

# Academic Advisors' Manual



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Undergraduate Studies  
UH- 380  
(909) 537-5034  
(909) 537-5035

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## **Mission Statement for Academic Advising California State University, San Bernardino**

California State University, San Bernardino has incorporated the advising philosophies and standards established by the Council for the Advancement of Standards (CAS) and National Academic Advising Association (NACADA).

The primary purpose of the academic advising program at California State University, San Bernardino is to assist students in the development and implementation of meaningful educational plans that are compatible with their life goals. The program provides opportunities for students to assess their interests and academic abilities, encouraging their fullest intellectual development. Students at CSUSB will receive ongoing support empowering them to accomplish their personal, educational, and professional goals

### **Student Responsibility**

The ultimate responsibility for making decisions about educational plans and life goals rests with the individual student. It is highly recommended that each student meet with a faculty, professional staff or peer advisor at least one time during the quarter. In order to facilitate an effective advising meeting with an advisor, the student must:

- 1) Become knowledgeable about university policies, procedures, critical deadlines, and academic requirements.
- 2) Update (inquire through the Office of the Registrar, UH-171) and bring a copy of the Program Advising Worksheet (PAWS) to each advising appointment with a faculty, professional staff or peer advisor.
- 3) Gather all relevant decision-making information such as work schedules, personal responsibilities or other time commitments.
- 4) Develop a tentative course schedule using the University Bulletin, class schedule and PAWS, as well as follow the academic plan developed with the advisor.
- 5) Prepare a list of question or topics to discuss with the advisor. This is an excellent opportunity to discuss educational and career goals, scholarships, and special departmental programs.
- 6) Review the MyCoyote enrollment each quarter in order to verify added and dropped courses. Students are responsible for all classes enrolled.

### **Role of Faculty**

The faculty advisor should assist students by helping to identify and assess alternatives and the consequences of decisions. Each faculty member is considered an advisor for his or her specific discipline. The following are the goals and responsibilities for academic advising at CSUSB:

- Develop a workable educational plan utilizing the student's PAWS;
- Selection of appropriate general education and major courses and other educational experiences;
- Clarification of educational, career and life goals;
- Interpretation of institutional policies and requirements;

- Enhancement of student awareness about educational resources available such as internships, honors, study abroad, tutoring and other learning assistance programs.
- Evaluation of student progress toward established goals;
- Development of decision-making skills;
- Reinforcement of student self-direction;
- Referral to and use of institutional and community support services; and
- Collection and distribution of data regarding student needs, preferences, and performance for use in making institutional decisions and policies.

### **Professional Staff Advisor**

The professional staff advisors at CSUSB serve as support for the faculty advisor by preparing, transitioning, and augmenting the needs of students and specific student populations. These staff personnel are identified as members of Advising and Academic Services, Educational Opportunity Program (EOP), Student Assistance in Learning (SAIL), Admissions and Student Recruitment, Office of the Registrar, Career Center, Palm Desert Campus (PDC), Center for International Studies and Programs, Services to Students with Disabilities (SSD), Graduate Studies, and Credential Assistance for Students in Education (CASE). Each of the professional staff advisors will facilitate communication with the faculty advisors in order to fulfill the goals of academic advising at CSUSB.



## **EFFECTIVE ACADEMIC ADVISING**

As an academic advisor, you are a representative of an academic department or program. A student will look to you as the primary guide for achieving academic success and may turn to you for the personal assistance that often accompanies the central activity of university instruction.

The advisor and advisee are partners and co-facilitators in establishing goals and objectives. Students must make the majority of the decisions about an academic program, but the advisor should offer all he or she can in the way of suggestions, questions, critiques, encouragement, directions and any other comments, which will assist students, in defining and achieving their educational goals.

Advisors provide individualized assistance to enrich and enhance each advisee's academic pursuits and development. The advisor must be able to explain the probable consequences of one choice in contrast to another and to assess the readiness of each student to make such choices.

The advisor should be alert for clues from the student for non-academic progress. If a student is having personal problems, you may refer them to Counseling and Psychological Services (x75040) located in HC-162.

### **Keys for Becoming an Effective Academic Advisor**

**a) Provide adequate office hours and be available:**

Office hours are important to maintain. Students should be encouraged to see their advisor at least once during the quarter at a time other than registration time.

**b) Interpret and explain university policies and procedures:**

University policies are complex and often difficult for students to understand. The advisor should be familiar with university publications and informational bulletins from offices such as:

- Academic Senate
- Advising and Academic Services
- Admissions and Student Recruitment
- College Deans
- Department Chairs
- Office of the Registrar
- Program Coordinators
- Provost
- Student Affairs
- Undergraduate Studies

Utilize CSUSB departmental Web pages and various internet sites to assist you with obtaining information.

Use the “Statewide Student Transfer Information” site at [www.assist.org](http://www.assist.org) to obtain information related to transfer of equivalent courses from other California community colleges.

c) Be involved in student activities

The most effective advisors find some way to participate in student life, such as being involved in a department-sponsored student group or organization. In this way, a basis is established for the trust and respect so essential to the success of the more formal in-office advising.

d) Provide a personal and caring relationship

“Is my advisor really interested in me?” is equivalent to asking “Is the institution really interested in me?” Advisors need to communicate their understanding of, sensitivity to, and respect for the thoughts and feelings of individual students, regardless of the student’s specific strengths and weaknesses. Listening to the student is the key!

e) Find out who the student is

Advisors should view each advising meeting as a teaching opportunity. This allows you as the advisor to assist your students better with developing their goals and encouraging them to make more informed choices.

#### **SAMPLE QUESTIONS TO ASK STUDENTS:**

- What are your long-range goals?
- What are you interested in, besides accomplishing your major goals?
- Do you have a timeline for earning your degree? Two years? Three years? Four years?
- Are there any activities or problems that may interfere with you accomplishing your goals? (Work schedule? Family obligations? Financial restrictions? Academic weaknesses? Learning skills?)
- Have you officially declared this major? Minor? Concentration?
  
- Are you familiar with the requirements for graduating from the university? General Education? Major? Do you understand your PAWS?
- Do you have a CSUSB *Bulletin of Courses*? Have you read it yet?

f) Become familiar with academic support services

*Review the next section.*

# UNDERGRADUATE STUDIES

## Promoting Academic Success and Excellence

The Office of Undergraduate Studies is devoted to helping all undergraduate students succeed at CSUSB. We provide a wide range of academic services for students.

In addition to academic support programs, Undergraduate Studies also assists with outreach to schools in our service area, oversees Special Majors, coordinates the General Education curriculum in conjunction with the Faculty Senate General Education Committee, and collaborates across colleges and divisions on projects to promote student success.

<http://undergradstudies.csusb.edu/>

### UNDERGRADUATE STUDIES DEPARTMENTS

UNDERGRADUATE STUDIES

UH – 352

(909) 537-5032

The Office of Undergraduate Studies is responsible for the overall development and management of the undergraduate equity programs of the university.

*Early Start Program* requires incoming students who do not demonstrate readiness for college-level math and/or English to begin all necessary developmental work during the summer before attending any California State University. <http://earlystart.csusb.edu/>

*Student Mentoring Program (SMP)* is part of a statewide effort to improve the access, enrollment, and retention of underrepresented students. New students are provided with a one-on-one relationship with an experienced CSUSB upper-class student to guide them through their first year of college. Follow the link if you would like to request a mentor. <http://undergradstudies.csusb.edu/mentor/>

*Special Major* allows a student to design his or her own program of study created from two or more departments because existing degree programs offered at the university do not satisfy personal needs or career plans.

*Supplemental Instruction* is a research-based, locally proven method for helping students **succeed in challenging courses** by providing subject-matter instruction, support, and guidance to strengthen critical college skills. All SI courses are 2 units and meet twice a week for 50 minutes each. Supplemental Instruction courses are identified as USTD 77: Adjunct for Specific Subjects. They are taught as a support to specifically designated general education courses in mathematics, social and behavioral sciences and history. The courses emphasize mastery of lecture and textbook content, study skills, and test preparation. For more information about supplemental instruction please visit: <http://undergradstudies.csusb.edu/si.html>

*Honors Program* is designed to meet the needs of highly motivated students who seek an exceptionally challenging intellectual experience. It provides opportunities including priority registration, special academic advising, integrated honors courses, participation in lectures, concerts and art exhibits, honors colloquia, and seminars. <http://undergradstudies.csusb.edu/honors/>



[advising.csusb.edu](http://advising.csusb.edu)

Advising and Academic Services advises and counsels undergraduate students who are on academic probation or subject to dismissal and assists students with university regulations and procedures such as GE Course Substitutions, Leave of Absences, Retroactive Withdrawals, simultaneous enrollment, etc.

*The office provides specialized advising services for:*

- **Academic Probation and Disqualification Counseling**
- **Undeclared Advising EPT/ELM, Basic Skills and Remediation**
- **4-Year Graduation Pledge, Student Success Peer Advising, SOAR Advising and Registration**
- **Dianna J. Pelletier Resiliency Scholarship Fund, University Academic Grade Grievance, University Waivers and Petitions**
- **General Education/PAWS Questions, Excessive Unit (Senior) Advising, USTD 27B, 37 and 200**

**EDUCATIONAL OPPORTUNITY PROGRAM (EOP)**

UH-395

(909) 537-5042

<http://undergradstudies.csusb.edu/eop/english/>

EOP is an admissions and support services program designed to provide support to students from historically low-income, first-generation disadvantaged students that meet specific income guidelines and demonstrate the potential to succeed at the university level.

The program provides comprehensive support services including but not limited to: Admission, Academic Advising, Career and Personal Counseling, Tutoring, and Financial Assistance. The program also offers the Summer Bridge Program, a program designed to assist students with their transition and acclimation to the university environment. For more than 30 years, the Summer Bridge Program has provided an opportunity for incoming CSUSB freshman to live on-campus, attend classes, and participate in workshops and special events designed to successfully prepare them for the university experience. The program also offers the EOP Renaissance Scholars Program, a support program for EOP-eligible, current and former foster youth. In addition to the traditional EOP services, the EOP Renaissance Scholars Program provides critical resources to foster youth in the form of safe year-round housing, as well as assistance with meals, tuition and fees, and other academic-related expenses.

To be considered for EOP, students must apply for admission to California State University, San Bernardino on CSU Mentor; complete an EOP Application on CSU Mentor; and apply for financial aid by completing the FASFA. For students who qualify for an AB 540 nonresident tuition exemption, they may file for state- and institutional-funded financial aid by filing a California Dream Act Application at [California Dream Act](#).

**HONORS Program**

(909) 537-7765

<http://undergradstudies.csusb.edu/honors/>

The mission of the CSUSB University Honors Program is to encourage and support honors students' intellectual and personal growth throughout their undergraduate education. The University Honors Program works to achieve this mission by providing challenging coursework, enriching colloquium and seminars, a diverse range of cultural events, and rigorous senior research and scholarship experiences. The program is designed for self-motivated, academically prepared students seeking a university educational experience that is especially challenging and enriching. The honors curriculum is built around the three guiding principles of the program: *Academic Excellence, Community Engagement in a Diverse Society, and Personal Growth.*



These principles are reinforced across the academic and co-curricular experiences throughout students' undergraduate education. Students learn from some of the most talented professors at CSUSB in several courses devoted entirely to the Honors Program, in addition to completing courses in their major and in the General Education Program along with their fellow students outside of the Honors Program. Supported by the honors faculty, honors students develop a strong commitment to community engagement at the local, regional, and global levels. Honors students also strive to demonstrate tolerance and respect for all people, and they take an active role in learning to better understand differences among people. Through a combination of academic, cultural, and interpersonal exploration, honors students seek out and take advantage of opportunities for their own personal growth throughout their studies at CSUSB and beyond. The University Honors Program is a center of excellence on our campus, and is an ideal place within the supportive university environment for students to learn and grow.

**STUDENT ASSISTANCE IN LEARNING (SAIL) UH-386 (909) 537-5921**

<http://undergradstudies.csusb.edu/sail/>

SAIL, the University's federally funded Student Support Services project, serves 325 students each year. Eligible participants are students from low-income families, students whose parents have not earned a bachelor's degree, and/or students with a learning or physical disability.

The project's goal is to provide a variety of supportive services to ensure students' academic and personal success at CSUSB and their persistence towards graduation. SAIL offers:

- Academic advising
- Financial aid counseling and personal financial planning
- Career and personal counseling
- Supplemental instruction courses to promote success in general education classes.
- Courses in college reading, writing improvement and general study skills
- Quarterly and focus workshops addressing study skills, student resources and personal growth
- Computer/Study Resource Center
- Study marathons to help prepare for final exams
- Assistance with graduate school planning and applications
- Cultural, community service and leadership development opportunities

**TESTING OFFICE UH-387 (909) 537-5045**

<http://undergradstudies.csusb.edu/testing/>

The Testing Office administers tests applicable to admission, academic placement, and academic achievement. Information regarding the following tests can be obtained by contacting the Testing Office:

ACT (Institutional)

Entry Level Mathematics (ELM) English Placement Test (EPT) LSAT (Law School Admission Test)

TEAS (Test of Essential Academic Skills) Writing Requirement Exemption Exam (WREE)

\*U.S. Constitution, U.S. History and California State and Local Government Exams

(\*For CSUSB students pursuing a bachelor's degree)

**TUTORING CENTER UH-351 (909) 537-5038**

<http://undergradstudies.csusb.edu/lc/>

The Learning Center offers many services for students and faculty. The three main services are tutoring for undergraduate courses, make-up testing, and open computer labs. Tutoring is available in person, online and by Skype. Also on hand, the Learning Center carries a variety of educational material on DVD, CD, cassettes, and resource books. Check the center's website for more information and hours of availability.

<http://undergradstudies.csusb.edu/wc/>

The Writing Center offers tutoring/conferencing for students from all disciplines and at all stages of their composing processes. Tutors also conduct conversation groups and conferencing specifically designed for ESL students. As part of the university's writing-across-the curriculum program, Writing Center faculty and tutors consult with cross-disciplinary faculty members who are designing writing assignments for their courses. They also conduct in-class writing workshops and discuss manuscripts for publication.



## **Student Affairs and Other Support Services**

<http://www.csusb.edu/students.html>

<http://asi.csusb.edu/>

College Legal Clinic  
Box Office

SMSU-108B

(909) 537-5936

(909) 537-5933

<http://career.csusb.edu/>

Career Center staff are available by appointments or a walk-in basis to assist you with choosing or changing your major, assessing abilities, interests and values, clarifying career goals, finding an internship, writing a résumé or cover letter, preparing for interviews, conducting a job search, or preparing to attend graduate school. Log on to CareerLaunch to schedule an appointment or visit us during our walk-in hours.

<http://studentaffairs.csusb.edu/childrenCenter.html>

The Children's Center is a child development program that accommodates children of university students, as well as faculty and staff and people from the community when space is available. The center is open during the academic year for children 3 years (toilet trained) to 10 years. For more information regarding fees and space availability you may call the Children's Center.

**CREATIVE MEDIA SERVICES****(909) 537-5619**[acm.csusb.edu/index.html](http://acm.csusb.edu/index.html)

Creative Media Services (CMS) is to offer instructional support to the campus and community by providing services that facilitate learning through technology.

In addition to these services, Creative Media Services manages computer access and professional development labs for use by students, faculty and staff. By providing these services and facilities to the CSUSB community, CMS plays an integral role in assuring the campus' position at the forefront of learning technology. In the library, a computer is available for students to access the Internet and email accounts. Every student can activate an email account. Your email account on campus is provided free of charge. There are many services provided on the Web. From home or using a computer lab on campus you can register, check on open and closed classes; access information about your financial aid – from important dates to personal financial aid status information, view your schedule, your grades, and obtain online reference.

**COLLEGE OF EXTENDED LEARNING****SH-134****(909) 537-5975**<http://cel.csusb.edu/>

The College of Extended Learning provides lifelong learning opportunities for different stages in your life ranging from high school, college, career through retirement. Any non-registered student can attend via Open University.

**FINANCIAL AID OFFICE****UH-150****(909) 537-7800**<http://finaid.csusb.edu/>

Provides services for Financial Aid, CSUSB Scholarships and Work Study recipients.

Most often, financial aid will come to students in the form of a package consisting of a combination of the different types of aid available. The combination of aid offered depends on the availability of funds, eligibility, the timeliness with which the application process is completed, and year in school.

Types of Aid <http://finaid.csusb.edu/typesAid/index.html>

Federal Work-Study <http://finaid.csusb.edu/federalWorkStudy/index.html>

California Dream Act <http://finaid.csusb.edu/DreamAct/index.html>

College Guide for Undocumented Students <http://www.bestcolleges.com/resources/undocumented-students-guide/>

Satisfactory Academic Progress (SAP)

To comply with federal and state requirements, California State University, San Bernardino established an Annual Satisfactory Academic Progress (SAP) Policy. This policy applies reasonable standards for measuring whether a student, who is otherwise eligible for financial aid, is maintaining SAP toward the completion of his/her educational objective.

[http://finaid.csusb.edu/applyAid/satisfactoryAcademicProgres\\_under.html](http://finaid.csusb.edu/applyAid/satisfactoryAcademicProgres_under.html)

**HEALTH CENTER****HC – 102****(909) 537-5241**<http://healthcenter.csusb.edu/default.htm>

The Health Center provides on an outpatient basis medical care usually provided by a primary physician. Other services available include treatment of illnesses, injuries, family planning, and immunization programs. A pharmacy is available where students may receive and buy prescriptions filled at a nominal cost. A registration hold will be placed on every new student for the following quarter. Students must show proof of vaccination records to lift registration hold.

**OFFICE HOUSING AND RESIDENTIAL LIFE**      **UV**      **(909) 537-4155**

<http://housing.csusb.edu/>

The Villages at CSUSB provide the CSUSB student with more than just housing. A residential life experience can prove to be an invaluable part of your educational experience. Contact the housing office for information related to living on campus.

**OFFICE OF THE REGISTRAR**      **UH-171**      **(909) 537-5200**

<http://rre.csusb.edu/>

The Office of the Registrar is committed to helping our students meet their degree objectives. By building positive working relationships with our students and providing quality services, we lead them through their academic careers today for successful professions tomorrow.

**Records**

The function of the records unit consists of many different processes that affect a student's university record. These processes include, name changes, grade discounts for repeated courses, end of term grade postings, readmission from a leave of absence, management of the National Student Exchange program, CSU IntraSystem Visitor/Concurrent Enrollments and CSUSB transcript requests.

**Registration**

The function of the registration unit consists of promoting quarterly registration periods, assisting in the registration process, MyCoyote navigation, withdrawal from the university, petitions to add and/or drop, course overload permissions, simultaneous enrollments, and enrollment verifications.

**Evaluations**

The function of the evaluations unit consists of evaluating graduation requirements, credits from other transfer institutions, concurrent enrollments, change of majors, adding minors, processing certificate program requests and ordering of diplomas. The Transfer and Graduation Counselors (TGCs) of the evaluations unit are available to CSUSB students in a one-on-one setting to answer questions regarding their PAWS reports, graduation checks, concurrent enrollments and other various academic matters.

**INTERNATIONAL CENTER**      **UH-235**      **(909) 537-5193**

<http://ic.csusb.edu/>

Contact this office for student support services for international students

**Technology Support Center**      **PL-1108 (PfaU Library Addition)**      **(909) 537-7677**

<http://helpweb.csusb.edu/>

The center is a central resource for help, information and support. It provides the university with an effective, primary point of contact for timely and consistent response to computing and information technology and its related inquiries and problems.

The Technology Support Center provides 24/7 assistance to the campus community. You can request help by calling us, emailing us, or dropping by in person.

**MYCOYOTE SELF-SERVICE eHELP CENTER**      **On-Line Assistance**

<http://cms.csusb.edu/cms/ehelp/sa/contactlist.jsp>

Additionally, there are computers located in UH-171 with direct access to many of the services on the Web. Staff from the Financial Aid Office, Office of the Registrar, and Evaluations, and Bursars are there to answer questions. By the way, Bursar is another word for "cashier."

**OMBUDS SERVICES AND GENDER EQUITY PL 268 (909) 537-5635**

<http://ombuds.csusb.edu/>

The University Ombuds Officer is an informal, independent, impartial and confidential resource for students, faculty, staff or others seeking to address university-related problems, complaints or concerns.

The primary goals of the Ombuds Office are to help identify underlying causes of problems, facilitate fair and respectful interactions, establish problem-solving options and foster informal resolutions.

**PARKING SERVICES TO-209 (909) 537-5912**

<http://adminfin.csusb.edu/parking/index.asp>

Parking Services' vision is to provide effective and efficient parking and transportation services that maximize value, meet our customer's expectations, and maintain sustainability. offers a variety of services including battery jumps, vehicle unlocks, and defensive driving testing.

Email: [parking@csusb.edu](mailto:parking@csusb.edu)

**COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS) HC – 162 (909) 537-5040**

<http://psychcounseling.csusb.edu/>

The Psychological Counseling Center is available to assist students resolve concerns about relationships, lifestyles, anxiety or depression in order to complete their academic goals. Any student who is currently enrolled at CSUSB is eligible for up to six sessions of counseling per academic year.

**SANTOS MANUEL STUDENT UNION SMSU (909) 537-5940**

<http://studentunion.csusb.edu/>

- Santos Manuel Student Union 909-537-5940
- Cross Cultural Center SU-102 909-537-7204
- Osher Adult Re-Entry Center SU-113 909-537-5253
- Pride Center SU-112 909-537-5963
- Women's Resource Center SU-220 909-537-7203
- SMSU Graphics SU-204A 909-537-3942
- SMSU Marketing SU-204A 909-537-3935
- Student Union Information Desk SU-115 909-537-5940
- Student Union Program Board SU-206 909-537-5943 or 909-537-3522
- Student Union Scheduling SU-202 909-537-5962

**SERVICES TO STUDENTS WITH DISABILITIES UH-183 (909) 537-5238**

<http://ssd.csusb.edu/>

SSD office provides support services which assist students with disabilities in the attainment of their academic and personal potential. The SSD office fulfills its mission by providing the necessary academic support services instrumental for the achievement of chosen academic goals.

**STUDENT LEADERSHIP AND DEVELOPMENT SMSU-203 (909) 537-5234**

<http://studentleadership.csusb.edu/>

Student Leadership and Development provides an inclusive, intellectual, and social environment by offering co-curricular opportunities that foster student success. We engage students in the development of leadership skills, personal growth, and citizenship to encourage affinity to the university and future success.

SOAR, clubs and organizations, student leadership activities, Greek Life – Fraternities and Sororities.

## **LEADERSHIP ACADEMY**

Leadership Academy is a specialized leadership program that will help you gain a competitive edge in the job market as well as equip you with excellent student leadership skills for daily life at CSUSB. This is a great opportunity for you to be a better leader, build your resume and help your community. All workshops are FREE to students; however, registration is required for attendance.

## **SOAR**

SOAR, stands for Student Orientation, Advising and Registration, and is required for all new undergraduate students. It's an opportunity to meet other new students, discuss academic choices with advisors, explore majors, discover career options, experience life in the residence halls, and learn what it means to be a Coyote.

## **Greek Life**

Greek life at CSUSB provides an excellent venue to gain knowledge and experience about leadership. Fraternities and sororities believe that every one of their members has the potential and ability to lead. Their role within the organization is to help develop that potential.

## **Clubs and Organizations**

There are more than 100 unique clubs and organizations on campus to suit your interest. The university registers clubs and organizations through the Office of Student Leadership and Development.

**Clubs and Organizations \* SOAR \* Leadership Academy \* Greek Life**

## **UNIVERSITY POLICE**

**UP – 126**

**(909) 537-5165**

CSUSB has an on-campus police department. Police officers are available 7 days a week, 24 hours a day. The department provides a full range of services including crime reporting, investigation, crime prevention, motor assistance, medical and fire emergencies.

*There are many other valuable university services available to assist students. The above is only a short list of some of the support areas. Please consult the University Bulletin for a more thorough list of campus programs.*



# **Palm Desert Campus**

37500 Cook Street Palm Desert, CA 92211

(760) 341-2883 or (909) 537-8100

<http://pdc.csusb.edu/>



The Palm Desert Campus offers the supportive environment of a small campus with small classes and more opportunities for contact with instructional faculty. The faculty and staff of the Palm Desert Campus are committed to your success, committed to serving the Coachella Valley, and committed to maintaining an environment on campus that honors diversity and provides all students the opportunities to fulfill their dreams of a higher education. Some of the classes are delivered via compressed video and microwave. Both systems are modern and interactive allowing the students to take courses which were previously unavailable. Increasing numbers of classes are being offered over the Internet.

## **ADMISSIONS**

Freshmen and Transfer Students may apply for admission at The Palm Desert Campus. The Palm Desert Campus has the same entrance requirements to be admitted as the San Bernardino campus, however, the Palm Desert Campus may at times have different admission dates and procedures.

Beginning fall 2013, CSUSB Palm Desert Campus welcomed its first freshmen class.

## **ACADEMIC AND STUDENT SERVICES**

The Palm Desert Campus offers academic advising for undergraduate, graduate and credential programs. We also provide financial aid counseling and services for students with disabilities. In addition, our campus provides Academic Information Sessions, which are required for newly admitted students prior to registration. Students may apply for the Rogers Scholarship, the McNair Scholars Program and internships. In addition, currently enrolled students can take advantage of the Helene A. Hixon Information Resource Center Library, our state-of-the-art electronic library.

## **STUDENT LIFE**

Clubs and organizations are an integral part of a student's well-rounded experience. Our students have the option of participating here in Palm Desert or at the main campus in San Bernardino. Activities at the Palm Desert Campus include, but are not limited to, Associated Student Council, English Club, Psychology Club, MEChA, AAUW, PALS and Accounting Association. For those interested in helping youth, GEAR UP provides tutoring opportunities at the local school districts.

## ***WHY THE PALM DESERT CAMPUS?***

### **GREAT FACULTY AND PERSONALIZED ATTENTION**

Students at the campus experience an intimate atmosphere which lends itself to more faculty/student interaction.

### **CAMPUS BEAUTY**

The calming atmosphere of the campus allows students to take advantage of all the desert has to offer. The campus is also centrally located with easy access to many area attractions.

### **STUDENT SUPPORT SERVICES**

There are many services available to students such as clubs, the Health Center, the Information Resource Center, and the recently expanded Rancho Mirage Student Center.



## **STATE-OF-THE-ART TECHNOLOGY**

As a student, you are given immediate online access to full-text databases composed of 40,000 different scholarly, professional, and popular publications, on every topic, and most dating from 1980 to the present. You have instant access to the text of millions of articles and newspapers, reference resources, and a digital book collection provides you with thousands of full-text books, all with online, off-campus access.

## **PROFESSIONS WITH A FUTURE**

The Coachella Valley is growing, which means there will be more jobs available in the near future. The CSUSB Palm Desert Campus, with its many programs and majors, will provide you with the necessary skills and education to prepare you for your future career.

PDC Undergraduate Degrees

### Freshman

- Business Administration
- Communication
- Criminal Justice
- English
- History
- Liberal Studies
- Management
- Nutrition and Food Sciences
- Psychology
- Undeclared

### Transfer

- Art: Graphic Design and Marketing
- Business Administration
- Career and Technical Education
- Communication
- Criminal Justice
- English
- History
- Liberal Studies
- Nursing (BSN, RN to BSN)
- Nutrition and Food Sciences
- Psychology

PDC Master's Degree Programs:

Please see the department office of the program you are interested in applying to for information.

## Basic Skills: Mathematics

All students entering CSUSB who have not completed GE mathematics are held to the basic skills requirement which states "By no later than the beginning of their second term, students not having satisfied the current general education basic skills mathematics and English requirements must register for a math and/or English course that will demonstrate the progress is being made toward meeting that requirement."

To register for basic skills mathematics, you must first complete the Entry Level Mathematics (ELM) unless your scores on the SAT and ACT were high enough to exempt you. You can preview this important test by reviewing Focus on Mathematics, this will give you sample questions for each section of the test. Clicking on the title, it take you to a PDF version of the document.

Additionally, the CSUSB bookstore sells an ELM prep book called "ELM: The Best Test Prep for Entry Level Math" for about \$20. Please call the bookstore at (909) 537-5966 to get the current price and to check on availability.

REMEMBER, until you have completed General Education mathematics, you must register each quarter for courses in one or both areas leading to the fulfillment of this requirement.

Your test scores will determine which mathematics course you must take in order to fulfill the Basic Skills requirement. Do not get discouraged if you score at a developmental level.

### Basic Skills: Mathematics Requirements Entry Level Mathematics (ELM)

50 or greater:

Math 110, 115, 120, 192, 211 meets GE Math

41 to 49:

Math 090 --- GE Math

30 to 40:

Math 080 --- Math 90 --- GE Math

19 to 29:

Math 75B --- Math 75C --- Math 90 --- GE Math

18 or below:

Math 75A --- Math 75B --- Math 75C --- Math 90 --- GE Math

### ELM Test Exemptions:

CST/CSU Early Assessment Program (EAP) – "Exempt" or "Ready for college-level mathematics courses)

ACT – 23 or above in the math section

SAT – 550 or above in the math section of SAT Reasoning Test

SAT – 550 or Above on SAT Subject Test in Mathematics

AP - 3 or above on Calculus AB or Calculus BC exam

AP - 3 or above on Statistics exam

Completion and transfer to CSU of a college course with grade of "C" or better that satisfies the requirement in GE area B1

## **Basic Skills: English Requirements**

Students are also required to complete the English department's Directed Self-Placement (DSP) self-assessment in order to select the appropriate English composition course. Students may choose to enroll in any of the four first-year Composition options:

ENG 102A--- 103A--- 104A

ENG 102B--- 103B--- 104B

ENG 105--- 106

ENG 107

Students must remain enrolled in their chosen option until their General Education requirement has been completed (ENG 104, 106, or 107).

EPT Test Exemptions:

CST/CSU Early Assessment Program (EAP) – “Exempt”

ACT – 22 or above on enhanced English ACT

SAT I – 500 or above in reasoning section S

AT II – 680 or above on Writing Test

AP – 3 or above on English Language and Composition or Composition and Literature exams  
Completion and transfer to CSU of a college course with grade of “C” or better that satisfies the requirement in GE area A1

Review the Bulletin of Courses (Catalog) for more information.

<http://bulletin.csusb.edu/>

## *GENERAL CURRICULUM INFORMATION*

The baccalaureate degree at CSUSB requires a minimum of 180-quarter units for a Bachelor of Arts degree and 186–198 units for a Bachelor of Science degree. Three components comprise the degree:

**GENERAL EDUCATION** – courses designed to assist students in acquiring a broad understanding of human affairs, which is one mark of an educated person. These courses also give you tools to approach issues from a variety of discipline-specific perspectives;

**MAJOR** – courses in the student's chosen area of academic specialty.

**DECLARED MAJORS:** Each department faculty advisor should communicate to students the general education, university and departmental requirements for graduation in a concise and understandable manner and in a way that is likely to ensure the student's accomplishment of those requirements in appropriate sequential fashion.

Advisors should review the PAWS document with the student and make certain the student is progressing positively toward his/her degree.

Your department may have supplementary advising handouts or other major checklists to assist with your advising meeting. In addition, the *Bulletin of Courses* is always a great tool to have handy next to you to gather specific major (or minor) requirements, course descriptions, and specific concentrations, tracks, fields, or plans.

**MINORS:** Students are advised to inform their advisor regarding a minor as early as possible so that the student may obtain appropriate advising. Students may not minor in a discipline that is within the same department as their major, unless the minor is designated in a distinct field from the major.

**DOUBLE MAJORS:** Students who want a double major must complete all requirements for both majors and file their graduation check listing both majors. Only a single diploma will be issued.

**SECOND BACHELOR'S DEGREE:** A student who holds a bachelor's degree from California State University, San Bernardino or another accredited institution and who applies for a second degree must have satisfactorily completed each of the following in order to receive a second bachelor's degree in a different major.

1. General Education requirements as stated in the appropriate *Bulletin of Courses*;
2. Upper-division writing requirement;
3. Requirements of the major involved;
4. In addition to whatever work was presented for the first bachelor's degree, a minimum of 45 quarter units of residence work of which;
  - a) 18 units must be in a second major;
  - b) 12 units must be in general education;
  - c) 36 units must be at the upper-division level.
5. Maintain a 2.5 grade point average in all work attempted; and

6. Approval of the faculty of the university.

It is not necessary to complete a second bachelor's degree in order to graduate with a dual major; however, only a single diploma is issued in a case of a dual major. Contact the Office of the Registrar for additional information. Students seeking a second bachelor's degree will be subject to the registration policies in effect for unclassified post-baccalaureates.

Refer to the *Bulletin of Courses* for further information about second bachelor's fees.

**FREE ELECTIVES** – courses through which students can develop a minor, complete a certificate program, or explore new subject areas.

## COURSE NUMBERING SYSTEM

**UNDER 100:** Non-degree applicable courses for students needing to strengthen basic skills;

**100 – 299:** Lower division courses designed primarily for freshmen and sophomores;

**300 – 599:** Junior and senior level upper-division courses. Before enrolling in any upper-division courses, be sure that you are prepared for advanced level coursework. Freshmen SHOULD NOT enroll in these courses.

**600 and above:** Graduate level courses.

## CLASS STANDINGS

<b>Lower-division</b>	<b>Freshman</b>	<b>0 – 44.9 quarter units</b>
	<b>Sophomore</b>	<b>45 – 89.9 quarter units</b>
<b>Upper-division</b>	<b>Junior</b>	<b>90 – 134.9 quarter units</b>
	<b>Senior</b>	<b>135 quarter units or more</b>



# ACADEMIC STANDARDS AND POLICIES

**GRADES** - The grade symbols used at the university are as follows:

<u>Grade Symbol</u>	<u>Performance Level</u>	<u>Grade points per quarter hour</u>
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Satisfactory	2.0
C-		1.7
D+		1.3
D	Passing	1.0
D-		.7
F	Failing	.0

Please refer to the Bulletin of Courses for a complete explanation list of the grading system.

## ACADEMIC PROBATION, SUBJECT TO DISQUALIFICATION AND DISMISSAL

For purposes of determining a student's eligibility to remain at the university, quality of academic performance toward the student's objective shall be considered. Such eligibility shall be determined by the use of grade point average.

An undergraduate student is subject to academic probation if at any time the cumulative grade point average in all college work attempted or the cumulative grade point average at CSUSB falls below a 2.0. Advising and Academic Services will place a registration hold immediately after the student's grades are in the computer and are calculated to be below 2.0. The student MUST sign an Administrative Contract for each term they are below 2.0.

An undergraduate student shall be removed from academic probation when the cumulative grade point average in all college work attempted or the cumulative grade point average at CSUSB is 2.0 or higher.

## ACADEMIC DISQUALIFICATION

**GPA :** An undergraduate student on academic probation is subject to academic disqualification when:

- 1) As a freshman (fewer than 45 quarter units of college work completed) the student falls below a grade point average of 1.50 in all units attempted or in all units attempted at the campus where enrolled.
- 2) As a sophomore (45 through 89 quarter units of college work completed) the student falls below a grade point average of 1.70 in all units attempted or in all units completed at the campus where enrolled.
- 3) As a junior (90 through 134 quarter units of college work completed) the student falls below a grade point average of 1.85 in all units attempted or in all units completed at the campus where enrolled.
- 4) As a senior (135 or more quarter units of college work completed) the student falls below a grade point average of 1.95 in all units attempted or in all units attempted at the campus where enrolled.

**OTHER ACADEMIC REASONS:** The president has designated the director of Advising and Academic Services to disqualify an individual not on probation when the following circumstances exist:

- At the end of any term, the student has a cumulative grade point average of 1.0, and
- The cumulative grade point average is so low that in view of the student's overall educational record, it seems unlikely that the deficiency will be removed within a reasonable period, as defined by campus academic policy.

**PROBATION** and **DISQUALIFICATION** of post-baccalaureate and graduate students are subject to Section 41300 (d), (e), and (f) of Title 5 and criteria established by the Office of Graduate Studies.

### **NOTICE – SUBJECT TO DISQUALIFICATION:**

Students who are subject to disqualification at the end of any quarter under any of the provisions of this policy should be notified before the beginning of the next consecutive regular quarter. Students subject to disqualification at the beginning of a summer enrollment break should be notified at least one month before the start of the fall term. **In cases where a student ordinarily would be disqualified at the end of the term, save for the fact that it is not possible to make timely notification, a REGISTRATION HOLD or NEGATIVE SERVICE INDICATOR will be placed on their MyCoyote. The student must sign a PROBATION CONTRACT in Advising and Academic Services before the REGISTRATION HOLD will be released. Depending on when the student contacts Advising and Academic Services, he/she may be required to write a letter of appeal for re-admission to the dean of their major.**



## **DISMISSAL FROM THE UNIVERSITY**

If a student **FAILS** to fulfill the requirements on the **PROBATION CONTRACT**, he/she will be **DISMISSED** from the university resulting in written notification of this action to the student, **Office of the Registrar, Financial Aid (if applicable), housing (if applicable), and College of Extended Learning (for Open University option)**. Such notification to the student **MUST** include reasons for **DISMISSAL** and requirement to consult with the **PROBATION CONTRACTS** coordinator or **DIRECTOR** of Advising and Academic Services to discuss conditions for re-admission. A **RE-ADMISSION CONTRACT** will be signed by the student and Advising and Academic Services staff.

Call **Advising and Academic Services** for more information at (909) 537-5034.

## **ADMINISTRATIVE-ACADEMIC PROBATION**

An undergraduate or graduate student may be placed on administrative-academic probation by action of appropriate campus officials (as authorized by Section 41300.1 of Title 5) for any of the following reasons:

- Withdrawal from all or a substantial portion of a program of studies in two successive terms or in any three terms. (Note: A student whose withdrawal is directly associated with a chronic or recurring medical condition or its treatment is not to be subject to administrative-academic probation for such withdrawal).
- Repeated failure to progress toward the stated degree objective or other program objective, including that resulting from assignment of 15 units with grades of NC, when such failure appears to be due to circumstances within the control of the student.
- Failure to comply, after due notice, with an academic requirement or regulation as defined by campus policy, which is routine for all students or a defined group of students (examples: failure to complete a required CSU or campus examination, failure to complete a required practicum, failure to comply with professional standards appropriate to the field of study, failure to complete a specified number of units as a condition for receiving student financial aid or making satisfactory progress in the academic program).

When such action is taken, the student shall be notified in writing and shall be provided with the conditions for removal from probation and the circumstances that would lead to disqualification, should probation not be removed.

## **ADMINISTRATIVE-ACADEMIC DISQUALIFICATION**

A student who has been placed on administrative-academic probation may be disqualified from further attendance (as authorized by Section 41300.1 of Title 5) if:

- The conditions for removal of administrative-academic probation are not met within the period specified.

- The student becomes subject to academic probation while on administrative-academic probation.
- The student becomes subject to administrative-academic probation for the same or similar reason for which he/she has been placed on administrative-academic probation previously, although not currently in such status.

A student placed on academic probation may appeal this action by contacting the director of Advising and Academic Services. A student placed on academic probation may be required to meet with an academic advisor and sign an administrative contract with Advising and Academic Services. A registration block for the ensuing quarter enrollment after the initial probationary status may be placed if a contract is not signed.

A student subject to disqualification will not be permitted to enroll in any regular term and may be denied admission to other educational programs operated or sponsored by the university. The student must contact the Office of Advising and Academic Services at (909) 537-5034 in order to receive the guidelines to petition for readmission.

## **DROPPING AND ADDING CLASSES**

Make sure you let students know that they will receive grades for every course they are enrolled for the respective term.

It is the **STUDENT'S RESPONSIBILITY** to ensure that courses are dropped and/or added. Verify course enrollment prior the census date. (Check current schedule book for dates). Courses not dropped prior to census date may result an "F" or "WU" grade on their transcript.

Students who need to add or drop courses after the census date must pick up the forms from their college of their major. Undeclared students will go to Advising and Academic Services for the forms.

## **CONCURRENT ENROLLMENT**

This is verification for equivalent transfer courses. If students plan to enroll in courses at another college while attending CSUSB, make certain that a concurrent enrollment petition is filed and approved by an evaluator at the Office of the Registrar prior to enrolling in the course. Approval will ensure course transferability. **STUDENTS MUST** submit the form to receive credit for the course and fulfill the requirement. Students may access the form on-line by clicking on: <http://rre.csusb.edu/csuintrasystemconc.html>

To help you identify transferable courses, log on to [www.assist.org](http://www.assist.org)

## **GRADE FORGIVENESS**

Students may repeat a course at CSUSB that they have received a “C-” or below and discount the first grade by submitting a Grade Forgiveness form(which eliminates units attempted) **AFTER** retaking the course. Students may only discount up to **24 units** of courses. If a student has received a “NC” for a course and retakes the course, they do not need to submit a discount form. These forms are available at the Office of the Registrar. Students may access the form on-line: <http://rre.csusb.edu/discofrgrades.html>

**OFFICE OF THE REGISTRAR**  
**University Hall Room 171 (909) 537-5200**

## **INCOMPLETES**

The instructor only gives incomplete grades after consulting with the student and an agreement has been reached as to when the course requirements will be completed. To issue an incomplete grade the faculty member will enter a grade of “I” on the electronic grade roster. Once all grades are entered they will be prompted to complete an online Incomplete Contract before the roster can be set to approved. Students, on the other hand are required to “Accept” the terms of the contract through their MyCoyote account. It is important to make sure the course is completed by the deadline given by the instructor. Courses **NOT** completed within one year will automatically change to a grade of "IC." This means Incomplete Charged and counts as the equivalent to a grade of "F."

A petition for time extension **BEYOND** the one-year limit may be filed with the instructor’s approval. This petition is available in Advising and Academic Services. If the student completes the agreed upon work by the deadline given by the instructor the faculty member will then submit a Change of Grade Report form to the Office of the Registrar. This form will change the grade from an “I” to the grade earned.

## **LEAVE OF ABSENCE**

You are permitted to miss two consecutive quarters without filing a petition in order to maintain active status. However, if you plan to attend another college during this absence, you must file a concurrent enrollment form. If you plan to be absent from CSUSB three (3) or more quarters (limit is six (6) quarters), you must file a Leave of Absence petition in Advising and Academic Services. This must be completed **BEFORE** your planned absence.

**Advising and Academic Services**  
*University Hall Room 380*  
**(909) 537-5034**

# GENERAL EDUCATION REQUIREMENTS

Students must complete **78-82 units** of **General Education requirements**. **PLEASE NOTE:** Liberal Studies majors follow a different curriculum. Please consult with the Liberal Studies Department.

**General Education –view online:** <http://bulletin.csusb.edu/undergraduate-degree-programs/general-education-program/#requirementsforgeneraleducationprogram>

## A. BASIC SKILLS CATEGORY (12 UNITS)

- 1. WRITTEN COMMUNICATION– 4 UNITS** See <http://english.csusb.edu/>  
ENGLISH 104A – Stretch Composition III  
ENGLISH 104B – Stretch Composition for Multilingual Students  
ENGLISH 106A – Accelerated Stretch Composition II  
ENGLISH 106B – Accelerated Stretch Composition II for Multilingual Students  
ENGLISH 107 – Advanced First-Year Composition
- 2. ORAL COMMUNICATION– 4 UNITS**  
COMMUNICATION 120 –Oral Communication  
HONORS 104C – Language and Meaning Oral Communication\*
- 3. MATHEMATICS** - Choose a course from Category B1
- 4. CRITICAL THINKING– 4 UNITS–Choose one course** COMMUNICATION  
180 – Critical Thinking through Argumentation HONORS 104A – Language and Meaning Critical Thinking\*  
MATH 180 – Critical Thinking through Applications of Mathematical Logic  
PHILOSOPHY 105 – Critical Thinking through Argument Analysis  
PHILOSOPHY 200 – Critical Thinking through Symbolic Logic  
PSYCHOLOGY 105 – Critical Thinking through Problems Analysis  
SOCIOLOGY 180 – Critical Thinking about Social Problems  
**\*Only open to students who have been admitted into the Honors program\***

## B. NATURAL SCIENCES BREADTH AREA (20 UNITS)

- 1. MATHEMATICS– 4 UNITS–Choose one course**  
MATH 110 – College Algebra  
MATH 115 – Ideas of Mathematics  
MATH 120 – Pre-Calculus Mathematics  
MATH 165- Introductory Statistics and Hypothesis Testing (GE credit for Nursing majors only)  
MATH 192 – Methods of Calculus  
MATH 211 – Basic Concepts of Calculus
- 2. LIFE SCIENCES WITH LAB– 5 UNITS–Choose one course**  
BIOLOGY 100 – Topics in Biology  
BIOLOGY 202 – Biology of Populations (*has a prerequisite of Biology 201*)  
HEALTH SCIENCE 120 – Health and Society: An Ecological Approach
- 3. PHYSICAL SCIENCES WITH LAB– 5 UNITS–Choose one course**  
ASTRONOMY 103 – Descriptive Astronomy  
CHEMISTRY 100 – Chemistry in the Modern World  
CHEMISTRY 205 – Fundamentals of Chemistry I: General Chemistry  
CHEMISTRY 215 – General Chemistry I: Atomic Structure and Chemical Bonding  
GEOGRAPHY 103 – Physical Geography  
GEOLOGY 101 –Introductory Geology  
PHYSICS 100 – Physics in the Modern World  
PHYSICS 121 – Basic Concepts of Physics I  
PHYSICS 221 – General Physics I
- 4. SPECIAL TOPICS IN SCIENCE and TECHNOLOGY– 2 UNITS– Choose one course**  
BIOLOGY 216 – Genetics and Society  
BIOLOGY 217 - Biology of Sexually Transmitted Diseases  
CHEMISTRY 105 – Chemicals in the Environment COMPUTER  
SCIENCE 122 – Bioinformatics  
COMPUTER SCIENCE 129 – Science, Computing and Society

COMPUTER SCIENCE 208- Introduction to Computer Engineering Design  
GEOLOGY 205 – Volcanic Hazards, Surveillance and Prediction  
GEOLOGY 210 – Earthquakes: Science and Public Policy

**5. INTEGRATIVE CAPSTONE NATURAL SCIENCE– 4 UNITS– Choose one course (must have completed 90 quarter units)**

COMPUTER SCIENCE 408 – Sustainable Engineering Design  
NATURAL SCIENCE 300 – Science and Technology  
NATURAL SCIENCE 310 – The Environment and Human Survival  
NATURAL SCIENCE 314 – Life in the Cosmos  
NATURAL SCIENCE 315 – Natural Disasters  
NATURAL SCIENCE 320 - Energy  
NATURAL SCIENCE 325 – Perspectives on Gender\*\*  
NATURAL SCIENCE 351 – Health and Human Ecology  
NATURAL SCIENCE 360 – Legacy of Life

*\*\* Also counts in Category G*

[MATH 110](#), [MATH 115](#), and [MATH 120](#) must be completed with a grade of "C" (2.0) or better

Note: Students may receive credit for only one of the following courses: [HUM 325](#), [NSCI 325](#), [SSCI 325](#)

**C. HUMANITIES BREADTH AREA–(20 UNITS)**

**1. ARTS– 4 UNITS–Choose one course**

ART 200 – Studies in Art  
HUMANITIES 180 – The Art of Film  
MUSIC 180 – Studies in Music  
TA 260 – Introduction to Theatre

**2. LITERATURE– 4 UNITS–Choose one course**

ENGLISH 110 – World Literature I  
ENGLISH 111 – World Literature II  
ENGLISH 160 – World Drama  
ENGLISH 170 – Studies in Literature  
TA 160 – World Drama  
TA 212 – Oral Interpretation of Literature

**3. FOREIGN LANGUAGE/LITERATURE IN TRANSLATION– 4 UNITS Choose one course**

ARAB 103 – College Arabic III  
ARAB 201 – Intermediate Arabic I  
ARAB 202 – Intermediate Arabic II  
ARAB 203 – Intermediate Arabic III  
ARAB 214 – Conversation in Arabic  
ARAB 290 – Arabic Literature in Translation  
ASL 103 – American Sign Language III  
ASL 201 – American Sign Language IV  
ASL 202 – American Sign Language V  
ASL 203 – American Sign Language VI  
CHIN 103 - College Mandarin III  
CHIN 201 - Intermediate Mandarin  
CHIN 202 - Intermediate Mandarin II  
CHIN 203 - Intermediate Mandarin III  
CHIN 290 - Mandarin Literature in Translation  
FLAN 103 - Language Study III  
FRENCH 102 – College French II  
FRENCH 103 – College French III  
FRENCH 200 – Culture and Communication  
FRENCH 201 – Conversation and Composition I  
FRENCH 202 – Conversation and Composition II  
FRENCH 290 – French Literature in English  
GER 103 – College German III  
GER 212 – Composition  
GER 290 - German Literature in English

JAPN 103 –	College Japanese III
GER 214 –	Conversation
GER 216 –	Introduction to Literary Texts
JAPN 201 -	Intermediate Japanese I
JAPN 202 -	Intermediate Japanese II
JAPN 203 -	Intermediate Japanese III
JAPN 290 –	Japanese Literature in English
KOR 103 -	College Korean
KOR 201 -	2 <sup>nd</sup> Year College Korean I
KOR 202 -	2 <sup>nd</sup> Year College Korean II
KOR 203 -	2 <sup>nd</sup> Year College Korean III
SPAN 103 -	College Spanish III
SPAN 155 –	Intermediate Spanish for Heritage/Native Speakers
SPAN 212 –	Composition
SPAN 213 –	Composition for Spanish Speakers
SPAN 214 –	Conversation
SPAN 290 –	Spanish and Latin American Literature in English

**4. PHILOSOPHY – 4 UNITS–Choose one course**

HON 104B -	Language and Meaning: Intro to Philosophy*
PHILOSOPHY 190 –	Introduction to Philosophical Issues
PHILOSOPHY 191 –	Introduction to Values, Technology and Society
PHILOSOPHY 192 –	Introduction to Philosophy of Religion
PHILOSOPHY 193 –	Introduction to Eastern Philosophy
PHILOSOPHY 194 –	Introduction to Knowledge and Reality

*\*Only open to students who have been admitted into the Honors program\**

**5. INTEGRATIVE CAPSTONE HUMANITIES– 4 UNITS- Choose one course  
(must have completed 90 quarter units)**

HUMANITIES 319 –	Myth, Metaphor and Symbol
HUMANITIES 325 –	Perspectives on Gender **
HUMANITIES 328 –	Asian Cultural Traditions **
HUMANITIES 330 –	Arts and Ideas
HUMANITIES 335 –	The Origin and Contemporary Role of Latino Culture*
HUMANITIES 340 –	Interpretation and Values
HUMANITIES 344 –	Ideas in American Culture
HUMANITIES 350 –	The Cultures of American Childhood**
HUMANITIES 370 –	African Heritage in the Arts**
HUMANITIES 375 –	The World of Islam**
HUMANITIES 380 –	Comparative Studies in the Arts: East and West**
HUMANITIES 385 –	A Cultural History of Fashion

*\*\*Also counts in Category G*

**D. SOCIAL AND BEHAVIORAL SCIENCES BREADTH AREA– 20 UNITS**

**1. American History and Civilization – 4 UNITS– Choose one course**

HISTORY 146 –	American Civilization
HISTORY 200 –	United States History to 1877
HISTORY 201 –	United States History, 1877 to the Present

**2. American Institutions– 4 UNITS**

POLITICAL SCIENCE 203 –	American Government
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**NOTE: The American History, constitution, state and local government requirement may be met by taking: Political Science 203 and History 146, 200 or 201**

**3. WORLD CULTURES– 4 UNITS–Choose one course**

ANTHROPOLOGY 140 –	World Civilizations I, the Rise of Civilization
HISTORY 140 –	World Civilizations I, the Rise of Civilization

HISTORY 142 – World Civilizations II, the Civilizations of the East and West

HISTORY 144 – World Civilizations III, the Expansion of Europe

SOCIAL SCIENCE 165 – Regions and Peoples of the World

**4. DISCIPLINE PERSPECTIVES– 4 UNITS– Choose one course**

ANTHROPOLOGY 100 – Introduction to Anthropology: Human Evolution

ANTHROPOLOGY 102 – Introduction to Anthropology: Culture and Society

ECONOMICS 104 – Economics of Social Issues

ETHNIC STUDIES 100 – Ethnicity and Race in America

GEOGRAPHY 100 – Introduction to Human Geography

GSS100 –Introduction to Women’s Studies

GSS101- Introduction to Masculinity Studies

GSS103- Introduction to Lesbian, Gay, Bisexual, and Transgender Studies

PSYCHOLOGY 100 – Introduction to Psychology

SOCIOLOGY 100 – The Study of Society

**5. INTEGRATIVE SOCIAL SCIENCE CAPSTONE– 4 UNITS – Choose one course (must have completed 90 quarter units)**

SOCIAL SCIENCE 300 – Nonwestern World

SOCIAL SCIENCE 304 – Contemporary Latin America

SOCIAL SCIENCE 315 – Cultural Adaptation: The Quest for Survival

SOCIAL SCIENCE 316 – Race and Racism\*\*

SOCIAL SCIENCE 320 – Understanding Capitalism

SOCIAL SCIENCE 321 – Urbanization and the Urban Environment

SOCIAL SCIENCE 325 – Perspectives in Gender\*\*

SOCIAL SCIENCE 345 – Religious Expression in America

SOCIAL SCIENCE 350 – Roots of Modern Racism in America\*\*

*\*\*Also counts in Category G*

**E. LIFELONG UNDERSTANDING CATEGORY–6 UNITS–Choose one course from each area:**

**1. PHYSICAL and PHYSIOLOGICAL ISSUES– 2 UNITS–Choose one course:**

KINE 205 – Foundations for Lifetime Fitness and Wellness

**2. SOCIAL and PSYCHOLOGICAL ISSUES – 2 UNITS–Choose one course:**

FINANCE 101 – Financial Choices of Life

PHILOSOPHY101 – Moral Choices in Life

PSYCHOLOGY 115 – Personal and Social Adjustment

SOCIOLOGY 110 – Choices in the Life Course

**3. PHYSICAL EDUCATION – 2 UNITS – Choose one course:**

KINE 101 – Individual and Dual Activities

KINE 114 – Physical Fitness and Conditioning Activities

KINE 120 – Combative and Martial Arts Activities

KINE 121 – Team Activities

KINE 137 – Aquatic Activities

KINE 147 – A Fitness Odyssey

KINE 149 – Independent Activity Project

KINE 150 – Dance Activities

(A maximum of 12 units in Kinesiology may be applied toward graduation.)

**E. UPPER-DIVISION WRITING REQUIREMENT (0–4 UNITS)**

This requirement may be completed through one of the following two options:

**1. EXPOSITORY WRITING COURSE– 4 UNITS–Choose one course:**

EDUCATION 306 – Expository Writing for Education

ENGLISH 306 – Expository Writing

HUMANITIES 306 – Expository Writing for the Humanities

HONORS 306 – Expository Writing for Honor Students\*

MANAGEMENT 306 – Expository Writing for Administration

NATURAL SCIENCE 306 – Expository Writing for the Natural Sciences

SOCIAL SCIENCE 306 – Expository Writing for the Social Sciences

**\*Only open to students who have been admitted into the Honors Program\***



**2. PASSING A PROFICIENCY EXAMINATION – 0 UNITS**

You may contact the Testing Office at (909) 537-5045 for more details regarding the examination.

**G. MULTICULTURAL/GENDER REQUIREMENT–4 UNITS– Two Options:**

**Category G is a special category, which can be met by a course in another category, which is then also counted in Category G. These double-counted courses are listed under option one:**

**OPTION ONE: Select a course from capstone area followed by an asterisk**

HUMANITIES 325 – Perspectives on Gender  
HUMANITIES 328 – Asian Cultural Traditions  
HUMANITIES 335 – The Origin and Contemporary Role of Latino Culture  
HUMANITIES 350 – The Cultures of American Childhood  
HUMANITIES 370 – African Heritage in the Arts  
HUMANITIES 375 – World of Islam  
HUMANITIES 380 – Comparative Studies in the Art: East and West (fall 2001)  
NATURAL SCIENCE 325 – Perspectives on Gender  
SOCIAL SCIENCE 316 – Race and Racism  
SOCIAL SCIENCE 325 – Perspectives on Gender  
SOCIAL SCIENCE 350 – Roots of Modern Racism in America

**OPTION TWO: Select a course from the following:**

ANTHROPOLOGY 325 – Human Variation and the Concept of Race  
ANTHROPOLOGY 333 – Sex and Gender in Cross-Cultural Perspective  
COMMUNICATION 304 – Intercultural Communication  
COMMUNICATION 401 – Gender, Race and Media  
CRIMINAL JUSTICE 451 – Women and Crime  
ECONOMICS 352 – Political Economy of Poverty and Discrimination  
ENGLISH 314 – American Indian Literature  
HUMANITIES 460 – Cultural Studies  
MUSIC 308 – Women in Music  
MUSIC 309 – Jazz History in America and Africa American Culture  
MUSIC 350 – Music of World Cultures  
PA 305 – Organization in Multicultural and Diverse Societies  
PHILOSOPHY 364 – Philosophy of Race and Ethnicity  
PHILOSOPHY 367 – Philosophy and Sexual Politics  
THEATRE ARTS 462 – African-American Theatre and Drama  
THEATRE ARTS 463 – Asian Theatre

[Click here to view General Education Program online](#)

## UNDERSTANDING THE PAWS

It is important that you make yourself familiar with the PAWS report in order to be an effective Academic Advisor. Each undergraduate student attending CSUSB has been provided with a one as a means by to which to determine their degree progress to graduation.

In order to access it students can log into MyCoyote and Advisors can log into PeopleSoft. (Main Menu > SB Custom > SB SA Custom Menu > Process > SB DARS Audit Request)

PAWS Guide for Students: [http://rre.csusb.edu/evaluations/documents/PAWSGuideforStudents\\_000.pdf](http://rre.csusb.edu/evaluations/documents/PAWSGuideforStudents_000.pdf)

**Please Note:** New students who have not received an email notification may be viewing an incomplete PAWS report.

PAWS is available daily from 6:00 a.m. to 4:00 p.m.

For questions regarding PAWS or if you're experiencing trouble accessing the PAWS program, please email us at [pawshelp@csusb.edu](mailto:pawshelp@csusb.edu).

## Records, Registration and Evaluations

### PAWSweb for Advisors

[Expand All](#) [Collapse All](#)  
[Help](#)

<b>PREPARED:</b> 04/11/12 - 11:55 <b>Coyote, Joe</b> <b>PROGRAM CODE:</b> FIN-BA	<b>000226420</b> <b>GE CATALOG YR:</b> 20114 <b>CAT YR-MAJOR:</b> 20114	<b>Term started college:</b> 2011 Fall
<b>ADMINISTRATION (BPA)</b> <b>FINANCE CONCENTRATION - BACHELOR OF ARTS</b>		<b>Catalog year being applied to student:</b> 2011

**Declared Major**

\*\*\* This UNOFFICIAL PAWS report is from information \*\*\*  
\*\*\* updated through the previous business day. \*\*\*  
\*\*\* BRING THIS FORM TO ALL ADVISING SESSIONS \*\*\*

Above you can see when the PAWS report was requested, the major and concentration declared as well as the catalog years. If you believe any of this to be an error on your students PAWS then the student will need to talk to Evaluations regarding a Change of Major.

Please ensure that you are advising students from the most recent PAWS report.

It is beneficial to encourage your students to print a copy of their PAWS for their records regularly.

## COMMON MESSAGES AND CODES

The PAWS has been created with the student in mind. As a result all of the information provided ensures that they never have any “surprises” when it comes time to graduate. Please guide your students through understanding it in its entirety.

Most departments provide a “Road Map” to graduation, but it is important that your students understand both. The reason for this is because they serve differing purposes. One is meant to assist students in understanding the major and which courses to register for. The other keeps the student informed as to what the university has on file for them. If there is a discrepancy between the two there may be delays in graduation.

AT LEAST ONE REQUIREMENT HAS NOT BEEN SATISFIED 

### \*\*\* LEGEND \*\*\*

NO = REQUIREMENT NOT COMPLETED	- = SUB-REQT. NOT COMPLETED
OK = REQUIREMENT COMPLETED	+ = SUB-REQT. COMPLETED
IP = REQUIREMENT IN PROGRESS	RG = CURRENT REGISTRATION
>D = DUPLICATE COURSE - NOT DISCOUNTED	IN-P = COURSE(S) USED TO MEET REQT. IN PROGRESS
>R = REPEATABLE COURSE	>C = CROSS-LISTED COURSE
>A = ACCEPTABLE SUBSTITUTE	>- = REPEATABLE COURSE WITH CREDIT REDUCED
>X = CREDIT & GPA EXCLUDED	< > = OR'D REQT. SATISFIED
RP = REPEATED COURSE OR ACADEMIC RENEWAL	++ = FROM MORE THAN ONE COURSE
AP = ADVANCED CREDIT	WA = WEIGHT ADJUSTED - TWO OR MORE GRADES COMBINED
EV = IGETC CERTIFICATION/ EXAMINATION PASSED	WZ = WEIGHT ADJUSTED - TWO OR MORE FAILED GRADES COMBINE
MR = MET REQUIREMENT	>S = SPLIT COURSE
NT = NONTRANSFERABLE COURSE	(1F) = YEAR/TERM (1ST YEAR/FALL)
CB = CREDIT BY EXAM	
(R) = REQUIRED COURSE	

## GENERAL EDUCATION VS. CSU CERTIFICATION

Non- Certification	CSU Certification
<pre style="font-family: monospace; font-size: 0.9em;"> <b>NO</b>  <b>GE-C - HUMANITIES</b> EARNED: 13.50 UNITS          3 SUB-REQTS      4.000 GPA --&gt; NEEDS:                     1 SUB-REQT  + 1) ARTS    4.50 UNITS EARNED   1 COURSE TAKEN    SP11 MUS 1T434      4.5 A    UNDERSTANDING OF MUSIC                                  CHUNGANG: INTL GE-C1 MUS                                  &gt;&gt;MATCHED AS: MUSAPP  + 2) LITERATURE    4.50 UNITS EARNED   1 COURSE TAKEN    F11 TRAN1T435      4.5 A    INTRODUCTION TO KOREAN LITERA                                  CHUNGANG: INTL GE-C2 LIT                                  &gt;&gt;MATCHED AS: GE-C2  - 3) FOREIGN LANGUAGE OR LITERATURE IN TRANSLATION    NEEDS:                 1 COURSE    SELECT FROM: ARAB 103,201,202,203,214,290  ASL 103,201,    ASL 202,203  CHIN 103,201,202,203,214,290  FLAN 103    FREN 103,200,201,202,290  GER 103,212,214,216,290    JAPN 103,201,202,203,214,290  KOR 103,201,202,203,    KOR 214  SPAN 103,155,212,213,214,290  + 4) PHILOSOPHY    4.50 UNITS EARNED   1 COURSE TAKEN    SP11 PHIL1T436     4.5 A    UNDERSTANDING OF PHILOSOPHY                                  CHUNGANG: INTL GE-C4 PHIL                                  &gt;&gt;MATCHED AS: GE-C4           </pre>	<pre style="font-family: monospace; font-size: 0.9em;"> <b>OK</b>  <b>GE-C - HUMANITIES CSU CERTIFICATION</b> EARNED: 13.50 UNITS          2 SUB-REQTS      3.667  + 1) ARTS    4.50 UNITS EARNED   1 COURSE TAKEN    F10 ART 221         4.5 A    ART HIST : STONE AGE                                  SBVC   : ART          100                                  &gt;&gt;MATCHED AS: C1  + 2) HUMANITIES    9.00 UNITS EARNED   2 COURSES TAKEN    F06 ENG 2T986       4.5 B    CREATIVE WRITING                                  CRAFTON : ENGL        232                                  &gt;&gt;MATCHED AS: C2     SP09 ENG 1T987      4.5 A    FICTION: GRAPHIC N                                  CRAFTON : ENGL        250                                  &gt;&gt;MATCHED AS: C2           </pre>

The image above is a primary example of why it is important to base all answered questions on the most recent copy of the students' PAWS report. If you have a student who has transferred to us from another school their General Education courses may look a bit different.

In this case the transfer student attended San Bernardino Valley College and completed his or her CSU transfer pattern for the "C" area of the PAWS as a result CSUSB will honor that and note the "C" area as completed.

Please take note that in this particular case the student completed the "C" area without taking a Philosophy or a Foreign Language. This is not an error or an oversight.

# GENERALEDUCATIONWORKSHEET

**Please note: Liberal Studies majors – contact department for G.E. curriculum**

Courses	Course Taken	Quarter	Grade
<b>A. Basic Skills Category (12 units)</b>			
1) English – 4 units			
2) Oral Communication – 4 units	Comm. 120		
3) Critical Thinking – 4 units			
<b>B. Natural Sciences Breadth – (20 units)</b>			
1) Mathematics – 4 units	Math		
2) Life Science w/Lab - 5 units			
3) Physical Science w/Lab – 5 units			
4) Special Topics in Science and Tech - 2 units			
5) NSCI Capstone – 4 units	NSCI		
<b>C. HUMANITIES BREADTH - (20 units)</b>			
1) Arts – 4 units			
2) Literature – 4 units			
3) Foreign Language – 4 units			
4) Philosophy – 4 units	Phil.		
5) HUMANITIES Capstone – 4 units	Hum.		
<b>D. SOCIAL and BEHAVIORAL SCIENCES – (20 units)</b>			
1) History 146, 200 or 201 – 4 units	HIST		
2) Political Science 203 – 4 units	PSCI 203		
3) World Cultures – 4 units			
4) Discipline Perspectives – 4 units			
5) SSCI Capstone – 4 units	SSCI		
<b>E. LIFELONG UNDERSTANDING – 6 units</b>			
1) Whole Person: Physical - 2 units			
2) Whole Person – Social – 2 units PSYC 115; PHIL 101 OR SOC			
3) Physical Education – 2 units	KINE		
<b>F. UPPER DIVISION WRITING – 0-4 UNITS (WREE EXAM OPTION = 0 UNITS)</b>			
<b>G. MULTICULTURAL/GENDER REQUIREMENT – 4 UNITS</b>			

## educational Plan

**Fall:**

Courses	Units

Total Fall Units: \_\_\_\_\_

**Winter:**

Courses	Units

Total Winter Units: \_\_\_\_\_

**Spring:**

Courses	Units

Total Spring Units: \_\_\_\_\_

**Year Total Units:** \_\_\_\_\_

**YEAR 2:**

**Fall:**

Courses	Units

Total Fall Units: \_\_\_\_\_

**Winter:**

Courses	Units

Total Winter Units: \_\_\_\_\_

**Spring:**

Courses	Units

Total Spring Units: \_\_\_\_\_

**Year Total Units:** \_\_\_\_\_

**YEAR 3:**

**Fall:**

Courses	Units

Total Fall Units: \_\_\_\_\_

**Winter:**

Courses	Units

Total Winter Units: \_\_\_\_\_

**Spring:**

Courses	Units

Total Spring Units: \_\_\_\_\_

**Year Total Units:** \_\_\_\_\_

**YEAR 4:**

**Fall:**

Courses	Units

Total Fall Units: \_\_\_\_\_

**Winter:**

Courses	Units

Total Winter Units: \_\_\_\_\_

**Spring:**

Courses	Units

Total Spring Units: \_\_\_\_\_

**Year Total Units:** \_\_\_\_\_

Notes: \_\_\_\_\_

**Advisor's use only:**

\_\_\_\_\_ Please check here if student can complete degree requirements in 4 years from start date according to the courses listed above.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Total Overall Units:** \_\_\_\_\_

**Advisor's Signature (Not Peer Advisor):** \_\_\_\_\_ **Date:** \_\_\_\_\_



# CSUSB'S FIVE ACADEMIC COLLEGES

There are five academic colleges within CSUSB. Each college is responsible for its own majors. To contact a department within a college for a faculty advisor, please refer to the following:



## ARTS AND LETTERS (909) 537-5800 UH- 237

Website: <http://artsletters.csusb.edu/>

ART	(909) 537-5802	VA-105
COMMUNICATION STUDIES	(909) 537-5815	UH-018
ENGLISH	(909) 537-5824	UH-334
<i>LIBERALS STUDIES</i>	(909) 537-5857	CE-114
MUSIC	(909) 537-5859	PA-111
PHILOSOPHY	(909) 537-5869	UH-339
THEATRE ARTS	(909) 537-5876	CA-111
WORLD LANGUAGES AND LITERATURE	(909) 537-5847	UH-314

## BUSINESS AND PUBLIC ADMINISTRATION (909) 537-5700 JB- 278

Website: <http://cbpa.csusb.edu/>

ACCOUNTING AND FINANCE	(909) 537-5704	JB-459
INFORMATION AND DECISION SCIENCES	(909) 537-5723	JB-460
MANAGEMENT	(909) 537-5731	JB-461
MARKETING	(909) 537-5749	JB-458
PUBLIC ADMINISTRATION	(909) 537-5758	JB-456
UNDECLARED CONCENTRATION	(909) 537-3386	JB-228

## EDUCATION (909) 537-5600 FO-182

Website: <http://coe.csusb.edu/>

### UNDERGRADUATE PROGRAMS:

- Minor Program in Education
- Gender and Sexuality Studies
- Liberal Studies Integrated Track
- Career and Technical Studies

Please visit:

<http://coe.csusb.edu/whatWeOffer/undergraduatePrograms.html>

TEACHING CREDENTIALS	(909) 537-5637	CE-319
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<b>NATURAL SCIENCES</b>	<b>(909) 537-5300</b>	<b>BI - 132</b>
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Website: <http://nsci.csusb.edu/>

BIOLOGY	(909) 537-5305	BI-302
CHEMISTRY AND BIOCHEMISTRY	(909) 537-5318	CS-204
COMPUTER SCIENCE AND ENGINEERING	(909) 537-5326	JB-307C
GEOLOGICAL SCIENCES	(909) 537-5336	BI 113A
HEALTH SCIENCE AND HUMAN ECOLOGY	(909) 537-5339	PS-226
KINESIOLOGY	(909) 537-5349	HPE 120
MATHEMATICS	(909) 537-5361	JB-370
NURSING	(909) 537-5380	HPE-215
NUTRITION AND FOOD SCIENCES	(909) 537-5340	PS-315
PHYSICS	(909) 537-5397	PS-119

<b>SOCIAL AND BEHAVIORAL SCIENCES</b>	<b>(909) 537-7500</b>	<b>SB - 207</b>
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Website: <http://csbs.csusb.edu/>

AIR FORCE ROTC/Aerospace Studies	(909) 537-5440	FO-144
ARMY ROTC/Military Science	(909) 537-5533	FO-125
ANTHROPOLOGY	(909) 537-5502	SB-327
CRIMINAL JUSTICE	(909) 537-5506	SB-209
ECONOMICS	(909) 537-5511	SB-451
ETHNIC STUDIES PROGRAM	(909) 537-5512	SB-445
GEOGRAPHY AND ENVIRONMENTAL STUDIES HISTORY	(909) 537-5519	SB-327
POLITICAL SCIENCE	(909) 537-5524	SB-327
POLITICAL SCIENCE	(909) 537-5535	SB-122
PSYCHOLOGY AND HUMAN DEVELOPMENT	(909) 537-5570	SB-425
SOCIAL SCIENCES	(909) 537-7500	SB-207
SOCIAL WORK	(909) 537-5501	SB-423
SOCIOLOGY	(909) 537-5541	SB-327

<b>INTERDISCIPLINARY PROGRAMS</b>	<b>(909) 537-5300</b>	<b>UH-237</b>
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SPECIAL MAJOR – Undergraduate Studies	(909) 537-5032	UH-352
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**UNDERGRADUATE STUDIES**  
**ADVISING AND ACADEMIC SERVICES**  
**PERSONNEL**

**Dr. William L. Vanderburgh**

*Associate Vice President and Dean of Undergraduate Studies*

[wvanderburgh@csusb.edu](mailto:wvanderburgh@csusb.edu)

**Raymond A. Navarro, Jr.**

*Director, Advising and Academic Services*

[rnavarro@csusb.edu](mailto:rnavarro@csusb.edu)

**Eduardo A. Mendoza**

*Academic Success Coordinator*

[emendoza@csusb.edu](mailto:emendoza@csusb.edu)

**M. Eloise Warnell**

*Academic Advisor*

*Basic Skills Compliance Coordinator*

[mwarnell@csusb.edu](mailto:mwarnell@csusb.edu)

**Matt Markin**

*Academic Advisor*

[mmarkin@csusb.edu](mailto:mmarkin@csusb.edu)

**Evelyn Knox**

*Academic Advisor/SSPA Coordinator*

*4-Year Graduation Pledge*

[eknox@csusb.edu](mailto:eknox@csusb.edu)

**Star Kafovalu-Wildes**

*Academic Advisor*

[kafovalu@csusb.edu](mailto:kafovalu@csusb.edu)

**Janet Brooks**

*Office Manager*

[jbrooks@csusb.edu](mailto:jbrooks@csusb.edu)

**Randy Valles**

*Administrative Support*

[randy@csusb.edu](mailto:randy@csusb.edu)

Updated 10/13/15