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# Long Beach State Student-Athlete Handbook

## Bickerstaff Academic Center (BAC)- Academic Support Services

Welcome to Long Beach State. This is the beginning of your academic and athletic career as a Forty-Niner!

The Department of Athletics is firmly committed to the idea of accomplished and successful student-athletes. Our first priority in attempting to meet this ideal is to ensure that our student-athletes succeed academically at Long Beach State. To this end we provide a variety of academic, social and personal counseling services through the BAC.

For those of us involved in intercollegiate athletics, there is a strong belief that sports serve as the best kind of educational laboratory. The lessons of teamwork, dedication, perseverance, striving to be the best you can be, and pursuing victory with honor are lessons learned through the rigors of competition. That's the beauty and benefit of sport.

That same dedication and hard work, so essential to success in athletics, will continue to be an important ingredient for your success as a STUDENT-athlete. Excellence, whether in the classroom or on the team, is achieved by having a game plan. Academically, that includes good study habits and a strong desire to succeed semester after semester.

It is up to you to familiarize yourself with the University and NCAA guidelines. You alone are responsible for knowing and meeting these academic standards for both eligibility and graduation. Use the BAC and the information contained here to help you stay on the road to graduation. Our purpose is to help you set and reach your goals.

We dedicate our efforts toward helping you accomplish all of your dreams. Good luck in all of your academic and athletic endeavors.



Vic Ceglas  
Director of Athletics

Gayle Fenton, Ed.D.  
Director of Student  
Athlete Services

## Go Beach!



## "Graduation Begins Today"

### BAC Staff Members 2009-2010

#### **Dr. Gayle Fenton**

Senior Director of Advising  
Director, Student-Athlete Services

#### **Sandra Shirley**

Associate Director, Student-Athlete Services  
Director, Bickerstaff Academic Center  
*Sports:* Men's Basketball  
*Lead Supervisor:* Women's Volleyball and Men's Golf

#### **BAC Academic Counselors:**

##### **Rebecca Groff**

Academic Counselor  
*Sports:* Men's and Women's Water Polo  
Director: First-Year Mentoring Program  
Director: International Student-Athlete Services

##### **Michelle Mahoney**

Academic Counselor  
*Sports:* Women's Soccer, Softball and Men's Volleyball  
Director: Student-Athlete Orientation Program  
Coordinator: Faculty/Athlete Connections Program

##### **Kirsten Sumpter**

Academic Counselor  
*Sports:* Women's Basketball, Baseball, Women's Golf and Women's Tennis  
Special Assistant to the Director and Associate Director  
Coordinator: Assessments

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## **Tamika Spivey**

Academic Counselor

*Sports:* Men's and Women's Track and Field, Men's and Women's Cross Country

## **Martha Grace**

Graduate Assistant

*Sports:* Men's Golf, Women's Volleyball

## **BAC Academic Support Staff:**

### **Dr. Chris Jolly**

Student-Athlete Academic Specialist  
Coordinator: Tutorial Services

## **BAC Support Staff:**

### **Joni Cape**

Office Coordinator

## **Sam McCallum**

Office Receptionist

## **Sheyi Olaoshebikan**

Night-time Study Hall Monitor

## **Hours of Operation:**

Monday - 8am-5pm

Tuesday - 8am-5pm

Wednesday - 8am-5pm

Thursday - 8am-5pm

Friday - 8am-1pm

## **BAC Location:**

PE - 67

## **Contact us at:**

562-985-4777 phone

562-985-7354 fax

## **Telephone Hours:**

Monday - Thursday 8am-5pm

Friday 8am-4pm

## **BAC Mission Statement**

At Long Beach State, the mission of the Department of Athletics extends beyond the desire to collect more victories on the field of competition. Philosophically, the concept upon which the 49er athletic program is built provides a well-rounded experience for each student-athlete.

The Bickerstaff Academic Center (BAC) is geared to maximize student-athletes' chances for classroom success through a developmental advisement program integrating academic, student, and athletic assistance. Additionally, the BAC sponsors programs throughout the year which focus on student-athletes' educational, career, and personal goals.

With that in mind, the mission of the BAC is to assist students in planning their academic programs and to provide academic support services in order to enable them to achieve their educational goals, pursuit towards graduation, and meet NCAA eligibility requirements. Based on this mission statement, the BAC has developed the following goals:



## **Goal I:**

To serve as the central source of CSULB academic requirements and NCAA eligibility information for student-athletes.

Advising situations addressed by the BAC staff include:

1. Total program planning
2. Assistance in identification and clarification of educational and vocational goals
3. Assistance in interpretation of NCAA rules of eligibility
4. Overall assistance with university regulations and requirements leading toward graduation
5. Interpretation of Degree Audits, Graduation Evaluations and other University documents

## **Goal II:**

To provide, coordinate, and develop programs and services for student-athletes with other service units on campus.

# Long Beach State Student-Athlete Handbook

BAC utilizes unique academic assistance programs geared to foster personal empowerment and enhance classroom success. Freshmen student-athletes participate in transitional support programs designed to capitalize on the student-athletes' athletic skills, while learning to transfer those skills to classroom success. The BAC staff closely coordinates with essential academic support services throughout the University including:

1. Learning Assistance Center
  - Learning Skills
  - Tutorial Services
  - ESL Tutorial Services
  - Supplemental Instruction
2. Writer's Resource Lab
3. Career Development Center
4. Counseling and Psychological Services
5. Student Orientation Advising and Registration (SOAR)

In addition, BAC has developed support programs directed at student-athlete welfare that include: Freshmen Transition mentoring program, as well as the Student-Athlete Success Program (SASP) for specialized academic support. All of these programs will be discussed more fully in this report.

## Goal III:

To provide a coordinated recruit visit program for prospective student-athletes. The staff of the BAC has developed a two-prong approach in order to deliver information appropriate to prospective student-athletes. Pertinent academic information including General Education, courses in majors, and testing requirements are reviewed. Also highlighted are university-wide academic support services as well as special programs developed specifically for the student-athlete.



## Student-Athlete Eligibility and Graduation Checklist

Our pledge to you is to dedicate our efforts toward helping you accomplish all of your dreams. **As a student-athlete at Long Beach State, you have a responsibility to:**

- Maintain a minimum 2.0 GPA for each semester.
- Complete the EPT/ELM testing requirement (if applicable) before attending the summer orientation program (SOAR).
- Be enrolled in at least 12 applicable units every semester to maintain eligibility.
- Complete university foundation courses (GE categories A + B2) within the first 36 units with a grade of "C" or better.
- Earn a minimum of 24 applicable units each year.
- (No more than 6 of those units can be earned during summer school.)
- Earn 48 units or more of a degree program before your 5<sup>th</sup> semester.
- Declare an academic major by the 5<sup>th</sup> semester.
- Earn 72 units or more of a degree program before your 7<sup>th</sup> semester.
- Earn 96 units or more of a degree program before your 9<sup>th</sup> semester.
- Attempt the WPE during or before the semester in which you have completed 65 units.
- File a graduation petition one year before your expected graduation date and after earning at least 90 units and attempting the WPE.

## Do You Have a Game Plan?

Use the following pages to help answer questions such as...

What is a Bachelor's Degree composed of?

What is General Education?

What is the best way to plan an academic career?

What tests are required for graduation?

Are tutoring services available for student athletes?

What majors are offered at Long Beach State?

What other student-athlete academic services are available?

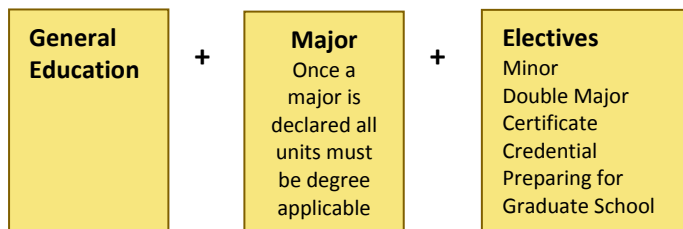
### Electives

Elective units are those which are not used for General Education or major requirements but are needed to meet the full unit requirements for graduation, **120** or higher depending upon the declared major. Electives can be used toward a minor consisting of 18-21 units, a certificate indicating a specialized study, a double major, or for any courses not required for other reasons. All student-athletes must meet with an advisor prior to taking any elective units.

### Long Beach State University Undergraduate Degrees



### TOTAL PROGRAM PLANNING



**General Ed + Major + Electives = 120 minimum units**

#### General Education

The **General Education** requirements at Long Beach State are the University's attempt to ensure that certain breadths of knowledge and vision as well as certain critical thinking skills have been acquired during the years at this University. The advisors in the **BAC** will assist in the placement of **General Education** requirements.

#### Major

A **major** will focus on more specific knowledge in a particular area of study. It is completed by taking the prescribed number of lower division (100-299) and upper division (300-499) courses to fulfill the major requirements of that department.

#### Bachelor of Arts Degree:

American Studies  
Anthropology  
Art  
Asian American Studies  
Biology  
Black Studies  
Business Economics  
Classics  
Chemistry  
Chicano and Latino Studies  
Chinese Studies  
Classics  
Communicative Disorders  
Communication Studies  
Comparable World Literature  
Dance  
Economics  
English  
Environmental Science & Policy  
Family and Consumer Sciences  
Film and Electronic Arts  
French  
French Studies  
Geography  
German  
History  
Human Development  
Interdisciplinary Studies

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International Studies  
Italian Studies  
Japanese  
Journalism  
Kinesiology  
Liberal Studies  
Linguistics  
Music  
Philosophy  
Physics  
Political Science  
Psychology  
Recreation  
Religious Studies  
Social Work  
Sociology  
Spanish  
Theatre Arts  
Translation & Interpretation Studies  
Women's Studies

Engineering  
Engineering Technology  
Geology  
Health Care Administration  
Health Science  
Industrial Design  
Kinesiology  
Manufacturing Engineering  
Marine Biology  
Mathematics  
Mechanical Engineering  
Microbiology  
Nursing  
Occupational Studies  
Physics

## **Bachelor of Fine Arts Degree:**

Art  
Dance

## **Bachelor of Music Degree**



## **Bachelor of Science Degree**

Aerospace Engineering  
Biochemistry  
Biology  
Business Administration  
Chemical Engineering  
Chemistry  
Civil Engineering  
Computer Science  
Construction Engineering Management  
Criminal Justice  
Dietetics and Food Administration  
Earth Science  
Electrical Engineering

**For a complete listing of undergraduate major programs, options and certificate programs, please consult the University Catalog and CSULB's webpage:**

[www.csulb.edu/academics](http://www.csulb.edu/academics)

# Long Beach State Student-Athlete Handbook

## Student Academic Support Services

### Learning Assistance Center (LAC)

- Learning Skills Services
- Tutorial Services
- Supplemental Instruction
- Conversation Lab/ESL Tutoring Services
- GWAR – graduation writing assessment requirement tutoring services



The LAC is located in the:

Horn Center - 104

Mon. – Thurs. 9:00 am to 7:00 pm

Friday 9:00 a.m. to noon

Phone: 562-985-5350

Email: [centers-lac@csulb.edu](mailto:centers-lac@csulb.edu)

[For LAC Homepage click here](#)

Service hours are subject to change during scheduled campus shutdown days, summer session, winter session, holidays, and other periods when classes are not in session.

Whether you are trying to earn a “C” or keep an “A”, a tutor might be just what you need. We offer tutoring in several formats. Pick the one that works best for your needs and fits your schedule:

- [Drop in Tutoring:](#)
  - Flexible tutoring for a wide range of subjects. Drop-in to see an available tutor when you need help.
- [Individual Weekly Appointments](#)
  - Tutoring appointments in almost every lower division GE course.
- **Online Tutoring**
  - Use BeachBoard to work with a tutor from home after hours and on weekends.

### Want to Improve Your English Skills?

Use our free Conversation Lab Tutoring to improve your understanding and use of English. Work on course-related skills and assignments.

[For info click here:](#)

### Testing Services

- EPT/ELM
- WPE/GWAR – Assessment and preparation
- ACT/SAT Assessment
- EESL
- Chemistry Placement
- EAP

Testing Services are available at:

Brotman Hall – 216

Mon. – Fri. 8:00 am to 5:00 pm

Phone: 562-985-4007

Recorded Information after hours: 562-985-4006

[For Testing Homepage click here](#)

[To View all Test Dates click here](#)

The English Placement Test (**EPT**) and the Entry Level Math Test (**ELM**) must be taken **prior to the first semester of attendance**. Contact Testing Services or BAC to check for exemptions from this requirement and submit the necessary documentation.

**NOTE: Enrollment in classes will be prevented until tests have been taken.**

Graduation Writing Assessment Requirement (**GWAR**) – This requirement can be met by taking the Writing Proficiency Exam (**WPE**).

- The WPE must be attempted before filing a request to graduate.
- Certain majors require completing the GWAR before you can be accepted into the program.
- **Failure to attempt the WPE prior to earning 65 units will result in a registration block which will prevent all enrollment actions.**

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## Writers Resource Lab (WRL)

- One-on-One Tutoring
- Preparing for Essay Exams
- Writing Workshops
- GWAR Prep

The WRL is located at:

LAB – 206

Mon. – Thurs. 10:00 am to 9:00 pm

Saturday workshops available:

10:00 am to Noon & Noon to 2:00 pm

Phone: 562-985-4329

[For Homepage Link to WRL click here](#)

WRL tutors help student writers improve their skills by teaching strategies that take them through each stage of the writing process.

- Have you been assigned to write an essay, but don't know how to begin?
- Are you unsure how to rewrite a paper that your professor has given back to you for an opportunity to improve your grade?
- Would you like the opportunity to discuss a rough draft of a paper with a knowledgeable, experienced writer?
- Do you want to become a better writer?

**Did you answer yes  
to any of these questions?**

**Then you should visit the WRL!!**

### Tutors in the Lab can also help you:

- Generate and fully develop ideas for writing assignments;
- Develop your writing process and increase your confidence;
- Clarify the purpose and structure of a paper;
- Identify and work on grammar problems you may have;
- Use writing reference sources; and
- Use technology to become a more effective writer.



## Student-Athlete Services

### BAC Programs

- Student-Athlete Freshmen Transition Program
- Faculty/Athlete Connection Program
- Student-Athlete Success Program

### Freshmen Student-Athlete Transition Program

This program is offered each semester to support freshmen student-athletes' adjustment to demands of both university academics and intercollegiate athletics. The program brings together first-year student-athletes and student-athlete peer mentors to discuss balancing the roles of student and athlete with basic overall strategies for being successful in and surviving the first year.

### Transition program goals are to:

- Support and assist freshmen student-athletes with developing awareness, relationships, and strategies as well as accessing resources to succeed with balancing the roles of student and athletes through the academic, social, athletic and personal transitions as a NCAA DI student-athlete.
- Provide freshmen student-athletes with a support group of peers.

# Long Beach State Student-Athlete Handbook

- Validate both freshman student-athletes and student-athlete peer mentors so that each feels that they matter and belong as an integral part of the student-athlete community.

## Faculty/Athlete Connections Program

This program facilitates meaningful mentoring relationships between student-athletes and faculty members. Interaction with faculty members can have a positive influence on academic performance, intellectual and personal assistance, major advertisement, and career networking.



## Faculty/Athlete Connection Goals:

- To proactively assist with the success, retention and graduation of student-athletes.
- To facilitate student-athletes success in balancing their academic career and NCAA athletic competition.
- To connect student-athletes with faculty mentors for intellectual and personal development.

Student-athletes receive the following benefits by participating in the **Faculty/Athlete Connection Program**:

- Learn how to communicate and interact with faculty.
- Develop a meaningful relationship with a CSULB faculty member
- Begin networking within their major.
- Connect with someone who is genuinely interested in your success as a student and an athlete!

Participating in the **Faculty/Athlete Connection Program** allows student-athletes the opportunity to make connections within the academic community.

## Student Athletes Success Program

This Program provides academic resources and support to student-athletes with the goal of achieving academic success and reaching **Graduation!**

### Program Assistance Includes:

- Learning Specialist
- College survival skills seminars on study skills
- Individual and group tutorials
- Supervised study halls
- Final exam prep workshop
- Weekly academic monitoring



## Student Orientation, Advising, and Registration (SOAR)

All incoming students are required to attend a SOAR workshop to register first semester classes and receive orientation to the university, including university policies. **As a student-athlete, you must clear your SOAR date with the BAC.**

Please follow the pointers below when coming in for the first semester as a student-athlete.

- After receiving an acceptance letter to CSULB, accept your admission through [myCSULB](http://myCSULB).
- Complete Soar registration requirements and confirm date with coach and BAC.
- Prior to your orientation date you will receive a SOAR confirmation mailer. It will include a parking permit and instruction for check-in.
- A representative from the BAC will be at SOAR check-in to meet you.
- Note: there is also a Parent Orientation Program (POP) available.

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## Office Hours

Monday - Friday  
8:00 AM - 5:00 PM

## Contact Information

- **Phone:**  
(562) 985-5515
- **Fax:**  
(562) 985-1899
- **Email:**  
soar@csulb.edu

## Mailing Address

6300 State University Drive, Suite #160  
Long Beach, CA 90815

[To sign up for SOAR click here:](#)



addition, financial aid may be late causing registration and book payment to come out of your personal account in order to meet school deadlines.

**Note:** All athletic scholarships are handled through coaches and the athletic department.

## FINANCIAL AID—SATISFACTORY ACADEMIC PROGRESS

Federal regulations state that all student-athletes must demonstrate satisfactory academic progress to be eligible to receive financial aid. A copy of the complete satisfactory academic progress policy is provided to all Long Beach State financial aid applicants and is contained in the "Guide to Your Financial Aid" booklet provided in the award notification packet.

In general, satisfactory academic progress has two components:

1. Earning credit for courses attempted:
  - a. Grades of A, B, C, D, CR, SP receive credit.
  - b. Grades of F, NC, U, I, W, RD, AU do not receive credit.
2. Completing your degree within a reasonable time frame:
  - a. Undergrads are allowed a total of 150 units.
  - b. Graduates are allowed 50 total units.

**If credit is not earned for courses attempted or if the maximum total units are exceeded before the degree is complete, you may be disqualified from receiving financial aid. If there are any questions, contact the Office of Financial Aid for assistance.**

## Educational Opportunity Program

The Educational Opportunity Program (EOP) is committed to increasing access to higher education for



## Financial Aid

- Federal Grants and Loans
- University Academic Scholarships
- Educational Opportunity Program
- Athletic Scholarships

**Phone: 562-985-5515**

[For more Financial Aid information click here:](#)

## APPLICATIONS AND DEADLINES

At Long Beach State, the Financial Aid office administers a variety of programs including grants, scholarships and loans. To apply for all programs available, the FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA) must be completed.

Each year, the FAFSA application must be **submitted between January 1 and March 2** to be considered "first priority." This deadline must be met to be considered for all aid programs and also so that the financial aid is received in time to pay for registration and books. If the March 2 filing deadline is not met, you may not be considered for Cal Grants, EOP Grant, Federal SEOG Grant, Federal Perkins Loan and Federal Work Study. In

# Long Beach State Student-Athlete Handbook

California residents who are historically low-income, educationally disadvantaged and first-generation college students.

For more information and to find out if you are eligible for the Educational Opportunity Program [click here:](#)

## Career Development Center

- Career Planning
- Decision on Majors
- Student Employment
- Student Internships

Decisions you make during college will greatly affect your life. The Career Development Program is designed to assist student-athletes in choosing a major and career path, and provide them with valuable resources to successfully transition out of college.

**Freshmen and sophomores are in the exploration stage**, assessing their interests, strengths, skills, and abilities to choose a major that fits their career goals. **Juniors and seniors are in the transition out stage** which focuses on life after athletic, with possible paths including pursuing a graduate degree or higher education certification, obtaining full-time employment within the business world, and /or participating in professional sports.

### Office Hours

Mon - Thurs: 8:00 am to 5:00 pm  
Fri – 8:00 am to 2:00 pm

### Contact Information

**Phone:** (562) 985-4151  
**Fax:** (562) 985-1641

### Address:

**Career Development Center  
California State University, Long Beach  
Brotman Hall, Room 250  
1250 Bellflower Boulevard  
Long Beach, CA 90840**

**email:** [info@careers.csulb.edu](mailto:info@careers.csulb.edu)  
**website:** <http://careers.csulb.edu>



#### 4 SENIOR YEAR - Job Search

- Conduct job search
- Choose references
- Take interviews on campus
- Have alternative career plans

#### 3 JUNIOR YEAR - Testing Career Decisions

- Attend workshop on resumes/interviews
- Begin networking in career field
- Plan for alternative career paths
- Start field experience or internship

#### 2 SOPHOMORE YEAR - Assessment and Exploration

- Attend workshop on resumes/interviews
- Begin networking in career field
- Plan for alternative career paths
- Start field experience or internship

#### 1 FRESHMAN YEAR - Inquiry and Awareness

- Get to know Faculty
- Participate in the Student-Athlete Freshman Transitions Program

## Career Development Center Services

The four components of the Career Development Center are:

- **Career Planning:** Assist students in defining their career objectives based on understanding of what they like and do well, plus factual information from the world of work.
- **Cooperative Education and Volunteer Services:** Provide students with planned on-the-job experiences as part-time or full-time internships that are related to the students' academic major or career goals.
- **Student Employment:** Develop and provide work experience as part of an occupational orientation plus provide financial assistance for students that will enhance and continue enrollment in the academic programs at CAULB.
- **Career Placement:** Assist students in implementing a well-focused job search campaign that will lead to post graduate employment.

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## GPA Calculation

### Grades have point value:

- A = 4 points
- B = 3 points
- C = 2 points
- D = 1 point
- F or U = 0 points

### Courses are designated a specific number of units:

- SPAN 101A = 4 units
- HIST 173 = 3 units
- ET 260 = 2 units
- PE 265 = 1 unit

### To Calculate your GPA use the following example:

Grade		Units		Grade Points
A = 4	X	3	=	12
B = 3	X	2	=	6
C = 2	X	3	=	6
D = 1	X	4	=	1
F = 0	X	1	=	0
<b>Total</b>		<b>13</b>		<b>28</b>

28 divided by 13 = 2.15 GPA

## University Honors Program

All high school graduates with a GPA of 3.5 or higher and strong SAT scores are encouraged to apply for the University Honors Program at CSULB. Full time CSULB students with a GPA of 3.5 or higher are also invited to apply, as well as students transferring from other colleges to CSULB who meet the 3.5 GPA minimum and who still need nine General Education units.

The University Honors Program at California State University, Long Beach challenges and enriches the educational experience of motivated students. Distinguished professors facilitate and encourage students to explore ideas and concepts thoroughly in intimate, discussion-oriented classes.

For more information on the University Honors Program [click here:](#)

## Academic Honor Lists

### President's List

Students will be placed on the President's List to honor them for academic achievement each semester in which they complete 12 or more graded course units with a

semester GPA of 3.75 and above. A certificate will be issued for each semester in which the student receives this honor.



### Dean's List

Students will be placed on the Dean's List to honor them for academic achievement each semester in which they complete 12 units or more graded course units with a semester GPA of 3.5 – 3.74. A certificate will be issued for each semester in which the student receives this honor.

### Academic All-Star

Students will be placed on the Academic All-Star List in the Bickerstaff Academic Center to honor them for academic achievement each semester in which they complete 12 or more baccalaureate units with a semester GPA of 3.0 or above. Student-athletes will be honored at the Academic Awards Luncheon held in the spring.

### [LBSU Student-Athlete Code of Conduct Link](#)

### Academic Probation

The University expects all undergraduate students to maintain at least a 2.0 grade point average (GPA) in all classes taken at CSULB and in all transferable courses from other colleges and universities. Academic probation at CSULB results when students' grades fall below the 2.0 GPA in either CSULB cumulative GPA (all courses at CSULB), or in the overall cumulative GPA (all transferable college courses, including CSULB work). Students are subject to academic disqualification at the end of the first

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semester on academic probation if they have GPAs below the four (4) minimum cumulative (CUM) GPAs as follows:

Freshman (fewer than 30 units completed)	1.5 GPA
Sophomore (30 - 59 units completed)	1.7 GPA
Junior (60 - 89 units completed)	1.85 GPA
Senior (90 + units completed)	1.95 GPA

## Other Student Programs

- Student Life and Development
- Center for International Education
- Disabled Student Services



## Student Life and Development

Connects you with the various resources and services CSULB has to offer.

### Benefits of Student Life

- Make social connections and find a sense of community.
- Make a positive difference on campus and in the community.
- Develop transferable leadership skills.
- Interact with faculty, alumni, business and community leaders.

For more information on Student Life and Development [click here.](#)



## Campus Phone Numbers

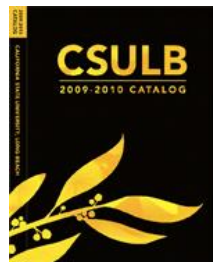
	Phone (562 area code)	Location
<b>GENERAL NUMBERS</b>		
University Operator	985-4111	
<b>Campus Police</b>	985-4101	Palo Verde Avenue
Emergency	911	
<b>Bookstore</b>	985-5093	
Parking	985-4146	
<b>ACADEMICS</b>		
<b>Bickerstaff Academic Center</b>	985-4777	PE-67
Extended Education/Summer Session	985-5561	East University Drive
<b>College of the Arts</b>	985-4364	<b>Library East/LIBE 115</b>
College of Business Administration	985-5306	CBA 200
<b>College of Education</b>	985-1609	<b>ED 1</b>
College of Engineering	985-5123	ECS 610
<b>College of Health &amp; Human Services</b>	985-4194	<b>ET 200</b>
College of Liberal Arts	985-5381	MHB 215
<b>College of Natural Sciences &amp; Mathematics</b>	985-4707	<b>FO5 104</b>
University Library	985-8472	
<b>Testing &amp; Evaluation Services</b>	985-4007	<b>BH 216</b>
<b>STUDENT SERVICES</b>		
<b>Academic Advising Center</b>	985-4837	<b>HC 103</b>
Strategies for Academic Success	985-7847	HC 103
<b>Admissions &amp; Records</b>	985-5471	<b>BH 101</b>
Associated Students	985-4834	USU 229
<b>Career Development Center</b>	985-4151	<b>BH 250</b>
Child Development Center	985-5333	Atherton
<b>Counseling Center</b>	985-4001	<b>BH 226</b>
Disabled Student Services	985-5401	BH 270

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<b>Stephen Benson Learning Disability</b>	<b>985-4430</b>	<b>BH 270</b>
Educational Equity Services	985-2028	LA3 100
<b>Educational Opportunities Program</b>	<b>985-2028</b>	<b>LA3 100</b>
Financial Aid	985-8403	BH 101
<b>Student Health Center</b>	<b>985-4771</b>	<b>SHS</b>
Housing & Residential Life	985-4187	Earl Warren Drive
<b>Learning Assistance Center</b>	<b>985-5350</b>	<b>HC 104</b>
Lesbian/Gay/Bisexual Resource Center	985-4966	USU 215
<b>Residence Halls</b>	<b>985-4187</b>	
International House	985-5161	
<b>Los Alamitos Hall</b>	<b>985-5151</b>	
Park Side Commons	985-4990	
<b>Park Side Dining Hall</b>	<b>985-8899</b>	
Residence Commons	985-5161	
<b>Residence Dining Hall</b>	<b>985-8896</b>	
Women's Resource Center	985-8687	LA3 105

## Glossary

For all information about courses, programs, degrees, and services refer to the University Catalog. The Catalog also serves as a resource for all rules, regulations, and requirements of the University.



**Baccalaureate** - degree accomplished by completing college level courses (numbered as 100-499); includes three inter-related areas: General Education (breadth component), Major (depth component), and Electives (personal enhancement and development component).

**Certificate** - specialized study in a program or subject area which requires more units than a minor but less than a major.

**Chair** - a faculty member who supervises a department's activities.

**Curriculum** - the courses offered by the University.

**Co-curricular** - the activities which are outside the regular curriculum of the University. For example, participation in NCAA athletics is a co-curricular activity.

**Co-requisite** - course that is required in order to be able to register in another course during the same semester.

**Dean** - an administrative official who supervises a school or college of the University.

**Degree** - the title of accomplishment and proficiency awarded after fulfilling all requirements prescribed for graduation.

**Degree Audit (Grad Check)** - an application made by senior students who expect to receive degrees and/or credentials or certificates.

**Department** - an administrative office within a school or college which offers courses in a particular area of study. For example, the English Department is within the college of Liberal Arts.

**Discipline** - a particular area of knowledge, skill or art. For example, history is a discipline.

**Double Counted Course** - a course which can satisfy both general education and major requirements. No course taught by your major department can be used for general education (see list for exceptions).

**Electives** - the courses which are not required for a major or for General Education and which satisfy your own personal interest or needs.

**Full-Time Student** - students who take 12 units or more of course work in a semester.

**General Education (GE)** - a broad range of prescribed courses listed each semester in the Schedule of Classes.

**Grade Points** - numerical point values (A=4.0, B=3.0, etc.) that are multiplied by the number of course units to determine grade points earned. For example, a three-unit class in which an A is earned carries 12 grade points.

**Interdisciplinary Courses (IC)** - courses which involve two or more academic, scientific or artistic disciplines.

**Lower Division** - lower division units are numbered 100-299. Lower division students are those who have earned fewer than 60 units of college credit (freshman/sophomore).

**Major** - a focus in an area of study acquired by taking a prescribed number of courses. A major is declared in writing and filed with Enrollment Services.

**Minor** - a specialized study in a program or subject which consists of 18 units (nine units must be upper division).

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**Part-Time Student** - students who take fewer than 12 units of course work in a semester are considered part-time.

**Prebaccalaureate** - course (numbered 0-99) which does not go towards baccalaureate degree, but which provides foundation for required baccalaureate courses.

**Prerequisite** - course which provides a foundation for more advanced courses.

**School/College** - an administrative office which coordinates the activities of several academic departments.

**Semester** - one of the two 16-week periods of instruction into which an academic year is divided.

**Transcript** - a record of courses taken at the University and the grades earned in them; an official copy is sealed by the University.

**Undeclared Major** - a student who is undecided upon what degree to pursue or who is unable at present to declare a major in an impacted program.

**Units** - are usually equivalent to the number of hours per week of classroom time. Most courses carry three units of credit and meet three hours per week.

**Upper Division** - upper division units are numbered 300-499. Upper division students have earned more than 60 units of college credit (juniors/seniors).