ACADEMIC ADVISING SYLLABUS

University Advisement Center Mission
The University Advisement Center at California State University, Dominguez Hills is a collaborative, accessible, and transformative teaching and learning experience that empowers students to develop educational plans consistent with their academic, professional, and personal goals; and encourages self-reliant problem solving, critical thinking, lifelong learning, and self-development. We strive to advance the campus community’s mission of student-centered services by aiding all DH students to persist and matriculate towards degree completion.

Advising Expectations & Responsibilities
It is important to understand the key responsibilities each individual has in the advising relationship.

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<th>WHAT WE EXPECT FROM YOU:</th>
<th>WHAT TO EXPECT FROM US — WE WILL:</th>
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<tr>
<td>Research! Be prepared for your advising session.</td>
<td>Assist you in creating a realistic plan for timely graduation.</td>
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<td>Participate in developing your academic plan</td>
<td>Collaborate with student to develop a degree completion plan.</td>
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<td>Take notes during the advising session.</td>
<td>Provide guidance regarding university policies and procedures.</td>
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<td>Attend mandatory advising sessions such as FAST and COTG</td>
<td>Connect you to resources that enhance your college experience.</td>
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<td>Check in with your general education and major advisors at least once a semester.</td>
<td>Adhere to confidentiality guidelines established by FERPA.</td>
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<td>Review your Academic Requirements Report and Smart Planner to ensure they are updated</td>
<td>Help you understand university policies and degree requirements.</td>
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<td>Read university correspondence sent to your Toromail</td>
<td>Guide you to make independent decisions about your college career.</td>
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<td>Be aware of important dates and deadlines such as deadline to drop a class</td>
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<td>Utilize campus resources recommended to you</td>
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<td>Be a self-advocate for your education</td>
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<td>Take accountability for your education</td>
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Student Learning Outcomes

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<tr>
<th>Year</th>
<th>Outcome</th>
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| Freshman | • Identify your GE and Major Advisors  
• Identify the 6 graduation requirements  
• Learn how to utilize Academic Requirements Report  
• Familiarize yourself with tools available via my.csudh.edu  
• Identify university resources available  
• Understand university policies and procedures |
| Sophomore | • Use Smart Planner to create a roadmap for degree completion  
• Explore major interests, skills, and abilities  
• Establish meaningful connections with major department faculty; find a faculty mentor  
• Visit the career center for career exploration and/or resume/cover letter support |
| Junior | • Participate in experiential learning such as internships, volunteer opportunities, service learning and/or undergraduate research  
• Identify and meet with major faculty members to discuss post-graduation goals and potential letters of recommendation  
• Meet with faculty and/or staff advisors to ensure you are on track for graduation by reviewing your Academic Requirements Report and develop a tentative graduation date  
• Participate in Charge On To Graduation |
| Senior | • Complete application for graduation  
• Submit graduation ceremony participation form if planning to attend  
• Meet with faculty members identified earlier to request letters of recommendation  
• Meet with career center to prepare for graduate school and/or career opportunities  
• Apply to graduate school by their deadlines  
• Connect with alumni relations |

Important Notes:
• Official campus communication is via email; verify your preferred email on MYCSUDH and check your email often.
• Check MyCSUDH regularly for any holds and/or new items on your To Do List.
• For course requirements, check the current catalog or consult an advisor for the latest updates.
• Validate your courses in shopping cart prior to registration to check your eligibility to enroll.

University Resources:
University Advisement Center  
https://www.csudh.edu/uac/  
Major/Faculty Advisor  
https://www.csudh.edu/uac/advisors/  
Torpedo Learning & Testing Center  
https://www.csudh.edu/tltc/  
Encounter To Excellence (ETE)  
https://www.csudh.edu/title-v-ete/  
Office of Admissions & Records  
https://www.csudh.edu/records-registration/  
Writing Center  
https://www.csudh.edu/writing-center/  
Educational Opportunity Program (EOP)  
https://www.csudh.edu/eop/  
Office of Financial Aid  
https://www.csudh.edu/financial-aid/  
Student Disability Resource Center  
https://www.csudh.edu/sdrc/
Student Health & Psychological Services
https://www.csudh.edu/shps/

University Library
https://www.csudh.edu/library/

Career Center https://www.csudh.edu/career-center/

Basic Needs https://www.csudh.edu/student-support/food-shelter/

Academic Calendar:
https://www.csudh.edu/academic-affairs/academic-calendar/

Schedule of Classes:
https://www.csudh.edu/class-schedule/

University Catalog:
https://www.csudh.edu/university-catalog/