

# ACADEMIC ADVISING

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## Our Vision

Cal Poly Academic Advising aims to be a model of excellence and innovation, encompassing proactive, collaborative advising that fosters transformative change within the university and with undergraduate students.

## Our Mission

Cal Poly Academic Advising prepares undergraduate students to be self-directed learners and confident decision-makers, providing them with the tools to navigate their education and future successfully.

## Which Academic Advisor You Should See

### Mustang Success Center Advisor

- Academic advising for first time, first year students
- Change of major information
- Understanding online advising/registration tools/block scheduling
- Selecting General Education (GE) courses
- Transfer credit including AP/IB and courses taken at other colleges
- Connecting with appropriate campus resources

### College Primary Role Advisor

- Academic advising for transfer students and continuing students
- Overall degree requirements/creating a degree plan
- Students on academic probation and other specific student populations with specific needs
- Referral to appropriate support services

### Faculty Advisor

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

## 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

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

- Be an active learner by fully engaging in the advising process.
- Attend and be on time to advising appointments and programs and cancel or reschedule if necessary.
- Be prepared to discuss your goals and educational plans during meetings with advisors.
- Be open and willing to consider advice from advisors, faculty, and other mentors.
- Inform an advisor of any concerns, special needs, or barriers that might affect academic success.
- Know that you are responsible for fulfilling all the requirements of the curriculum which you are enrolled.
- 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) regularly and seek assistance to resolve any errors or questions in a timely manner.
- 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	Email
Mustang Success Center	success@calpoly.edu
Bailey College of Science & Mathematics	bcsmadvising@calpoly.edu
College of Agriculture, Food & Environmental Sciences	cafesadvising@calpoly.edu
College of Architecture & Environmental Design	caedadvising@calpoly.edu
College of Engineering	eadvise@calpoly.edu
College of Liberal Arts	claadvising@calpoly.edu
Orfalea College of Business	cobadvis@calpoly.edu

## Other Academic Advising Services

Contact	Email
Academic Skills Center	asc@calpoly.edu
Athletics Advising	athleticadvising@calpoly.edu
Disability Resource Center	drc@calpoly.edu
Educational Opportunity Program	eop@calpoly.edu
Mathematics Placement Exam (MAPE)	mathplacement@calpoly.edu
Graduate Education	grad@calpoly.edu
Health Professionals Advising	prehealth@calpoly.edu
TRIO Achievers	trioachievers@calpoly.edu
Writing and Learning Center (EPT, Early Start English, GWR, tutoring)	writingandlearning@calpoly.edu

For more information, go to <https://advising.calpoly.edu/>.