



Academic Advising Tips for Department Chairs Summer 2017

- Students who have earned 135 quarter units or more need to be encouraged to graduate by spring or summer 2018! Students who are juniors and seniors who have earned 120 quarter units have received a notice to complete and Individualized Advisement Plan (IAP) on their to do list on MyCSUEB.
- Students enrolled during conversion from quarters to semesters will not be negatively impacted by semester conversion if they follow their IAP to be developed with the student and faculty advisors. This is a campus Pledge to our Students.
- When fully implemented, each student's IAP will layout out the roadmap of coursework required for graduation that includes General Education (GE) and University requirements as well as major requirements for graduation.
- Advisors and students create an IAP using all available advising tools (Degree Audit (most programs), Pioneer Data Warehouse, EAB-Bay Advisor) and their major forms to help students transition from the quarter system to the semester system.
- IAP training is available and encouraged for all advisors. Information about the summer IAP training sessions will be distributed via the Academic Advising listserve. If you are not a member of the listserve contact Maureen Scharberg (Maureen.Scharberg@csueastbay.edu).
- Students should contact their college student success center or faculty advisor for academic advising in their majors.
- For GE advising and students who are undeclared, they should contact Academic Advising and Career Education (AACE): <http://www.csueastbay.edu/academic/academic-support/aace/>.

If you have any questions regarding semester conversion and academic advising, please contact Maureen Scharberg (Maureen.Scharberg@csueastbay.edu) or Larry Bliss (Lawrence.Bliss@csueastbay.edu), co-chairs of Semester Conversion Student Advising Committee.

Visit the Semester Conversion website at www.csueastbay.edu/semester