Division of Undergraduate Studies
http://www.sfsu.edu/~ugs/

Helen Goldsmith, Interim Dean; ADM 447, 8-2206
Nancy Gerber, Interim Associate Dean, ADM 447, 8-2206

The Division of Undergraduate Studies facilitates undergraduate students’ success from entry to graduation by providing services that support the academic, personal, and professional developmental needs and expectations of SF State’s diverse undergraduate student community. The Dean of Undergraduate Studies fulfills the role of Dean for all students who are undeclared majors. Special Majors, an all-university interdisciplinary major, is administratively housed within Undergraduate Studies, as are all-university certificate programs. The Dean has oversight for all-university undergraduate graduation requirements. The Dean works closely with many all-university and Academic Senate committees on initiatives designed to improve academic skills, retention, student success, and time to graduation of our undergraduates. The division’s academic advising and tutoring centers provide assistance to all undergraduate students. Individuals in the Dean’s office and in the units that report to the Dean serve as consultants to colleges and departments regarding all-university academic policies, articulation, curriculum, advising, tutoring, general education, and writing skills.

Academic Counseling and Advising
http://www.sfsu.edu/~advising/
Undergraduate Advising Center; 8-2103, ADM 211
Kimberley Altura, Director; 8-2841

The Advising Center offers academic counseling and advising to undergraduate students who are unsure about or desire to change their major, are experiencing academic difficulty, want to review general education and graduation requirements, are interested in designing their own interdisciplinary special major, or are interested in earning Credit by Evaluation for Experiential Learning (CEEL). General Education petitions are processed through this office. Students subject to EO 665 (which requires first-time freshmen to remediate in math and English within one year) are also monitored and assisted by this office.

Academic Honors, Fellowships, and Scholarships
http://www.sfsu.edu/~fellows1/
Joy Viveros; 5-2128, ADM 211

The Academic Honors and Fellowships Advisor supports students who want to compete for national scholarship programs such as those offered by the Boren, Fulbright, Goldwater, Mitchell, Marshall, Truman, and Rhodes programs.

Intensive Learning Program
Algenard Tony Johnson; 8-2407, HSS 340
The Intensive Learning Program in the Advising Center identifies those students testing in the lowest quartile of both English and math and provides special support for them.

New Student Programs
http://www.sfsu.edu/~advising/orientation/
Karen Kingsbury, Director of New Student Program; 8-2103, ADM 211
The Advising Center coordinates and offers all of the SF State summer and winter orientation meetings for new undergraduate students.

Special Majors; Advising Center, 8-2103, ADM 211 http://www.sfsu.edu/~advising/specialMajors.html
Special Majors are unique interdisciplinary majors developed by students in consultation with faculty and coordinated by Advising Center academic counselors.

Terri Eden, Articulation Officer; 5-4204; teden@sfsu.edu
Renee Monte, Interim Registrar, ASSIST Campus Coordinator; 8-3982
SF State academic departments and California community colleges develop course-to-course and major-preparation articulation agreements so that transfer students come to us well prepared. The articulation officer assembles and disseminates information regarding the implementation of SB 1440, the Student Transfer Agreement Reform (STAR) Act.

Curricular Change, Production of the Bulletin (with Academic Affairs and Academic Departments)
Alex Katz, Curriculum Coordinator; 5-3568
http://air.sfsu.edu/curriculum http://www.sfsu.edu/~bulletin/current/
The process for proposing new courses and changing existing courses, revising existing curriculum, and approving new curricular proposals involves Academic Planning and Development, the Academic Senate and its Curriculum Review and Approval Committee (CRAC), the Course Review Committee (CRC), and the Deans of Undergraduate and Graduate Studies. Production of the SF State Bulletin (catalog) is managed out of the Academic Planning and Development Office in collaboration with Undergraduate and Graduate Studies.
Early Assessment Program
http://www.sfsu.edu/~ugs/eap.html
Christa Amouroux, EAP Manager; 5-0576, ADM 447G
The Early Assessment Program was developed by the California State University system to reduce the number of entering students who require remedial work in English and/or mathematics. High school students are given an early indication of their level of college readiness through assessment measures in junior year in English and math. EAP coordinators collaborate with area high schools to facilitate segment alignment, and support student college preparation by offering a senior experience in English and math. EAP trains teachers in the Expository Reading and Writing Course and Strengthening Mathematics Instruction.

General Education and University-Wide Baccalaureate Requirements
Office of Undergraduate Studies; 8-2206, ADM 447
Nancy Gerber, Interim Associate Dean and Director of GE, baccreqs@sfsu.edu
http://www.sfsu.edu/~ugs/GE_Policy.html
The Office of Undergraduate Studies works closely with colleges and departments to ensure that courses that satisfy University wide requirements are offered in sufficient numbers to meet demand. The Dean or her designee serves as an ex officio member and/or consultant to a variety of University wide committees, including BRC, CRAC, and CWEP. The Office of Undergraduate Studies coordinates the implementation of the revised baccalaureate degree requirements and manages the process by which faculty committees certify all of the courses for inclusion in the new General Education program. In Fall 2013, the certification subcommittees will finish reviewing courses submitted for certification effective Fall 2014. We will inform the campus community when additional courses may be submitted for GE review for future years’ bulletins.

Tutoring Services  http://www.sfsu.edu/~ugs/tutoring.html
SF State offers tutoring assistance in writing and reading skills, mathematics, and study skills, as well as skills-based tutoring in a variety of academic subjects and courses. There is also tutoring support for courses that meet the Graduation Writing Assessment Requirement (GWAR). The tutoring services coordinate hours so that tutoring is available most days from 9AM to 8PM during the academic year. The Learning Assistance Center (LAC) operates during the day. The Campus Academic Resource Program (CARP) operates primarily in the evening during the academic year and has limited tutoring hours during summer sessions.

Campus Academic Resource Program (CARP), 5-0971, HSS 344
http://www.sfsu.edu/~carp1/
Morris Head, Coordinator; 8-3057
Learning Assistance Center (LAC), 8-1993, HSS 348
http://www.sfsu.edu/~lac/
Deborah vanDommelen, Director; 8-1994

Writing in the Disciplines/Writing Across the Curriculum (WAC/WID)
Mary Soliday, WAC/WID Director, 8-1469, HUM 494
http://wac.sfsu.edu/
The Dean of Undergraduate Studies is integrally involved in campus-wide discussions and implementation of writing policy and requirements. The WAC/WID director helps departments and programs revise or create undergraduate courses to satisfy the Graduation Writing Assessment Requirement (GWAR) and serves as a consultant to the Committee on Written English Proficiency (CWEP).

University Interdisciplinary Council (UIC)
The Dean of Undergraduate Studies serves as the coordinator of interdisciplinary studies at SF State. UIC is the all-University committee for promoting, overseeing, and consulting on all of SF State interdisciplinary programs. Each college elects one member of this body.