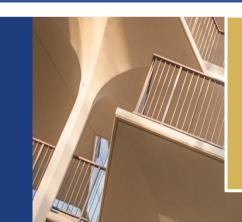


REVELLE **ADVISING SYLLABUS**



MISSION

Revelle Advising is dedicated to helping you achieve your educational, professional, and personal goals



VALUES

Empowerment • Respect



ACADEMIC ADVISOR RESPONSIBILITIES

What you can expect from your academic advisor:

- Understand & effectively communicate the Revelle College general education curriculum & university requirements, academic regulations, policies & procedures.
- Collaborate with students to define & develop realistic educational goals.
- Assist students with creating an academic plan consistent with your abilities & interests.
- Be an institutional guide about UC San Diego resources & make appropriate referrals.
- Provide a welcoming, non-judgmental & accessible environment where you can share your academic thoughts & concerns.
- Maintain confidentiality and be knowledgeable of the Federal Educational Rights and Privacy Act (FERPA).

Drop-In and Appointment Advising:

Revelle is available for drop-ins and appointments during various times during the academic year and summer. For the most updated availability, please visit our website: revelle.ucsd.edu/academics

STUDENT ADVISEE RESPONSIBILITIES

What your academic advisor can expect from you:

- Regularly use all TritonLink Tools & be aware of academic calendars & deadlines.
- Connect with academic advising proactively & regularly to develop & adjust your academic plan.
- Be open-minded when reflecting & discussing your educational progress & goals. Accept responsibility for your decisions & actions.
- Bring questions & academic concerns to any advising interactions. Notify advising if you notice any errors on your record.
- Follow up with recommended referrals & resources made by academic advising.
- Monitor UC San Diego email & Virtual Advising Center daily for communication from university faculty, staff & administration.
- Always exhibit mutual respect in compliance with UC San Diego's Principles of Community.

YEARS AT A GLANCE

FIRST YEAR

Learning Outcome:

Transition & adjust to college academics.

- ☐ Read your course syllabi, gather any course materials.
- □ Review <u>academic integrity</u> and <u>university policies</u> and procedures.
- Adjust your study habits to fit the pace of the quarter system by developing a weekly schedule.
- ☐ Establish healthy self-care routines.
- ☐ Connect with one or two classmates in each course to form study groups or join study groups with the Teaching & Learning Commons.
- ☐ Attend office hours with faculty and teaching assistants (TAs) and become comfortable with asking questions.
- ☐ In winter quarter, review your major's Four Year Plan and develop an academic plan with your major department and Revelle academic advisors.

SECOND YEAR

Learning Outcome:

Get involved & academic/career exploration.

- ☐ Meet with your major department to determine your interest and progress in your major.
- ☐ Declare a major before you reach 90 units.
- ☐ Meet with Revelle Advising to evaluate progress on general education & university requirements.
- Explore <u>internships</u>, <u>research</u> and/or <u>job</u> <u>opportunities</u>.
- ☐ If you are planning to <u>study abroad</u>, start planning early.
- Become involved in co-curricular activities to enhance your Co-Curricular Record.
- Participate in Revelle College's <u>Faculty Mentor</u>
 <u>Program</u>, take advantage of Dine-With-a-Prof and Coffee-with-a-Prof <u>programs</u>.

THIRD YEAR/TRANSFER YEAR

Learning Outcome:

Identify & take steps towards academic, professional & personal development.

- Review your academic plan and degree audit with your major department and Revelle academic advisors
- ☐ If interested in graduate programs, utilize the Career Center to discuss academic plan and any pre-requisites.
- ☐ Plan when to take graduate/professional school admission exams.
- Continue to build leadership skills by applying for <u>internships</u>, <u>research</u> and/or <u>study abroad</u> opportunities.
- □ Network by meeting with professionals in your interested career fields.
- □ Boost curiosity by learning new skills and hobbies.

FOURTH/FINAL YEAR

Learning Outcome:

Reflection, graduation & transition into life after college.

- Review your academic plan and degree audit to determine graduating quarter.
 - If you have any questions, confirm graduation requirements with major advisor and/or Revelle Academic Advising.
- ☐ Apply for graduation and register for commencement.
- ☐ Identify mentors and professional connections willing to write letters of recommendation and serve as a reference.
- Prepare and take appropriate standardized exams for admission into graduate or professional program.
- ☐ Utilize the <u>Career Center</u> to establish post-graduation plans:
 - o Update resume
 - o Practice interviewing skills
 - Attend workshops and fairs
- Reflect on your college experience and lessons learned. Be prepared to share in personal statements and interviews.
- ☐ Create a <u>Tritons Connect</u> account to meet alumni.

revelle.ucsd.edu/academics

Online Advising: vac.ucsd.edu

TOP CAMPUS RESOURCES

Counseling & Psychological Services

Teaching & Learning Commons | OASIS

Success Coaching | Career Center | CARE at SARC

Financial Aid & Scholarships Office | Study Abroad

Student Health Services

Office for Students with Disabilities

Basic Needs | Campus Community Centers

International Students & Programs Office

<u>Undocumented Student Services</u>