students to the class.

Drop-In Advising: UCUA academic advisors are available to meet with undergraduate students in person or via Zoom without an appointment during drop-in advising hours. Please visit csulb.edu/coe-advising for the most current schedule, days, times, and zoom link. Any holidays, campus or office closures are also listed.

Educational Leave (Ed Leave): Once admitted to CSULB, students must complete at least one class every fall and spring semester to maintain continuous enrollment. If you need to take a temporary leave of absence from CSULB—meaning you will not take any classes during a fall or spring semester—you need to officially apply for a leave of absence. For more information, please visit [Educational Leave | Student Records](#)

Financial Aid & Scholarships

- **FAFSA:** [Free Application for Federal Student Aid](#). To apply for financial aid, such as federal grants, work-study, and loans, you must complete the FAFSA every school year. For more information, please visit [Financial Aid & Scholarships](#).
- **CADAA:** [California Dream Act Application](#). If you are not eligible to complete the FAFSA, you may be able to complete the Dream Act instead. For more information, please visit [Financial Aid & Scholarships](#).

FERPA: Family Educational Rights and Privacy Act. A federal law that protects the privacy of your educational records. You must sign a digital waiver in order to release your academic records to others, such as your parents, if you choose to. This waiver can be accessed in your MyCSULB Student Center. For more information, please visit [FERPA for Students | Student Records](#)

FMA: First-Year Mandatory Advising. As a new undeclared or exploring student you will need to meet with your primary UCUA advisor every semester to ensure you are taking courses that will help you declare a major. All first-year students will have an advising hold on their account until they meet with their advisor.

Terms to Know

GE: General Education. All CSULB students will have General Education requirements based on their year of admission/enrollment into the university.

GED: General Educational Development. A set of tests that certifies academic knowledge and skills equivalent to a high school diploma. It is an alternative for people who were unable to finish high school and receive their diploma.

Mode of Instruction: is the format in which classes may be taught. A course may be taught in-person, online, on-campus, off-campus, synchronously, asynchronously or a combination of these modes. For more information see Schedule of Classes.

MSR/MSDR: All majors at CSULB require a set of major-specific degree requirements to officially declare the major. This includes prerequisite courses and a minimum GPA in order to fully declare by 60 units.

MyCSULB Student Center: Your MyCSULB Student Center serves as a "home base" for your enrollment and student information. Your MyCSULB Student Center can be accessed in your CSULB Single Sign-On Portal/My Apps Dashboard. For more information, please visit [MyCSULB Student Center | Enrollment Services](#)

Parallel Plan: For exploring and undeclared students, a parallel plan is an alternate major of interest, that is a feasible option to pursue within the university's [major declaration policy](#).

Schedule of Classes: You can view course offerings by Academic Subject or General Education Category for each semester in the Schedule of Classes. The Schedule of Classes is updated once a day and can be found at [Schedule of Classes | Student Records](#).

SY&B: Second-Year & Beyond. As continuing undeclared or exploring student you'll need to meet with your primary UCUA advisor at least once a semester for mandatory advising to avoid registration holds and ensure you're taking the right classes for your intended major.

Terms to Know

Syllabus: An outline of the specific course of study given by your professor. You can find a professor's contact information, class policies, grading scales, and a tentative schedule for the course. Dates for assignments, quizzes, and exams may also be found in this document.

Unit: A unit represents approximately three hours of work per week. Thus a 3 unit course will probably require 9 hours of work per week, a 5 unit course will require 15 hours per week, and so forth. Of course, the actual hours may vary somewhat from class to class and student to student.

University Census: Finalize your enrollment by this day. Enrollment as of this day is considered the official enrollment and is used for state reporting and select financial aid programs. Schedule changes after this day are not permitted, except for approved withdrawals.

Waitlist: Once a section of a course is full, you may add your name to the waitlist. If a seat becomes available, the first person on the waitlist will automatically be added to the course. Please note that waitlists expire a couple weeks before classes begin.

Withdrawing from a Class:

- **Withdrawal:** After the add/drop period and through the withdrawal deadline you may request to withdraw from a course. Your final grade for the course will show as a "W". Getting a "W" will not affect your grade point average (GPA) but may impact your financial aid eligibility.
- **Catastrophic Withdrawals:** Withdrawal during the final three weeks of instruction is not permitted unless there are serious and extenuating circumstances beyond your control that prevent you from continuing in **ALL** your classes and incompletes are not possible.

Tip: If you have any questions about your major, what courses to take, or any other academic concerns, always check in with your academic advisor.

