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IMPORTANT DATES

- **Feb. 21- May 1, 2008**
Restricted add/drop period
- **March 31** Cesar Chavez Day – campus closed
- **April 3** Last day to file an appeal for academic reinstatement for fall 2009
- **April 6** Summer School Registration begins
- **April 13** Priority registration begins for Fall 2009 continuing students
- **May 21** Summer Fee Payment deadline
- **May 22** Commencement for Graduate School
- **May 23 & 24** Commencement Ceremonies
- **July 30** Fall Fee Payment Deadline

TAKING ADVANTAGE OF OFFICE HOURS

Have you recently noticed an increase in the number of students attending your office hours? We in Academic Advising hope so! More than 500 first-time students who found themselves on academic probation were required to attend one of the 14 Back on Track – Academic Success Workshops held at the beginning of the semester. The goal of these workshops was to provide students with information and strategies that would assist them in improving their academic status.

Advisors first worked with students to identify certain objectives

- Understand Academic Probation & Disqualification & the GPA requirements needed in order to avoid probation
- Identify individual challenges & barriers to their academic success
- Assess their previous efforts
- Reflect on their personal values/goals to determine where education fits in their values
- Identify & share tips for academic success

We then reviewed specific strategies for Academic Success:

- Advisors highlighted tips for academic success – including:
 1. Know what it is required (both in individual classes as well as overall graduation requirements)
 2. Go to class & participate
 3. Meet with professors – take advantage of their office hours to discuss concepts, ask questions, seek advice . . .
 4. Tap into resources (writing center, study skills workshops)
- Students identified 2 to 3 SMART (specific, measureable, attainable, realistic, and time bound) goals to overcome their identified challenges/barriers
- Students became familiar with advising & campus resources available to help them reach their academic goals

One of the strategies emphasized during the workshops was to *take advantage of professors' office hours*. We recommended that students go prepared to discuss items or concepts that were confusing to them and to be ready with specific questions or problems relating to homework assignments and test preparation.

Students were not only encouraged to meet with professors as an essential element of effective learning and academic achievement, but also because active involvement and social interaction with faculty leads to greater student success.

University Policy Regarding Incompletes

Toward the end of the semester, some students come to our office seeking advice about asking their professors for an incomplete in a class. As advisors, we consistently communicate the University Policy regarding incompletes but also inform students that the assignment of an incomplete lies with their instructor. The University policy states “ that an “I” (Incomplete Authorized) may be assigned when a portion of required course work has not been completed and evaluated in the prescribed time period **due to unforeseen, but fully justified reasons**, and that there is still a possibility of earning credit. It is the responsibility of the student to bring pertinent information to the attention of the instructor and to determine from the instructor the remaining course requirements which must be satisfied to remove the incomplete.”

We recommend students get in writing exactly what is required in order to complete the class and receive a grade. Doing so eliminates any questions surrounding the requirements should unforeseen circumstances arise. Students normally have one calendar year following the end of the term the “I” was assigned to complete it.

FYI: Disqualified students appealing for reinstatement may soon be asking for signed work-in-progress forms. Students must submit one form for each class in which they are currently enrolled. These WIP forms are due in our office no later than April 3. Thank you, in advance, for taking the time to fill these out. Please sign your name across the sealed envelope flap.

STUDENTS ENCOURAGED TO ACTIVELY INVESTIGATE MAJORS

Each spring Chico State designates March as “declare a major month”. As a result you may experience an increase in the number of students visiting your department with interest in exploring your major. Although the ultimate goal is for undecided students to declare a major, our goal as advisors is to help students discover areas of interest, encourage in-depth exploration, and remind them of the fact that choosing a major with confidence does not happen overnight.

The variety of reasons that students are undecided runs the gamut. Pressure from parents or others to choose a particular major, juggling the ideals of too many interests, or genuine confusion about what they want in life, are common examples. Understanding the hurdles a student faces is a critical key in knowing how to advise and support them.

Jacobs and Hyman’s U.S. News and World Report article, “[The 13 Biggest Mistakes in Picking a Major](#)” outlines the pitfalls in arguably the most important academic decision that students must make during their college career. The complexity of this decision is shared by faculty and staff as we attempt to help students achieve appropriate balance between making a decision within a reasonable timeframe and taking the steps (and time) necessary to make a **considered** decision.

Below are some red and green flags to take into consideration when assisting students in their pursuit towards a major. Freshman and sophomore years are the ideal time for students to engage in active exploration.



Red Flags: Deciding on a major . . .

- **too quickly**
- **without taking exploratory courses in a chosen department**
- **in a subject that he/she has no interest in**
- **he/she is not good at**
- **because it’s the shortest or easiest major offered**
- **without knowing all the majors that Chico State has to offer**



Green Flags: Decide on a major after . . .

- **meeting with several departments of interest**
- **taking advantage of experiential based opportunities**
- **completing representative coursework within a major**
- **linking a major to potential career goals**
- **logical elimination of other majors based on interest, aptitude, career goals etc.**

Encouraging students to select a major that reflects **their** interests and true passions is not only an important component of self- growth, but also a critical deciding factor in their academic and career choice. Students can avoid time consuming and costly mistakes when selecting a major by exploring with intention, taking time to investigate all possibilities, and seeking quality advice from caring faculty and staff.

“MAJOR” CONFUSION?

Please refer any student confused about what to major in, looking for more information about a major, needing help selecting classes for fall, or wanting a refresher on how to register, to one of the **Major Exploration & Registration Workshops** held in THMA 131.

Mon.	April 20	5 – 7 pm
Tues.	April 21	5 – 7 pm
Wed.	April 22	4 – 6 pm
Thurs.	April 23	4 – 6 pm

GRADUATION DEADLINES

The **last day** to apply for **Spring 2009 graduation** is May 15th. Summer graduates should also be encouraged to apply by this date, as many departments close for the summer and students will be unable to obtain the necessary paperwork and signatures.

Students can search for “graduation application” from the CSU Chico homepage to obtain the necessary paperwork.

The last day for students to apply **on time** for Spring 2010 graduation is May 15, 2009. Students who apply on time receive a document called a **Grad Check** with all of their remaining requirements **prior to** beginning their **final semester**. This allows students time to enroll in the courses needed in order to graduate.

Students should apply to graduate for the term in which they will complete **all** degree requirements.

COMMENCEMENT 2009

Please remind graduating seniors that they must first apply to graduate **before** they are **eligible** to register to walk in the commencement ceremony, via the commencement website.

<http://www.csuchico.edu/alumni/commencement/>

Registration for commencement will be open from March 9th until April 30th.

Questions regarding commencement ceremonies should be directed to the Alumni/Commencement Office, SAPP Hall, at 898-6472.

UNDERSTANDING ACADEMIC PROBATION & DISQUALIFICATION

Please encourage any student who is on Academic Probation to visit the Academic Advising Office in SSC 120.

ACADEMIC PROBATION

An undergraduate student is subject to academic probation if either their cumulative or Chico GPA falls below 2.00. **GPA = Grade Points Earned**

Units Attempted

A student can use the **GPA calculator** to check their current GPA at:

<https://em.csuchico.edu/aap/Undergrad/GPACal/>

ACADEMIC DISQUALIFICATION

An undergraduate student on academic probation may be subject to **academic disqualification based on their GPA(s) and class level**. The chart below illustrates the minimum GPA a student needs (in both cumulative and Chico GPAs) to avoid entering into disqualification range.

Freshman 0-29 units	Sophomore 30-59 Units	Junior 60-89 Units	Senior 90 + Units
1.50	1.70	1.85	1.95

STUDENT LEARNING CENTER WORKSHOPS

The mission of the Student Learning Center (SLC) is to provide services that will assist CSU, Chico students to become independent learners. The SLC prepares and supports students in their college course work by offering a variety of programs and resources to meet student needs.

Encouraging students to attend a workshop not only shows them we’re interested in their success, but it also improves their skills as well as their self-esteem. With midterms and finals just around the corner, please continue spreading the news about the workshops, it makes a difference!

ALL WORKSHOPS ARE FREE AND HELD IN SSC 304!

Students can sign up in advance at the SLC (SSC 340) or by calling 898-6839

3/25	Wednesday	Time Management	3 – 4 pm
3/26	Thursday	Avoiding Procrastination	4 – 5 pm
4/2	Thursday	Mastering Study Skills	3 – 4 pm
4/6	Monday	APA Style Workshop	4 – 5 pm
4/8	Wednesday	Know Your Learning Style	4 – 5 pm
4/13	Monday	Effective Public Speaking	4 – 5 pm
4/29	Wednesday	Memory & Concentration	4 – 5 pm
5/4	Monday	Planning for Finals	3 – 4 pm
5/5	Tuesday	Stress Reduction	4 – 5 pm