

# ACADEMIC ADVISING

## Our Vision and Mission

Cal Poly strives to provide effective academic advising in an encouraging and welcoming atmosphere to support students as they navigate their undergraduate academic experience and learn to value their education, in order to foster individual academic success.

Academic Advising at Cal Poly is an on-going, intentional, educational partnership dedicated to student success. Cal Poly is committed to building collaborative relationships and a structure that guides students to discover and pursue life goals, support diverse and equitable educational experiences, advance students' intellectual and cultural development, and teach students to become engaged, self directed learners and competent decision makers.

## Which Academic Advisor You Should See

### Faculty Advisor

- Advising for major and support courses
- Concentration and elective selection
- Interpretation of courses
- Senior project
- Mentorship
- Internship Opportunities
- Career/graduate school selection

### College Professional Advisor

- Academic policy and procedure
- Overall degree requirements/Creating a degree plan
- Students on academic probation and other specific student populations with specific needs
- Referral to appropriate support services

### Mustang Success Center Advisor

- General academic advising
- Changing majors
- Understanding online advising/registration tools
- Selecting General Education (GE) courses
- Transfer credit including AP/IB and courses taken at other colleges
- Connecting with appropriate campus resources

## How to Maximize Your Advising Experience

- Think through what questions you have and contact the appropriate advisor.
- Take the initiative to meet with your academic advisor regularly and follow through with recommendations.
- When you email faculty or staff members, use your Cal Poly email account (@calpoly.edu) and be sure to sign your name. Be professional. Be sure to clearly explain questions or requests.
- Check your Cal Poly email daily, and reply in a timely manner to all correspondence methods (both email and phone calls).
- Silence your cell phone prior to advising appointments.

## What We Expect of You, the Student

You are responsible for fulfilling all the requirements of the curriculum in which you are enrolled. Be an active learner by fully engaging in the advising process. Students share responsibility for a successful university experience and are expected to contribute to effective advising experiences by doing the following:

- Be on time for your scheduled appointments and cancel or reschedule if necessary.
- Be prepared to discuss your goals and educational plans during meetings with advisors.
- Keep and organize personal copies of all important documents relevant to your academic career and progress to degree.
- Become knowledgeable of the university catalog, campus-/college-/major-specific academic policies and procedures, academic calendar deadlines and degree or program requirements.
- Review your Degree Progress Report (DPR) each quarter and seek assistance to resolve any errors or questions in a timely manner.
- Inform an advisor of any concerns, special needs, deficiencies, or barriers that might affect academic success.
- Attend advising appointments and programs.
- Be open and willing to consider advice from advisors, faculty, and other mentors.
- Accept responsibility for your decisions and your actions (or inactions) that affect your educational progress and goals.

## What You Can Expect of Your Advisors

Advisors share responsibility for a successful university experience and are expected to contribute to effective advising experiences by doing the following:

- Provide a respectful and confidential environment where you can comfortably discuss academic, career, and personal goals and freely express your concerns.
- Understand and effectively communicate the curriculum, degree/college requirements, graduation requirements, and university policies and procedures.
- Assist you in defining your academic, career, and personal goals, and empower you to create an educational plan that is consistent with those goals.
- Actively listen to your concerns, respect your individual values and choices, and empower you to make informed decisions.
- Serve as an advocate and mentor to promote your success.
- Encourage and support you as you gain the skills and knowledge necessary for success.
- Respond to your questions through meetings, phone calls, or email in a timely manner during regular business hours.
- Collaborate with and refer you to campus resources to enhance your success.
- Maintain confidentiality of your student records and interactions.
- Keep regular office hours and be available to meet with you.
- Participate in evaluating and assessing advising programs and services to better serve you.

## Contact Information for College Advising Centers

Contact	Phone #
Agriculture, Food & Environmental Sciences	805.756.7574
Architecture & Environmental Design	805.756.1325
Business	805.756.2601
Engineering	805.756.1461
Liberal Arts	805.756.6200
Science and Mathematics	805.756.2615

## Other Academic Advising Services

Contact	Phone #
Academic Skills Center	805.756.1256
Admissions Office	805.756.2311
Athletics Advising	805.756.7041 or 805.756.7043
Disability Resource Center	805.756.1395
Educational Opportunity Program	805.756.2301
Entry Level Mathematics (ELM, MAPE)	805.756.2268
General Education Program	805.756.2228
Graduate Program	805.756.1508
Health Professionals	805.756.2615
Student Academic Services	805.756.2301
Student Support Services	805.756.1395
University Writing & Rhetoric Center (EPT, Early Start English, GWR)	805.756.2067

For more information, a list of advising resources, and an advising handbook, go to <http://www.advising.calpoly.edu/>.