Student Services
College of Humanities, Arts, Behavioral & Social Sciences

Leo Melena, College-wide Student Services Professional

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Advisement*
- Students
- Faculty
- Staff
- Deans

PeopleSoft/RaDAR
- Quick Reference Guides
- Reports & Queries
- Training & Workshops

College liaison to Student Affairs & Other College Student Services

College-wide student services communications
- Grades/RD Information
- Registration Information
- Relevant Student News/Information

Student Course Evaluations

College Coordination
- Field Trips
- Internships
- Student Travel

Semester Dean’s List & Letters

Research & Analysis

Community College and Transfer Information Outreach

Policies and Procedures Implementation

College Representation
- First Year Council
- Graduate Studies Committee
- Orientation Planning Committee
- University Graduation Issues Committee
- University Programming Council

Special Projects, as assigned
e.g. Career Readiness Initiative
**ADVICEMENT**

**Students**

*Student issues*
- Grade Changes
- Graduation issues
- Grievances
- Impaction
- Probation/Disqualification
- Unit-limit restriction

*Student services*
- Late Enrollment (Dean’s Designee)
- Late Withdrawal (Dean’s Designee)
- Reinstatement

**Faculty, Staff & Deans**

College/University/CSU policies, procedures, executive orders, etc.
- Student issues
- Student services