

Student Academic Advising Expectations and Responsibilities Santa Clara University

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 Advisee Responsibilities:

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

For a list of the responsibilities of your advisor, see www.scu.edu/drahmann.

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

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>

Advising Resources:

To prepare for each advising appointment, you may wish to consult:

- The advising appointment information packet from the Drahmann 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)

Disabilities Resources:

Santa Clara is dedicated to providing equal opportunity and access for every student. If 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. Contact the Disabilities Resources Office in Benson 216 for further information.