

# ENVIRONMENTAL SCIENCES UNDERGRADUATE PROGRAM

## Student Academic Advising Syllabus Fall 2018

Advising terms presented by the professional academic advisor for undergraduate Environmental Sciences

### Professional Academic Advisor:

**Mario Garcia** – all, [mario.garcia@ucr.edu](mailto:mario.garcia@ucr.edu)

Ph: 951-827-1767

CNAS Undergraduate Academic Advising Center  
1223 Pierce Hall

Advising hours: MTRF 9:00-12:00 and 1:00-4:00,

W 10:00-12:00 and 1:00-4:00

AdvisorTrac Appointments and Drop-In's: <http://myadvising.ucr.edu>

### Lead Faculty Advisor

**Dr. Daniel Schlenk**, [daniel.schlenk@ucr.edu](mailto:daniel.schlenk@ucr.edu)

Ph: 951-827-2018

Building, Office #: Science Lab 316

Advising Hours: TBA

### Advising Text/Materials:

Class, Catalog, Dates & Deadlines: <http://registrar.ucr.edu/registrar/index.html>

ENSC Department Home Page: <http://envisci.ucr.edu/>

CNAS Undergraduate Academic Advising Center (UAAC) Home Page: <http://cnasstudent.ucr.edu/>

### What is Academic Advising?

Academic advising is an educational process that facilitates a student's understanding of the meaning and purpose of higher education (NACADA, 2004). Academic advising is an interactive process in which an advisor assist 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 (University of Oklahoma as retrieved on 8/8/07).

### Roles of Professional Advisor vs. Faculty Advisor:

The professional advisor has primary responsibility for communicating the curriculum for your major, which includes guiding students through their completion of the correct breadth and major requirements to earn the degree. The professional advisor is also expert at referring students to campus resources for personal support and academic skills building. The faculty advisor is the expert on course content and career paths for statistics. She can also assist you with understanding the process of conducting research in statistics and preparing for opportunities in graduate and professional school.

### Professional Advisor Expectations and Responsibilities:

- Encourage and guide students to develop clear and realistic educational goals
- Understand major-specific University of California Riverside degree requirements and effectively communicate them
- Create and maintain an interactive and safe environment to share one's thoughts, aspirations, concerns, and interests while encouraging mutual trust and open communication.
- Empower students to take responsibility for their academic success
- Stay informed of current and changing rules, regulations and program requirements.
- Provide students with proper referral to campus services & resources relevant to their individual needs and to promote academic progress
- Collaborate with peers by participating in the exchange of ideas, information and philosophies through professional development
- Encourage and support you as you gain the skills and knowledge necessary for success

**Advisee Responsibilities:**

- Contact the academic advisor regularly. (*at least 1 time per quarter is suggested*)
- Use R'Web and your student profile to keep track of your academic progress
- Be proactive with understanding degree requirements, and College specific policies and procedures.
- Prepare for the Advising session, this includes being on time, following up with any questions and/or following through with referrals made by your advisor.
- Actively utilize campus resources including the University Catalog.
- Consider personal and academic goals when pursuing the completion of a degree.
- Manage UCR R'mail account regularly, do not use personal email

**Expected Student Learning Outcomes for Your Academic Advising Experience:**

- You will be able to develop an educational plan for successfully achieving your goals and select courses each quarter to progress toward fulfilling your goals
- You will demonstrate an understanding of the value of the your baccalaureate degree through completion of the appropriate breadth requirements and major/minor requirements
- You will take responsibility for your decisions and your actions/inactions that affect your educational progress.
- You will become knowledgeable of various campus resources
- You will develop a comprehensive understanding of academic responsibilities as well as extracurricular activities

**Mandatory Email Courtesy:**

- Use UCR R'mail account only
- Greet the staff/faculty member
- Include your name and SID
- State your request clearly and concisely
- Include any previous email on the same subject

**\*\*\*\*EMAIL AND PHONE RESPONSE TIME\*\*\*\***

During peak registration times, in each quarter, please be aware response times are 3 to 4 business days. These are the time frames when all students are accessing their registration time tickets in first pass. Because of high volume, advisors' response time is typically 3 to 4 business days. During off peak times, normal response time is 2 to 3 business days.

**Additional Information:**

Please be aware that it is not up to the advisor to make decisions for you during advising sessions. The advisor will provide you with the most accurate and detailed information available at that time and you and your advisor will work together to create a realistic plan to accomplish your educational and career goals. Nonetheless, the educational choices you make are yours and the responsibility solely lies on you for knowing and fulfilling degree requirements.