

Academic Advising Expectations and Responsibilities Santa Clara University

Undergraduate Advising Services:

- Drahmann Academic Advising Center – University Advisors, General Information
Kenna 101, 408-554-4318
Office Hours: By appointment, Monday – Friday, 8:00 am – 5:00 pm
Drop-In Hours available first week of each quarter during normal business hours
- Faculty Advisors in declared College/ School
You can determine your assigned faculty advisor by checking your ecampus account
Office Hours: Contact your faculty advisor for availability
For information on how to change faculty advisors contact the Drahmann Advising Center
- RLC Advising Outreach – University/RLC Advisors
Drop in hours and days posted in each residence hall each quarter
- Leavey School of Business Peer Advisors – provide assistance with Core requirements, academic regulations, and available resources
First-year students contact your Peer Advisor for availability
Drop in hours and days posted at Lucas Hall 115 and at
<http://scu.edu/business/undergraduates/advising/peeradvising.cfm>

Mission and Objectives:

Academic advising at Santa Clara University is a cooperative effort between students, faculty, and staff which encourages students to make programmatic decisions as intentional learners using appropriate advising resources; to develop productive relationships with advisors; and to explore educational and career opportunities appropriate to their interests, talents, and values.

Student Advisees Responsibilities:

As an advisee, you have clear responsibilities in the advising partnership in order to be successful. You are expected to:

- Identify your faculty advisor (through Ecampus)
- Schedule quarterly appointments or make regular contact with your faculty advisor or a University advisor (through email, phone, office hours, etc.)
- Become knowledgeable about university policies and procedures (Undergraduate Bulletin)
- Become knowledgeable about college/school, major, minor and program requirements as applicable (Undergraduate Bulletin, Core Booklet)
- Come prepared to each appointment with questions, your transcript and degree audit, possible schedules, and any other relevant advising materials
- Ask questions if you do not understand an issue or have a specific concern
- Keep a personal record of your progress toward meeting your goals (Degree Audit, Program Check sheet, Pathways)
- Organize official documents so you can access them when needed
- Complete all assignments from your advisor such as referrals to departments or online resources
- Clarify personal values and goals and provide your advisor with accurate information regarding your interests and abilities
- Accept responsibility for decisions. Your advisor is there to help, not to decide for you.

Faculty Advisor Responsibilities:

Faculty advisors are your primary resource for information and assistance on curricular planning and program choice. You can expect your faculty advisor to:

- Understand and effectively communicate the curriculum and graduation requirements in his/her department or program
- Encourage and guide students as they develop realistic goals
- Encourage students as they develop attainable educational plans
- Provide students with information about and strategies for using the available resources and services on campus
- Assist students in understanding the purposes and goals of higher education and its effects on their lives and personal goals
- Be available for meeting with advisees via office hours for advising or email.
- Assist students in gaining decision making skills and assuming responsibility for their educational plans and achievements
- Maintain confidentiality

University and RLC Advisor Responsibilities:

University and RLC advisors are a safety net for advising in a number of areas. You can expect a university or RLC advisor to:

- Understand and effectively communicate university policies and procedures, Core requirements, and graduation requirements
- Encourage and guide students as they explore possible majors and develop educational and personal goals
- Help students to plan strategies to recover from academic difficulties
- Advocate for students when needed for unusual circumstances beyond the students' control
- Review requests for exceptions to University policies
- Be available for appointments throughout the quarter and drop-in hours as posted
- Assist students in gaining decision making skills and skills in assuming responsibility for their educational plans and achievements
- Maintain confidentiality

Expected Learning Outcomes:

Through the academic advising experiences at Santa Clara University students will:

- Demonstrate the ability to make effective decisions concerning their degree and career goals
- Develop an educational plan for successfully achieving their goals and select courses each quarter to progress towards fulfilling that educational plan
- Demonstrate an understanding of the value of the University Core related to their chosen field of study and their chosen Pathway
- Make use of referrals to campus resources as needed
- Use effectively appropriate Santa Clara University Undergraduate Bulletin, Core Curriculum booklet, Undergraduate Schedule of Classes
- Access and use ecampus, SCU website, and personal degree audit

- (Undeclared students) Be able to identify and locate the Drahmman Academic Advising Center
- (Declared students) Be able to identify and locate their faculty advisor
- Know their responsibilities as an advisee and the responsibilities of advisors
- Be able to identify and locate campus resources and additional academic support services
- Meet regularly with faculty, university and/or RLC advisor(s)
- Be able to discuss majors, minors, emphases, etc., offered at the University
- Participate in experiential learning or service learning opportunities
- Be able to declare a Pathway by the end of their sophomore year and identify potential courses for their Pathway
- Graduate in a timely manner based on their educational plan

Disabilities Resources:

Santa Clara is dedicated to providing equal opportunity and access for every student. If you feel you need accommodations for a learning or physical disability it is important that you make your advisor aware of this need. The Disabilities Resources Office will work with you on how to provide the necessary documentation, determine appropriate accommodations, and help you get these accommodations in place. In addition, the DRO functions as an advocate for students with disabilities on the SCU campus.

Advising Resources:

To prepare for each advising appointment, you may wish to consult:
 the advising appointment information packet from the Drahmman Academic Advising Center
 (www.scu.edu/drahmann)
 your *Santa Clara University Undergraduate Bulletin*
 (www.scu.edu/academics/bulletin/undergraduate)
Undergraduate Schedule of Classes for the appropriate quarter
 (www.scu.edu/registrar)
 your Ecampus Degree Audit
 (www.scu.edu/ecampus)
 Major requirements (if applicable)