The New Mandatory Advising Requirement

What is it?
Mandatory academic advising requires students entering the university in 2005 and thereafter to have an advising session with a major advisor before completion of the 75th unit to review degree requirements (academic roadmap). This requirement will ensure that all students have at least one advising session with a major advisor during their undergraduate studies. This requirement will be fully implemented in fall 2006.

All students entering Fresno State starting in 2005 are now required to have their degree roadmaps reviewed by a major advisor before completing 75 units.

The process to encourage student compliance with mandatory advising will involve the following steps:

- Students with 60-74 units completed will receive a warning that a registration block will be placed after 75 units.
- Students with 75+ units will have a registration block placed preventing them from registering for spring 2007 classes. Students who have a block must meet with a major advisor to review the degree roadmap for the major.
What is an academic roadmap?
An academic roadmap is a chart specifying all course requirements for the bachelor’s degree in a particular major on a semester-by-semester basis. Faculty and professional advisors are expected to meet with students to review their roadmap to graduation. As needed, students may be referred to the Office of Advising Services for General Education and other advising needs.

Academic roadmaps can be found online at www.csufresno.edu/degreeroadmap

What is an advisor expected to do?
Faculty and other professional advisors are expected to review degree requirements with students and record the session on the Advising Session screen in PeopleSoft. The roadmap is a tool that can be used in this session along with the DARS report. When the roadmap is discussed, the advisor will clear the requirement in the Advising Sessions screen (see sample). At that point, a positive service indicator is set indicating that the requirement has been met. This is a one time occurrence for each student. Even if a student changes her/his major afterward, the mandatory advising requirement has been met. When the major is changed, the assumption is that an advisor in the new department has reviewed the requirements for the new major.

Remember, the mandatory advising requirement can be met at any time in a student’s academic career at Fresno State – even during his or her first semester.

Where can I find assistance with the Advising Session Screen?
Advisors need to know how to access the advising session screen in PeopleSoft and how to input information to indicate that the advising requirement has been completed. A complete online tutorial is available at the Teaching Learning Technology (TLT) website and workshops are also available. http://training.csufresno.edu

Sample Advising Session Page
Log in to http://my.csufresno.edu and select Advisor Portfolio to access the advising session screen below.
How are students notified of the mandatory advising requirement?

Students are notified about the mandatory advising requirement by three methods:

1. Printed materials (the *General Catalog*, *B.A.R.K for Freshmen*, and *B.A.R.K. for Transfer Students*)
2. In person during advising sessions and during new student orientation
3. Electronically via email messages

For those who have not met this requirement by the completion of 60 units, a negative service indicator will appear on the Student Portfolio. Additionally, an email message from the Provost and the Vice President for Student Affairs (see sample emails below) will explain the indicator and direct students to their faculty or professional advisor for further information.

Students who have not completed this requirement in a timely manner will receive one of the following messages after Census Date:

**Text of email to students entering in Fall 2005 and thereafter with 60-74 completed units:**

Date:  
From: Do_Not_Reply@csufresno.edu  
Subject: Service Indicator Alert  
To: (Student User Name)@csufresno.edu  

Dear (First Name) (Last Name),  

Our records show that you have completed 60 or more units and have not met with an advisor from your major department to review your graduation plan. The university requires that students entering in fall 2005 and later must have a graduation plan, or “road map,” reviewed no later than their 75th unit. Students who have not had a graduation plan reviewed by their 75th unit will have a registration block.

NOTE: This is a reminder indicator and not a registration block at this time. For further information or assistance, contact your major advisor.

Jeronima Echeverria, Ph.D., Provost and Vice President for Academic Affairs  
Paul Oliaro, Ph.D., Vice President for Student Affairs and Dean of Students  
California State University, Fresno

**Text of email to students entering in Fall 2005 and later with 75+ units completed:**

Date:  
From: Do_Not_Reply@csufresno.edu  
Subject: Service Indicator Alert  
To: (Student User Name)@csufresno.edu  

Dear (First Name) (Last Name),  

Our records show that you have completed 75 or more units and have not met with an advisor from your major department to review your graduation plan. The university requires that students entering in fall 2005 and later must have a graduation plan, or “road map,” reviewed no later than their 75th unit. Students who have not had a graduation plan reviewed by their 75th unit will have a registration block.

NOTE: This registration block will prevent you from registering for classes next semester. For further information or assistance, contact your major advisor.

Jeronima Echeverria, Ph.D., Provost and Vice President for Academic Affairs  
Paul Oliaro, Ph.D., Vice President for Student Affairs and Dean of Students  
California State University, Fresno
Advising Resources

Office of Advising Services (OAS)

OAS provides a variety of services to help students achieve their educational goals and effectively use campus resources. Assistance to students include:

- Undeclared Major Advising
- General Education Advising
- Academic Petitions
- Special Major Advising
- Four-Year Degree Guarantee Program
- Probation and Disqualification Advising

Assistance is also provided to faculty and professional advisors for the following:

- General Education Advising
- Academic Policies and Procedures
- Probation/disqualification Advising
- Academic Petitions
- Online Advising FAQ’s
- Reading Degree Audit Reporting System (DARS) Printouts

Contact: Barbara Benedict
Email: barbara@csufresno.edu
http://advising.csufresno.edu

Campus Advisors Network

The Campus Advisors Network (CAN) establishes monthly connections with the campus advising community to disseminate information about pending or new policy developments, share “hot topic” information to enhance services provided to students, and develop professional contacts and camaraderie. All faculty and professional advisors are encouraged to attend as we continue to strengthen campus advising and promote student success.

For more information, please visit our website at http://can.csufresno.edu.

Fall 2006 Campus Advisors Network meetings are held in USU 312-314 from 3 to 4:30 p.m. The dates are September 7, October 5, November 9, and December 7.

Contact: Kimra Aquino Garcia
Email: kaquino@csufresno.edu
http://can.csufresno.edu/default.htm

For additional information about the mandatory advising requirement or the Advising Session Page contact:

Dean Christensen, Advising Services, dchrisite@csufresno.edu, 278-8336
JoLynne Blake, Technology Training, jblake@csufresno.edu, 278-8788
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