

# Academic Advising Syllabus

College of Natural and Agricultural Sciences

Undergraduate Academic Advising Center

2016 - 2017

**Majors:** \*Biochemistry \*Microbiology  
\*Biology \*Neuroscience  
\*Cell, Molecular, and Developmental Biology

**Advisors:** Advising caseloads and advisor contact information posted at  
<http://cnasstudent.ucr.edu/advisors/academic.html>

**Office Location:** 1223 Pierce Hall

**Office Hours:** MTRF 9:00 AM-12:00 PM & 1:00 PM-4:00 PM  
W 10:00 AM-12:00 PM & 1:00 PM-4:00 PM  
(Refer to <http://myadvising.ucr.edu> to view specific advisor availability)

## Advising Resources:

- General Catalog: [www.catalog.ucr.edu](http://www.catalog.ucr.edu)
- R'Web ([www.rweb.ucr.edu](http://www.rweb.ucr.edu))
- Schedule of Classes: [www.classes.ucr.edu](http://www.classes.ucr.edu)
- CNAS Undergraduate Academic Advising Center: [www.cnasstudent.ucr.edu](http://www.cnasstudent.ucr.edu)
- Career Center: <http://www.careers.ucr.edu>
- Health Professions Advising Center: <http://www.hpac.ucr.edu>
- Academic Resource Center: <http://arc.ucr.edu>
- Science & Math Initiative: <http://smi.ucr.edu/>

## Definition of Academic Advising:

Academic advising is an interactive process in which an advisor assists the student to set and achieve academic goals, acquire relevant information and services, and make responsible decisions consistent with interests, goals, abilities, and degree requirements. Decisions concerning careers and/or graduate study may be part of the advising process. Advising should be personalized to consider the special needs of each student, which may include appropriate referral services (University of Oklahoma as retrieved on 8/8/07).

## Advising Mission Statement:

The mission of the CNAS Undergraduate Academic Advising Center is to provide proactive services to students, staff, and faculty and to empower students through consistent advising that upholds the integrity of the institution. Through empathy, respect, and accountability, advisors will guide students to achieve realistic academic goals.

## Advisor Responsibilities:

You can expect that your advisor will:

- Understand and effectively communicate information regarding curriculum, degree requirements, and academic policies and procedures.
- Maintain confidentiality.

- Answer your questions to the best of his/her ability and/or refer you to a resource to have your questions answered.
- Respond to your phone messages and/or e-mails in 1-2 business days.
- Guide you in accessing the resources and campus services that are available to you and provide information on campus events.
- Assist and encourage you to develop clear and realistic educational goals after identifying strengths and weaknesses.
- Assist in course planning with a focus on timely progress to degree.
- Assist in drawing connections between degree requirements and academic, life, or career goals.

### **Advisee/Student Responsibilities:**

To promote successful partnership, your advisor will ask that you:

- Make regular contact with your advisor and come prepared to each appointment with questions or items for discussion.
- Use the General Catalog, R'Web and other resources to keep a personal record of your progress toward your academic goals.
- Follow up with your advisor if additional questions arise or to provide updates on your progress.
- Become knowledgeable about CNAS programs, degree requirements, policies, and procedures.
- Do your best to follow through with assignments and referrals.
- Gather relevant information before making decisions that affect your educational goals and accept responsibility for your decisions and actions.
- Clarify personal values and goals and provide your advisor with accurate information regarding your interests and abilities.
- Check your UCR R'Mail account regularly for important messages from the university, CNAS, and your academic advisor.

### **Student Learning Outcomes:**

- Understand CNAS degree requirements.
- Develop a plan to make timely progress toward academic, career, and personal goals.
- Effectively utilize campus resources and advising tools
- Increase knowledge of university regulations and policies that may impact progress to degree.

### **Campus Resources:**

- Campus Health Center: <http://campushealth.ucr.edu/>
- Counseling Center: <http://counseling.ucr.edu/>
- UCR Campus Store: <http://www.ucrcampusstore.ucr.edu/home.aspx>
- The Well: <http://well.ucr.edu>
- Student Life: <http://studentlife.ucr.edu/Pages/default.aspx>
- UCR Libraries: <http://library.ucr.edu/>
- Office of the Registrar: <http://www.registrar.ucr.edu/Pages/default.aspx>
- UCPD: <http://police.ucr.edu/>
- Student Special Services: <http://www.specialservices.ucr.edu/Pages/default.aspx>
- Ethnic & Gender Program Offices: [http://www.ucr.edu/students/ethnic\\_gender.html](http://www.ucr.edu/students/ethnic_gender.html)
- Student Affairs Case Manager:  
<http://deanofstudents.ucr.edu/emergencyCrisis/Pages/CaseManager.aspx>

