General Advising

1. **Why is my registration date late?**
   a. Registration is coordinated by the Office of the Registrar (Student Services Center 110) and is linked to students’ academic standing. For more information, please call 530.898.5142 or visit [https://www.csuchico.edu/registrar/](https://www.csuchico.edu/registrar/)

2. **Who advises general education courses?**
   a. Academic Advising in Student Services Center 220. For more information please call 530.898.5721 or visit [https://www.csuchico.edu/aap/](https://www.csuchico.edu/aap/)

3. **Where is my degree progress report (DPR) located in my student center?**
   a. [Academics](https://www.csuchico.edu/aap/)

4. **Who can answer questions about financial aid?**
   a. The Financial Aid & Scholarship Office located in Student Services Center 250. Phone is 530.898.6451. More information can be found here [https://www.csuchico.edu/fa/](https://www.csuchico.edu/fa/)

5. **I’m worried because all the classes I wanted are full?**
   a. Plan ahead and have backup classes ready in case your first choices are full. For example, there are several choices for upper division general education courses as well as Criminal Justice elective courses in the Institutions and Law Track or the Justice Studies Track. Or, work on a minor or second major. See your general education or major advisor for questions.

6. **I’m worried that I may fail a class, what can I do?**
   a. Form a study group, visit the professor in office hours and ask questions, and visit the Student Learning Center (Student Services Center 340) for study skills, tutoring, workshops, and writing help. Find more information here [http://www.csuchico.edu/slc/index.shtml](http://www.csuchico.edu/slc/index.shtml).
   b. If you have a serious or compelling reason you may be able to withdraw from the course. Visit the Student Records & Registration Program in the Office of the Registrar (Student Services Center 110) or visit [http://www.csuchico.edu/sro/index.shtml](http://www.csuchico.edu/sro/index.shtml) for more information.
c. If you do fail a course, you may be eligible for “repeat with forgiveness.” This allows you to retake the course and earn a passing grade. For more information, please visit Academic Advising (Student Services Center 220) and The Office of the Registrar (Student Services Center 110). The form and more information can be found here: https://www.csuchico.edu/aap/academic_probation_disq/index.shtml

Graduation

7. How do I apply for graduation?
   a. Click this link or search “Chico State Application for Graduation” on a search engine. https://www.csuchico.edu/gradadvising/forms/grad_app.shtml

8. When do I apply for graduation?
   a. Students apply for graduation one year in advance. For example, if you plan on graduating Spring 2020, you must apply by May 2019.

9. What college am I in?
   a. The Department of Political Science & Criminal Justice is in the College of Behavioral and Social Sciences.

10. When is graduation & how do I register for commencement?
   a. Friday, May 17, 2019 at 7:00 pm at the University Stadium. Click this link or search “Chico State Commencement” on a search engine for more information about registering for Commencement. https://www.csuchico.edu/commencement/

Criminal Justice Advising

11. Who are the criminal justice advisors and where are they located?
   a. Dr. Darin Haerle advises students with last names A-B
      i. Office: Butte Hall 731
      ii. Phone: 530.898.6154
      iii. Email: dhaerle@csuchico.edu
   b. Jessica Candela advises students with last names C-Z
      i. Office: Butte Hall 707A
      ii. Phone: 530.898.3068
      iii. Email: criminaljustice@csuchico.edu

12. Do I have to make an appointment with my advisor?
   a. No, Dr. Haerle and Jessica’s office hours are drop-in hours. No appointment necessary.

13. Do you advise other majors, minors, or general education?
   a. No, Dr. Haerle and Jessica advise criminal justice majors or minors only. Please see Academic Advising (Student Services Center 220) for general education requirements, Graduation Advising (Student Services Center 110) for graduation requirements, and your department for second major or minor questions (e.g. The Department of Sociology for major/minors in Sociology).

14. How do I change my catalog requirement year?
   a. If you would like to change to the new Criminal Justice requirements (found here: http://www.csuchico.edu/pols/documents/Criminal%20Justice%20Handout.pdf) please fill out the Plan Change Form (found here: 2 Criminal Justice FAQs, Fall 2018
You will select “swap major” and then choose Criminal Justice. You must see your advisor so she can sign it and confirm that the new requirements work for your major plan.

**Major Requirements**

15. Which criminal justice classes are four-unit classes?
   a. Both POLS 331W/331X Introduction to Research Methods and POLS 459DW/POLS 399 Senior Seminar in Criminal Justice are four-unit classes. You do not have to attend any extra class times for the extra unit. It is included in the course.

16. I tried to enroll in POLS 331W and POLS 331X but I received an error message.
   What do I do?
   a. Have you completed your A-2 Written Communication lower division general education requirement? If not, you must complete your A-2 requirement before enrolling in POLS 331W/POLS 331X.
   b. Second, check to make sure the sections match. If you want to enroll in POLS 331W-02 (Section 02), you must also enroll in POLS 331X-02 (Section 02).

17. Why can’t I add POLS 459DW Senior Seminar in Criminal Justice to my class schedule?
   a. There is a co-requisite requirement for POLS 459DW. Students must have both POLS 459DW and the corresponding POLS 399 section (e.g. POLS 459DW-03 and POLS 399-03) in their shopping carts to enroll.
   b. Students take POLS 459DW during their final year (i.e. you must be a graduating senior to enroll and you must have senior status).

18. Is there an internship required for the Criminal Justice major or minor?
   a. No. POLS 489E Internship in Criminal Justice is not required for the major or minor. Students may choose to complete a three-unit internship for the major or minor by doing field work with a related criminal justice agency. Please email Dr. Doris Schartmueller, Internship Coordinator, for internship enrollment and placement questions (dschartmueller@csuchico.edu).

19. Can I double-count POLS 363 Crime Prevention or SOCI 384 Criminology as a theory course and elective?
   a. No. If you only take POLS 363 or SOCI 384, it may not count as a theory course and elective course for criminal justice. If you take POLS 363 and SOCI 384, the second course you take will be counted as an elective for the major.

20. What does INQ mean?
   a. INQ stands for Inquire at Department. This means that a course may not be regularly taught. You may ask Dr. Darin Haerle, Criminal Justice Coordinator, about a specific INQ course to see if it will be offered soon.

Subject to change. This document is updated once per academic year.
Last updated December 18, 2018