Advising in the Child Development Department

Participating in advising is an important part of your work at Humboldt State. CD faculty members are committed to working with you to create a plan for your success. You must meet with your major advisor every semester. Only your major advisor can approve the courses that you take to meet the requirements for the major. If you plan to pursue a minor, be sure to discuss this with your advisor. A minor contract may or may not be required. Advising will generally occur at about the 9th to 10th or 11th week of the semester.

Make your appointment right away
As soon as you are notified that your advisor is making appointments for advising, sign up for an advising appointment. Do not expect that advisors will be available at other times. Advising appointment time has been set aside for this purpose; the rest of the faculty member’s schedule may be full precisely because they have set aside this time for advising. Faculty members in the Child Development Department will not remove an advising hold until you meet with your advisor. Do not ask an advisor to remove the hold prior to meeting with you.

Do make an appointment as soon as advising is announced.

Do not skip your appointment. Your advisor may not be able to “fit you in” until much later.

Do come prepared and on time. Other students are waiting for their turn.

Plan for your advising meeting
1. Think about how your current semester is going and how your schedule is working for you. Plan to share your successes and challenges with your advisor during your advising meeting. This will help us better understand how to help you maximize your planning and course selection.
2. Use the Advising Checklist to prepare for your advising meeting. Make sure that you come to the meeting with a draft plan for registration. Your plan must address the courses you still need to take.
3. Be realistic about what you can do. If you plan to take more than 17 units, you will have to petition for permission to take the additional units. Discuss your load carefully with your advisor.

Meet with your advisor
1. Update your advisor on how things are going; Identify successes and challenges
2. If you have not yet settled your emphasis and specialization, or are thinking about changing it, discuss this with your advisor and make any needed changes to your Baccalaureate Major Contract.
3. Discuss your draft plan, including alternatives you can use if something doesn’t work.
4. Finalize your registration plan.
5. Make sure all your questions have been answered and that you and your advisor know your plan.
Register
1. Check in advance to see if there are any holds on your registration other than your advising hold, i.e. cashier's hold or financial aid hold. Clear these up before your registration date. Your advising hold will be removed by your advisor when you meet for advising.
2. Be sure to register as soon as you can after your registration date and time. The longer you wait, the more likelihood there is that the classes you need will be full.
3. Register for the courses you agreed on with your advisor. If you change your course selection, you may cause yourself trouble with graduation requirements or access to courses.
4. If you run into any problems, notify your advisor immediately by email.

Think forward
1. You should apply for graduation as soon as you have completed 60 units. **You must apply at least three semesters prior to your anticipated graduation date.** Submit the original of your Baccalaureate Major Requirements form with your application. Make sure you have not written on the copy of the form that you submit. Keep a copy for yourself for reference.
2. Take the Graduation Writing Proficiency Exam (GWPE) during your junior year or any time after you have completed the lower division Area A requirements. Everyone must pass this test in order to graduate. The test is offered twice in fall semester and once in spring semester. Sign up at the testing center.
3. Plan to check in with your advisor during the semester. If anything comes up, be sure to make an appointment or come by during office hours.

When you have questions about degree requirements, course selection or other aspects of the major, **ASK YOUR ADVISOR.** If we don't have the answer, we will point in you the right direction. Students in this major often do different things. You need answers that fit your situation.