ACADEMIC ADVISING SYLLABUS

Location and Contact Information

Our Mission

Academic advising is an integral component of your learning and development at UCLA. Our mission is to cultivate an advising culture that nurtures your growth, allowing you to draw connections between all aspects of your undergraduate experience. These correlations will help you to understand the value of your undergraduate education as it relates to your personal and professional aspirations. Through a developmental, learning-centered philosophy, we advise the whole student, acknowledging that all aspects of your individuality inform your scholarly identity. Academic advisors support you in your intellectual, professional, and personal goals, while upholding the integrity of the institution.

The Advisor-Student Partnership

Student Responsibilities

Effective academic advising requires deep engagement and responsibility from both advisor and student. To participate fully in this academic advising experience, you will need to:

- be accountable for your own educational and personal trajectories
- be respectful of yourselves, your peers, faculty, staff, and the institution
- meet regularly with your academic and departmental advisors, and collaborate with them as you make important academic and professional decisions
- be intentional about your undergraduate goals and priorities
- work with your advisors to understand the logic and value of your undergraduate education
- be informed about rules, regulations, policies, and degree requirements, and ask for clarification when necessary
- maintain the accuracy of your academic record
- be proactive in seeking information, support, and knowledge
- be transparent about your academic goals, personal circumstances, and any other factors that may impact your academic performance

Advisor Responsibilities

Driven by our advising core values of accountability, compassion, fairness, integrity, and respect, we are committed to:

- creating a safe space to facilitate interaction with you by utilizing counseling skills and techniques
- recognizing and responding to diverse student needs to foster an inclusive advising culture
• supporting you as you create your own academic plan that highlights your skills and interests
• collaborating with you and encouraging you to make informed decisions by exploring your options, as you make important academic and professional decisions
• helping you to make connections between your intellectual, professional, and personal short- and long-term goals
• providing you with accurate and consistent information regarding policy, rules, regulations, and degree requirements
• advocating for both you and the institution, and using sound judgment in navigating this continuum
• introducing you to academic, co-curricular, and extra-curricular opportunities
• teaching you to understand the logic and value of your undergraduate education
• empowering you to become independent, self-directed, and self-motivated
• supporting you through your transitions within and beyond the University
• communicating with campus partners and referring you to appropriate campus resources to facilitate your success and well-being
• collaborating with faculty, and administrative and student staff, to help you understand how they may support your development
• inspiring you to understand the significance of the learning process in order to foster growth, resilience, self-reflection, and life-long learning

**Academic Advising Objectives**

Academic Advisors aim to collaborate with you to support your intellectual, professional, and personal development. The following objectives seek to foster your success and well-being within and beyond the University.

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<thead>
<tr>
<th>Academic Advising Objectives</th>
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<tr>
<td><strong>Intellectual Development</strong></td>
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<tr>
<td>introduce students to the structure and rationale of the degree, including university, college/school, and major/minor requirements</td>
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<td>familiarize students with the UCLA Degree Audit (DAR), MyUCLA, and enrollment, registration, study list deadlines, and academic rules and regulations</td>
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<td>work with students to select a major/minor that aligns with their skills and interests</td>
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<td>discover what students want to achieve during their undergraduate education beyond completing</td>
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<td>Major/Minor and Degree Requirements</td>
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<td>Advise students to meet with their major/minor department advisors to review progress toward degree, satisfaction with major/minor, and post-graduate options</td>
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