

UCSC Undergraduate Academic Advising

Undergraduate Academic Advising Mission:

The primary purpose of undergraduate academic advising is to assist students in clarifying their educational goals and in developing academic plans to achieve them at UCSC. As part of the educational mission of the university, the academic advising program should enable students to become self-directed learners and responsible decision-makers and encourage them to take advantage of available educational opportunities both within the formal curriculum and beyond it.

Goals

The ultimate responsibility for making decisions about educational plans and life goals rests with individual students. The university should assist them by:

1. Providing opportunities to clarify their career and life goals and assess their academic strengths and challenges.
2. Providing accurate and relevant information about academic programs and other educational experiences available to them.
3. Informing them of institutional requirements and interpreting institutional policies and procedures relevant to their success.
4. Monitoring their progress toward completion of their academic plans and compliance with institutional expectations of academic standing and progress.

Undergraduate Academic Advising Structure:

I. Colleges Advising (generalists; “career-based”)

- A. Orientation to the university (orientation, first year advising)
- B. Pre-major advising: choosing, qualifying for, and declaring major by end of sophomore year
- C. Supervision of academic career-based (campus-wide) requirements:
 1. Advising on general education and university requirements
 2. Advising on credit and grading requirements
- D. Enforcement of Academic Senate policies governing:
 1. Academic standing and disqualification (includes probationary counseling / supervision)
 2. Academic progress and time-to-degree (minimum progress, maximum enrollment terms and credits, extension of enrollment)
 3. Withdrawal from the university, leave of absence, and readmission
 4. Withdrawal from a class; enrollment in more than or less than a standard course load; repetition of courses, etc.
- E. Advising re: general experiential learning and academic enhancement opportunities: Education Abroad, Internships, Research Opportunities, Exchange Programs, etc.

Colleges Advising works closely with others at the colleges, including the Provost (supervises college advising staff; determines academic directions for the college, including delivery of university-wide writing requirements through the core course; academic integrity enforcement; development of success programs, etc.), and student life staff (residential life and student programming).

II. Department/ Major/ Program Advising (major; “program-based”)

- A. Orientation to the program (major or minor)
- B. Qualification for and declaration of the major
- C. Supervision of and advising on program-based (major) requirements; progress through the major; course sequencing and access
- D. Advising re: experiential learning related to the major: Education Abroad, Internships, Research Opportunities, Exchange Programs, etc.
- E. Faculty advising and mentoring

Staff Department Advisers work closely with department faculty on a broad range of issues related to advising (may include curricular planning, managing course enrollments, etc.).

III. Advising Leadership

- A. Assistant Vice Provost for Undergraduate Advising (Office of Campus Advising Coordination, Division of Undergraduate Education): Focuses on campus-wide advising issues
- B. Colleges Advising Coordinator (Office of Campus Advising Coordination, Division of Undergraduate Education): Focuses on academic advising in the colleges
- C. Leadership positions also currently exist in the two academic divisions with a central advising office (Physical and Biological Sciences: Undergraduate Affairs Manager, and School of Engineering: Director of Undergraduate Student Affairs)

IV. Others In or Related to Academic Advising

- A. EOP
- B. STARS
- C. Career Center
- D. International Education Office
- E. Learning Support Services
- F. Honors and Research Opportunities
- G. Disability Resource Center
- H. Counseling and Psychological Services

Undergraduate Academic Advising: Student Learning Objectives

Year One:

1. Students will understand how the UCSC advising system is organized and learn how to access advising and academic support services. Within the advising relationship, students will understand their responsibilities for taking action and making decisions related to their academic plans.
2. Students will develop an understanding of how to use the campus's Academic Information System.
3. Students will identify qualification requirements, initial placement information, and first year courses for potential majors. In pursuing first year courses, students will both develop the academic foundational skills important to potential majors and assess their interest in and ability to succeed in the program.
4. Students will make progress toward clarifying their educational goals as related to the choice of a major, and will propose a major (or confirm a proposed major) by the end of their first year.
5. Students will learn to develop an academic plan that includes classes to meet degree requirements and that meets the university's time to degree policies, and that takes into account prerequisite and course sequencing issues.
6. Students will develop appropriate university level conduct.

Year Two:

1. Early in the academic year, students will assess their progress toward their intended major(s) in terms of both necessary courses and their skills and abilities. Students will be formally declared in a major by the deadline in the last quarter of their second year.
2. Students will use the student portal to assess their progress in completing their general education requirements.
3. Students will research the connections between their potential and/or intended major and potential careers, and will begin to engage in career preparation activities.
4. Students will research and plan for educational opportunities both within the formal curriculum and beyond it (EAP, internships, research opportunities, etc.).

Year Three:

1. Students will evaluate their academic plan to ensure that they are on track toward a timely graduation.
2. Students will make meaningful connections with faculty in their major and identify faculty mentors.
3. Students will further clarify and be able to articulate their educational goals, and will determine ways in which to individualize their formal education to meet those goals. (This might include the addition of a concentration or sub-field of interest, a pattern of courses to supplement the major, or the intentional use of elective credit to build skills.)
4. Students will participate in enrichment activities relevant to their interests and goals.
5. Students will research and prepare for senior year requirements and opportunities such as senior exit requirement options, scholarship and award opportunities, etc.
6. Students will identify potential graduate school and/or career opportunities and learn how to prepare for those opportunities.

Year Four:

1. Early in their final year, students will review, confirm, and plan for the completion of their graduation requirements.
2. Early in their final year, students will schedule and then take the steps necessary for successful entry into graduate programs or the job search process (including taking necessary exams, filing graduate school applications, requesting letters of recommendation, attending career fairs, etc.).
3. Students will learn to confidently present their experience, skills, and achievements to potential employers and/or graduate school selection committees.
4. Students will learn the necessary administrative processes involved in leaving UCSC and confirming the status of their degree.
5. Students will learn and consider the ways in which they can stay connected to UC Santa Cruz after earning their degrees, such as through campus involvement and/or mentoring future undergraduates, membership in the Alumni Association, etc.