

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.

WHAT WE EXPECT FROM YOU:	WHAT TO EXPECT FROM US—WE WILL:
<ul style="list-style-type: none"> <input type="checkbox"/> Research! Be prepared for your advising session. <input type="checkbox"/> Participate in developing your academic plan <input type="checkbox"/> Take notes during the advising session. <input type="checkbox"/> Attend mandatory advising sessions such as FAST and COTG <input type="checkbox"/> Check in with your general education and major advisors at least once a semester. <input type="checkbox"/> Review your Academic Requirements Report and Smart Planner to ensure they are updated <input type="checkbox"/> Read university correspondence sent to your Toromail <input type="checkbox"/> Be aware of important dates and deadlines such as deadline to drop a class <input type="checkbox"/> Utilize campus resources recommended to you <input type="checkbox"/> Be a self-advocate for your education <input type="checkbox"/> Take accountability for your education 	<ul style="list-style-type: none"> <input type="checkbox"/> Assist you in creating a realistic plan for timely graduation. <input type="checkbox"/> Collaborate with student to develop a degree completion plan. <input type="checkbox"/> Provide guidance regarding university policies and procedures. <input type="checkbox"/> Connect you to resources that enhance your college experience. <input type="checkbox"/> Adhere to confidentiality guidelines established by FERPA. <input type="checkbox"/> Help you understand university policies and degree requirements. <input type="checkbox"/> Guide you to make independent decisions about your college career.

Student Learning Outcomes

Year	Outcome
Freshman	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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/>

Toro 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/>