

2009 Academic Advising Syllabus - 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 or School
Office Hours: Contact your faculty advisor for availability
- RLC Advising Outreach – University/RLC Advisors
Drop in hours and days posted in each residence hall each quarter

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.

As a result of academic advising, students should be able to apply advising resources in programmatic decision-making and academic support, and to develop productive relationships with faculty and/or university advisors leading to the exploration of educational and career opportunities.

Student Advisee Responsibilities:

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

- Identify your faculty advisor (through Ecampus)
- Schedule regular appointments or make regular contact with your faculty advisor or a University advisor (through e-mail, phone, office hours, etc.)
- Come prepared to each appointment with your transcript and degree audit, possible schedules, and any other relevant advising materials and questions
- 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
- Clarify personal values and goals and provide your advisor with accurate information regarding your interests and abilities
- Become knowledgeable about university policies and procedures (Undergraduate Bulletin)
- Become knowledgeable about college/school, major, minor and program requirements as applicable (Undergraduate Bulletin, Core Curriculum Booklet)
- Accept responsibility for decisions

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

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.

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