

# Academic Advising

## Importance of Academic Advising

Completing the requirements for your degree in a timely manner requires planning. Academic advisers can help you develop your academic plan. Don't wait until you have a problem to see an adviser. Let the adviser help you prevent any problems. The sooner you make the decision about what your major will be, the better you can plan your academic program. There are many program choices available at SDSU. An adviser can assist you with this decision process. Choosing the major that is right for you and compatible with your life goals will enhance your academic success. Requirements, policies, and procedures may change from year to year. Advisers can clarify which changes may affect you and which will not.

## Advising Services

- Understand graduation requirements
- Develop an academic plan
- Evaluate transfer credit
- Choose or change a major
- Clear mathematics and writing requirements
- Remove probationary status to avoid disqualification
- File for graduation
- Prepare to enter a professional school (medical, dental, legal, etc.)
- Plan your next semester's schedule

## Major Academic Plans (MAPs)

The MAPs website located at <http://www.sdsu.edu/mymap> was created to help students navigate the course requirements for their majors. The Major Academic Plans (MAPs) created for each major are not meant to encompass every major-specific requirement or a required sequencing of courses. Refer to this catalog for a complete description of requirements, including: course prerequisites, minimum grade requirements, unit limitations, and General Education approved courses and distribution requirements.

The MAPs will help you identify which General Education course will also fulfill a major preparation course requirement. They will also suggest sequencing to ensure that you complete prerequisites for an upper-division course prior to taking the higher-level course.

Questions about graduation requirements and General Education should be directed to the Academic Advising Center at 619-594-6668. The Academic Advising Center is located in Student Services West, Room 1551 (north of Conrad Prebys Aztec Student Union) and online at <http://www.sdsu.edu/advising>.

## Student Responsibilities Regarding Advising

**Purchase a General Catalog.** Know your catalog year (or years) for your General Education requirements and for your major requirements and be sure you have a copy of this catalog. Provided you maintain your enrollment at SDSU, this catalog or these catalogs establish the requirements you must complete for graduation. Details regarding catalog rights are listed under Graduation Requirements in this section of the catalog.

**Use your degree evaluation.** Your online degree evaluation, available at <http://www.sdsu.edu/portal>, provides an unofficial status report on your progress toward completing the graduation requirements for your major. Once you reach 90 units and apply for graduation, you will be sent an official graduation evaluation describing your remaining degree requirements. You can review your unofficial degree evaluation in the WebPortal to ensure that you are on track to graduate within your desired time frame. Don't risk a delay in graduation due to a missing graduation requirement.

**See your adviser regularly.** Don't wait until you encounter a problem before seeing an adviser. Check your degree progress regularly.

**Keep an advising file.** Keep a personal copy of transcripts (official or unofficial) from each college or university you have attended in a file and bring it to your advising session. SDSU does not release copies of other schools' records. Evaluations, test scores, and other important academic information should also be kept in your personal advising file.

**Plan your advising sessions during non-peak times.** Advisers and advising centers are busiest during registration periods and the first weeks of classes. Avoid these busy advising times with a little planning. Faculty advisers (major advisers) are not always available during the summer months or between semesters.

**File for graduation.** Graduation is not automatic; you must apply to graduate during the stated graduation application periods. Filing early will assure a final graduation evaluation before your last semester of enrollment. It is recommended you file for graduation once you have passed 90 units. Visit <http://www.sdsu.edu/applytograduate>.

## Seeing an Adviser

There are many types of advisers at SDSU. For general undergraduate advising regarding graduation requirements, General Education, competency requirements, probation and disqualification, and major selection, go to the Academic Advising Center, Student Services West, Room 1551, 619-594-6668.

Major/faculty advisers for each major are available to help you plan your upper division course schedule, and provide you with advice about career options and graduate school. For advising in your undergraduate or graduate major, contact the adviser or advising center assigned to your major and class level. A more detailed listing follows. A directory of SDSU academic advisers is available at <http://www.sdsu.edu/majoradvisers>.

Students in the Educational Opportunity Program needing advising should go to the Office of Educational Opportunity Programs/Ethnic Affairs, Student Services East, Room 2109, 619-594-6298.

For general requirements for master's or doctoral degrees (except for the major), contact the Division of Graduate Affairs, Student Services East, Room 1410, 619-594-5213.

For teaching credential advising, contact the College of Education, Office of Student Services (EBA-259). Teachers holding preliminary California credentials issued on the basis of programs completed at other universities or in other states, may secure program advising from the Office of Student Services, Education and Business Administration, Room 259, 619-594-6320.

For specialized advising such as preprofessional advising (premedical, prelaw, etc.), contact the adviser assigned to your preprofessional area. A detailed listing follows and can also be found at <http://www.sdsu.edu/preprof>.

New Student Orientation is conducted by the Office of New Student and Parent Programs, 619-594-1509, for new students (freshmen and transfers) and provides important pre-registration advising. Visit <http://www.sdsu.edu/orientation>.

## Advising Centers

### Academic Advising Center

Student Services West, Room 1551, 619-594-6668, FAX 619-594-4902, Monday through Thursday, 9 a.m. - 4 p.m.

The Academic Advising Center works with the university community to encourage and promote student learning in a welcoming and supportive environment. We clarify university policies, procedures, and requirements to ensure student retention and timely graduation. The center staff facilitates academic responsibility and competence by educating students to use resources effectively.

Advisers in the Academic Advising Center are available to help you understand SDSU graduation requirements, including General Education requirements and institutional policies and procedures. If you are undecided about a major, an adviser can help you develop an educational plan consistent with your life goals and objectives.

Graduation Requirements	University Academic
General Education	Policies and Regulations
Undeclared Students	Unofficial Evaluations
	Probation/Disqualification
	Advising

### Educational Opportunity/Ethnic Affairs

Student Services East, Room 2109, 619-594-6298  
Monday through Friday, 8 a.m. - 4 p.m.

## PREPROFESSIONAL ADVISING

It is recommended that students contact their preprofessional adviser in their first semester at SDSU. Advisement for students planning to attend professional schools is available for the following programs:

Preidental	
Geology/Mathematics/Computer Science, Room 323	619-594-3030
Prelaw*	
Adams Humanities, Room 4142	619-594-5050
Premedical	
Geology/Mathematics/Computer Science, Room 323	619-594-3030
Preoccupational Therapy	
Exercise and Nutritional Sciences, Room 331	619-594-5161
Preoptometry	
Geology/Mathematics/Computer Science, Room 323	619-594-3030
Prepharmacy	
Geology/Mathematics/Computer Science, Room 323	619-594-3030
Prephysical Therapy	
Exercise and Nutritional Sciences, Room 331	619-594-5161
Prephysician Assistant	
Geology/Mathematics/Computer Science, Room 323	619-594-3030
Prepodiatric Medicine	
Geology/Mathematics/Computer Science, Room 323	619-594-3030
Presocial Work	
Hepner Hall, Room 109	619-594-0780
Preveterinary Medicine	
Geology/Mathematics/Computer Science, Room 323	619-594-3030

\* Advisers in prelaw are not available during the summer months.

## COLLEGE OF ARTS AND LETTERS

Assistant Dean	
Arts and Letters, Room 202	619-594-6270
Africana Studies	
Arts and Letters, Room 373	619-594-6531
American Indian Studies	
Arts and Letters, Room 331	619-594-6991
Anthropology	
Arts and Letters, Room 448	619-594-5527
Arabic	
Storm Hall West, Room 214	619-594-5268
Asia Pacific Studies	
Arts and Letters, Room 473	619-594-0931
Chicana and Chicano Studies	
Arts and Letters, Room 348	619-594-6452
Chinese	
Storm Hall West, Room 214	619-594-5268
Classics and Humanities	
Arts and Letters, Room 662	619-594-5186

Comparative International Studies	
Arts and Letters, Room 613	619-594-5028
Economics	
Nasatir Hall, Room 329	619-594-1675
English and Comparative Literature	
Arts and Letters, Room 226	619-594-5307
Filipino	
Storm Hall West, Room 214	619-594-5268
European Studies (Minor)	
Education and Business Administration, Room 304	619-594-5111
French and Italian (Minor)	
Education and Business Administration, Room 304	619-594-6491
Geography	
Geography Annex, Room 123	619-594-5437
German and Russian	
Education and Business Administration, Room 304	619-594-6313
Hebrew	
Storm Hall West, Room 214	619-594-5268
History	
Arts and Letters, Room 588	619-594-5262
International Business	
Arts and Letters, Room 208	619-594-4505
International Security and Conflict Resolution	
Storm Hall, Room 223B	619-594-3768
Japanese	
Storm Hall West, Room 214	619-594-5268
Jewish Studies (Minor)	
Arts and Letters, Room 662A	619-594-5338
Korean	
Storm Hall West, Room 214	619-594-5268
Latin American Studies	
Arts and Letters, Room 377	619-594-1103
Lesbian, Gay, Bisexual, and Transgender Studies	
Arts and Letters, Room 317	619-594-6662
Linguistics and Asian/Middle Eastern Languages	
Storm Hall West, Room 214	619-594-5268
Persian	
Storm Hall West, Room 214	619-594-5268
Philosophy	
Arts and Letters, Room 446	619-594-5263
Political Science	
Adams Humanities, Room 4142	619-594-6244
Religious Studies	
Arts and Letters, Room 662	619-594-5185
Rhetoric and Writing Studies	
Adams Humanities, Room 3138	619-594-6515
Russian and Central European Studies	
Education and Business Administration, Room 304	619-594-5111
Social Science	
Arts and Letters, Room 580	619-594-5304
Sociology	
Nasatir Hall, Room 224	619-594-4826
Spanish and Portuguese	
Arts and Letters, Room 134	619-594-6588
Sustainability	
Arts and Letters, Room 417	619-594-0978
Storm Hall, Room 314	619-594-0902
Urban Studies	
Storm Hall, Room 314	619-594-5437
Women's Studies	
Arts and Letters, Room 346	619-594-6524

**COLLEGE OF BUSINESS ADMINISTRATION**

Assistant Dean  
 Education and Business Administration, Room 448 ..... 619-594-5828  
 Undergraduate Business Advising Center  
 Education and Business Administration, Room 448 ..... 619-594-5828  
 Undergraduate: <http://www.sdsu.edu/undergradbiz>  
 Accountancy Management  
 Finance Marketing  
 Financial Services Pre-Business  
 Information Systems Real Estate  
 International Business (See  
 College of Arts and Letters)  
 Graduate Business Advising Office ..... 619-594-8073  
 Education and Business Administration, Room 448  
 Graduate website: <https://www.cbaweb.sdsu.edu/bac>  
 MBA (various specializations)  
 MS in Accountancy  
 MS in Business Administration (various concentrations)  
 MS in Information Systems  
 MBA/MA in Latin American Studies  
 MBA/Juris Doctorate

**COLLEGE OF EDUCATION  
 (Degrees, Credentials, and Certificate Programs)**

Assistant Dean for Student Affairs  
 Education and Business Administration, Room 346L.....619-594-1426  
 Office of Student Services  
 Education and Business Administration, Room 259.....619-594-6320  
 Administrative, Rehabilitation and Postsecondary Education  
 Education and Business Administration, Room 246 .....619-594-6115  
**Certificate Programs**  
 Bilingual (Spanish) Special Education  
 Cognitive Disabilities  
 Community College Teaching  
 Institutional Research, Planning, and Assessment  
 Psychiatric Rehabilitation  
 Rehabilitation Administration  
 Rehabilitation Counseling  
 Rehabilitation Technology  
 Workforce Education and Lifelong Learning  
 Supported Employment and Transition Specialist  
 Child and Family Development  
 Education and Business Administration, Room 403 ..... 619-594-5380  
 Counseling and School Psychology  
 North Education, Room 187 ..... 619-594-6109  
**Service Credentials**  
 Pupil Personnel Services  
 School Counseling  
 School Psychology  
 Dual Language and English Learner Education  
 Education and Business Administration, Room 248 .... 619-594-5155  
 \*Bilingual Multiple and Single Subject credentials  
 Liberal Studies  
 Education and Business Administration, Room 255 ..... 619-594-6131  
 Master's Programs  
 See individual department listings  
 Doctoral Programs  
 Nursing (Health Services – School Nurse)  
 Adams Humanities, Room 3133..... 619-594-5117  
 Social Work  
 Hepner Hall, Room 119 ..... 619-594-0780  
 Pupil Personnel Services  
 Child Welfare and Attendance  
 School Social Work  
 Special Education  
 North Education, Room 70 ..... 619-594-6665  
**Specialist Credentials**  
 \*Early Childhood Special Education  
 \*Mild/Moderate Disabilities  
 \*Moderate/Severe Disabilities  
**Certificate Programs**  
 Behavior Analysis  
 Developing Gifted Potential  
 Early Childhood Special Education

Speech, Language, and Hearing Sciences  
 Speech, Language, and Hearing, Room 244 ..... 619-594-4787  
 Bilingual (Spanish) Special Education  
 Clinical-Rehabilitative Services  
 Teacher Education  
 Education and Business Administration, Room 255 ..... 619-594-6131  
 \*Multiple Subject and Single Subject  
 Reading and Literacy Leadership Specialist

\*Advising in Education and Business Administration, Room 259, 619-594-6320

**COLLEGE OF ENGINEERING**

Assistant Dean  
 Engineering, Room 200B ..... 619-594-5807  
 Aerospace Engineering  
 Engineering, Room 308 ..... 619-594-6074  
 Civil, Construction, and Environmental Engineering  
 Engineering, Room 424 ..... 619-594-6071  
 Electrical and Computer Engineering  
 Engineering, Room 426 ..... 619-594-6506  
 Mechanical Engineering  
 Engineering, Room 326 ..... 619-594-6067

**COLLEGE OF HEALTH AND HUMAN SERVICES**

Assistant Dean  
 Education, Room 154..... 619-594-6151  
 Gerontology  
 Hepner Hall, Room 133 ..... 619-594-6259  
 Exercise and Nutritional Sciences  
 (Athletic Training, Foods and Nutrition, Kinesiology)  
 Exercise and Nutritional Sciences, Room 353 ..... 619-594-5161  
 Nursing  
 Adams Humanities, Room 3133 ..... 619-594-5117  
 Public Health  
 Hardy Tower, Room 109 ..... 619-594-1623  
 Social Work  
 Hepner Hall, Room 133 ..... 619-594-6259  
 Speech, Language, and Hearing Sciences  
 Speech, Language, and Hearing, Room 244 ..... 619-594-4787

**COLLEGE OF PROFESSIONAL STUDIES AND FINE ARTS**

Assistant Dean  
 Professional Studies and Fine Arts, Room 212 .....619-594-6928  
 Aerospace Studies (Minor)  
 Exercise and Nutritional Sciences, Room 385 ..... 619-594-5545  
 Art and Design  
 Art, Room 509 ..... 619-594-2850  
 Communication and Health Communication  
 Communication, Room 240 .....619-594-3444  
 Hospitality and Tourism Management (Hospitality and Recreation)  
 Professional Studies and Fine Arts, Room 436B.....619-594-4964  
 International Studies (Minor)  
 Professional Studies and Fine Arts, Room 231 ..... 619-594-4633  
 International Security and Conflict Resolution  
 Storm Hall, Room 223B ..... 619-594-3768  
 Journalism and Media Studies  
 Professional Studies and Fine Arts, Room 366 ..... 619-594-5145  
 Learning Design and Technology  
 Professional Studies and Fine Arts, Room 361 ..... 619-594-5450  
 Distance Education Certificate  
 Instructional Design Certificate  
 Instructional Technology Certificate  
 Military Science (Minor)  
 Exercise and Nutritional Sciences, Room 451 ..... 619-594-4943  
 Music and Dance  
 Music, Room 111 ..... 619-594-6032  
 Naval Science (Minor)  
 Communication, Room 130 ..... 619-594-1134  
 Public Affairs (Criminal Justice, Public Administration)  
 Professional Studies and Fine Arts, Room 100 ..... 619-594-6084  
 Theatre, Television, and Film  
 Dramatic Arts, Room 204 ..... 619-594-4936

**COLLEGE OF SCIENCES**

Assistant Dean  
 Geology/Mathematics/Computer Science, Room 321 ..... 619-594-5350  
 Astronomy  
 Physics, Room 131 ..... 619-594-6240  
 Biology  
 Life Sciences, Room 135 ..... 619-594-6442  
     Cellular and Molecular                      Evolution and Systematics  
     Clinical Laboratory Science and          Marine Biology  
     Public Health Microbiology              Microbiology  
     Ecology    Zoology  
  
 Chemistry and Biochemistry (Chemical Physics)  
 Geology/Mathematics/Computer Science, Room 209 ... 619-594-5595  
 Computer Science  
 Geology/Mathematics/Computer Science, Room 413 ..... 619-594-6191  
 Environmental Sciences  
 Physical Science, Room 100.....619-594-2063  
 Geological Sciences  
 Geology/Mathematics/Computer Science, Room 237 ..... 619-594-5586  
     General Geology                              Hydrogeology  
     Engineering Geology                        Paleontology  
     Environmental Geosciences                Oceanography (Minor)  
     Geophysics  
  
 Health Professions Advising  
 Geology/Mathematics/Computer Science, Room 323 ..... 619-594-3030  
 International Security and Conflict Resolution  
 Storm Hall, Room 223B ..... 619-594-3768  
 Mathematics and Statistics  
 Geology/Mathematics/Computer Science, Room 413 .... 619-594-6191  
 Oceanography (Minor)  
 Geology/Mathematics/Computer Science, Room 237 ..... 619-594-5586  
 Physics (Chemical Physics)  
 Physics, Room 131 ..... 619-594-6240  
 Psychology Advising Center  
 Life Sciences, Room 105..... 619-594-5412

**DIVISION OF UNDERGRADUATE STUDIES**

Assistant Dean, Administration, Room 101 ..... 619-594-5842  
 Also advising in:  
     Compact Scholars Program .....619-594-0474  
     Interdisciplinary Studies in Three Departments ...619-594-5842  
     Undeclared Students.....619-594-5842  
     Weber Honors College.....619-594-8071

**DIVISION OF GRADUATE AFFAIRS**

Assistant Dean  
 Student Services East, Room 1410 ..... 619-594-5213  
 Monday – Friday, 8 a.m. – 4:30 p.m.  
 Advisement concerning general requirements (except for the major) and administers the Interdisciplinary Studies master’s degree. A departmental graduate adviser is available in all programs offering graduate degrees.

**IMPERIAL VALLEY CAMPUS ADVISING**

It is recommended that Imperial Valley Campus students see an adviser prior to registration each semester. Call 760-768-5502 to schedule appointments with the advisers listed below.  
 The following advisers correspond to the various majors and programs.

**Undergraduate Division of Student Affairs**

Criminal Justice, English, Student Disability Services  
     Norma Aguilar.....760-768-5637  
 History, Liberal Studies, Social Science  
     Americo Yacopi.....760-768-5603  
 International Business, Spanish  
     Aracely Bojorquez .....760-768-5506  
 Latin American Studies, Mathematics, Public Administration  
     Miguel Rahiotis.....760-768-5502  
 Nursing  
     Helina Hoyt.....760-768-5680  
 Psychology  
     Barbara Romero.....760-768-5509

**Graduate**

MA in Education  
     Betty Wong.....760-768-5551  
 Teacher Education, Division of Education  
     Betty Wong.....760-768-5551