

## Advising & Career Development Center Advising Syllabus

### Advising & Career Development Center Mission

Our mission is to provide access to support the academic success and graduation of our students. It is important for us to enable our students to confidently meet and surpass any challenges they encounter. We strive to help our students develop their human capacity through engagement in genuine dialogue and individual advisement toward the design of an academic plan and career exploration.

#### Student Learning Outcomes

##### Students will learn:

- ⇒ General Education Requirements
- ⇒ Academic policy, procedures, and deadlines
- ⇒ Progression towards graduation, major roadmaps, degree requirements, & Degree Progress Report (DPR)
- ⇒ Usage of class registration system
- ⇒ How to locate campus resources
- ⇒ To navigate Online Catalog
- ⇒ How to maintain good academic standing
- ⇒ To identify strategies to plan for future semesters
- ⇒ How to improve informed decision making and critical thinking skills
- ⇒ How to develop attainable academic goals

#### Student Responsibilities

- ⇒ Contact and keep in touch with your advisor
- ⇒ Make and keep appointments
- ⇒ Prepare a list of questions or concerns before meeting with your advisor
- ⇒ Maintain personal copies of Degree Progress Reports, transfer credit evaluations, and all other information about your college education
- ⇒ Make your own final decisions concerning selection of courses, choice of majors, and careers
- ⇒ Build a conflict free schedule
- ⇒ Be familiar with student services office and student organizations
- ⇒ Ask questions until you understand

#### Resources

College of Health & Human Services  
 Career Development Center  
 Community Engagement and Involvement Learning Center  
 Services for Student with Disabilities  
 Student Involvement  
 Student Health and Counseling Center  
 University Advising

fresnostate.edu/chhs  
 fresnostate.edu/careers  
 fresnostate.edu/cesl  
 fresnostate.edu/learningcenter  
 fresnostate.edu/ssd  
 fresnostate.edu/studentinvolvement  
 fresnostate.edu/health  
 fresnostate.edu/advising

### Calendar of Events

#### Fall Semester

##### August

- Verify the start date, end date and Add/Drop deadlines for your classes

##### September

- Update your Advisor in-person, email or phone call about your academic progression within Fall semester
- Check your student portal for “To Do” items and/or holds that may prevent you from registering for the next semester
- Advising for Spring REG
- Mandatory Advising I
- Mandatory Advising II

##### October

- Super Senior Advising
- Major Advising
- Advising for Spring REG

##### November

- Register for Spring semester
- Plan for Winter Intercession\*

##### December

- Check your grades from Fall semester on your student portal

*\*If deemed necessary.*

#### Spring Semester

##### January

- Verify the start date, end date and Add/Drop deadlines for your classes

##### February

- Update your Advisor in-person, email or phone call about your academic progression within Spring semester
- Check your student portal for “To Do” items and/or holds that may prevent you from registering for the next semester
- 2nd Semester Freshman Advising
- Advising for Fall REG
- Mandatory Advising I
- Mandatory Advising II

##### March

- Super Senior Advising
- Major Advising
- Advising for Fall REG
- Update FAFSA Application for next school year

##### April

- Register for Fall semester
- Plan for Summer Sessions\*

##### May

- Check your grades from Spring semester on your student portal

### Contact Us

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