

Explore, Experience, Achieve

Student Learning Outcome: As a result of academic advising, students will be able to navigate university resources to maximize their opportunities for academic and career related development. You will be able to:

Foundational Knowledge & Skills:

1. Understand the role your academic advisor plays in your support network (**Hint:** it's not just about picking classes) by the end of the first semester.
2. Locate and utilize student support services by the end of the first semester.
3. Locate and access information regarding academic deadlines by the end of the first semester.
4. Know the steps to follow if in academic difficulty or struggle by the end of the first semester.
5. Understand and locate information on academic policies and procedures by the end of the first year.

Planning & Preparation:

6. Identify personal goals relevant to your educational experience by the end of the first year and ongoing.
7. Understand all university, and major requirements for your degree by the end of the first year.
8. Develop an academic plan tailored to your needs by the end of the first year.
9. Prepare for upcoming registration cycle each semester.

Exploration & Experience:

10. Explore academic majors and career options by the end of the first year and ongoing.
11. Make progress towards graduation each semester.

Academic and Career Advising Center Statement of Purpose

Our purpose is to honor students' identities and lived experience as we guide them to:

- **EXPLORE** and choose academic majors and career options
- Obtain and reflect upon academic and career-related **EXPERIENCE**
- Develop, pursue, and **ACHIEVE** meaningful educational plans in pursuit of life goals

Vision Statement

The Academic and Career Advising Center will be recognized university-wide as an integral resource for actively engaging students in exploring and achieving their academic and career aspirations. We are preparing students to make meaningful contributions to our global society upon their graduation from Cal Poly Humboldt.

Connect with the Academic and Career Advising Center Staff

- Call the main office at 707-826-3341
- Email acac@humboldt.edu
- Visit the Lower Library room 27 between 9am and 4pm, Monday through Friday
- Search for specific ACAC staff in the Staff & Faculty Directory: its.humboldt.edu/directory

Student Responsibilities

- Attend all advising appointments and maintain contact with your advisor each semester. If you are unable to attend a meeting, notify your advisor 24 hours in advance.
- Clarify personal values and your academic and career goals with your advisor.
- Come prepared to each appointment with questions and/or material for discussion.
- Gather all relevant decision-making information.
- Ask questions if you do not understand an issue or have a specific concern.
- Complete all “to dos” or recommendations from your advisor.
- Accept responsibility for your decisions.
- Become knowledgeable about college policies, procedures, and deadlines like CR/NC, add/drop, etc.
- Check your email, and myHumboldt portal frequently for updates and notifications about topics important to you.
- Check your to-do list and registration date and time on your Student Center prior to registering.
- Register on time for the greatest selection of classes.
- Make timely progress towards your degree.
- Utilize relevant support services.
- Become knowledgeable about your major requirements, faculty and departmental resources, and opportunities to get involved.
- Understand the value of education and life-long learning.

Advisor Responsibilities

- Demonstrate a genuine interest in who you are as a person and what you hope to gain from your time here at Cal Poly Humboldt.
- Assist you in choosing a major consistent with your abilities and interests.
- Help you define and develop realistic goals.
- Encourage and support development of the skills necessary to attain your educational plans.
- Guide you in making responsible decisions while developing your educational plans.
- Teach you about major, general education and all university requirements for your degree program, utilizing DARS, Cal Poly Humboldt catalog, major academic plans (MAPs), and other tools.
- Match your needs with available resources and explain strategies for using them.
- Assist in identifying university resources for finding opportunities for work, community service, and volunteer experiences.
- Collaborate with campus support services, faculty, and staff to facilitate your success.
- Provide accurate and timely information on Cal Poly Humboldt academic policies and procedures.
- Monitor your progress towards degree and identified goals.
- Explain how classroom experience is applicable to professional skills needed in the workplace.
- Be accessible during office hours, by telephone, or e-mail for advising.
- Maintain confidentiality pursuant to the [Family Education Rights and Privacy Act](#) (FERPA).
- Help you understand the benefits of life-long learning.

AUGUST

To Do:

- Read your syllabi and make note of upcoming assignments.
- Review the calendar for activities and academic deadlines in your myHumboldt portal.
- Start off the semester strong and stay on top of assignments.

Think About:

- Each class you are in, how much time it will require outside of class, and whether it is a good fit this term.
- Learn how to use a planner to keep track of assignments, important deadlines, and to better manage your time.
- Establish communication with classmates.

Advisor Expectations:

- Your advisor will communicate with you via your Cal Poly Humboldt email. Check it often so you don't miss important news about events, workshops, registering for next semester's classes, and other topics of interest to you.

Extra Credit:

- Print out a [campus map](#) and locate your classes before the first day of the term.
- Attend the Welcome Home to Humboldt activities to meet new friends and get to know the campus better.
- Have all required materials for your classes by the end of the first week.

SEPTEMBER

To Do:

- Make an appointment with your academic advisor to begin the discussion about your academic and career goals.
- Learn about campus resources, workshops and events.
- Get to know your professors' email and office hours. Office hours are their time to connect with you.

Think About:

- How are you managing your time? What methods do you use to keep track of your assignments, exams and other important deadlines?

Advisor Expectations:

- Your advisor will expect you to meet with them to talk about your interests and reasons for coming to Cal Poly Humboldt. They want to get to know you in order to support your academic, personal and professional goals.

Extra Credit:

- Connect with tutoring services and the [Learning Center](#) for academic support.
- Get to know your professors by talking with them before and after class and/or during their office hours.
- Explore clubs, activities, and community events.

Reflection Question:

- How are you settling in to Humboldt and what will you need to be successful? Write your answer below.

OCTOBER

To Do:

- If struggling in class, talk to your professor and advisor immediately.
- Identify your registration date for spring semester on your Student Center page (end of month).
- Check your Student Center for any holds that may prevent registration.
- Make an appointment with your advisor to plan your schedule for spring semester and release your mandatory advising hold.

Think About:

- Evaluate the classes you are taking. Are you enjoying your major classes? Do they make you feel differently about your major?
- Completing your application for [financial aid](#) early (available October 1st).

Advisor Expectations:

- Before you meet with your advisor, review your [DARS](#) and the requirements for your major. Your advisor will expect you to schedule an appointment to talk about your plans for the next few semesters, classes you want to take, and any concerns or questions you have about your college experience so far.

Extra Credit:

- [Predict your GPA](#) for the current semester and talk to your professors on how you are doing in your classes.
- Visit the [Learning Center](#) to prepare for midterms and finals. Use tutoring and other academic support services.
- Start studying for midterms.
- Discuss the steps and resources needed to achieve your goals with your advisor.

NOVEMBER

To Do:

- Meet with your advisor to plan your spring semester and release your hold if you have not already.

Think About:

- How you are managing your time? If warranted, make adjustments to meet current academic goals and to schedule time for [health and well-being](#) activities.

Advisor Expectations:

- Your advisor will expect that you have met with them and are prepared to register on your appointed day and time. Contact your advisor if you have challenges preventing you from registering for next semester's classes.

Extra Credit:

- The fall break is a great time to get organized and start studying for finals.

DECEMBER

To Do:

- Locate and review [finals schedule](#).
- Note: Final exams don't always occur in the same place, time and day as the class.

Think About:

- You completed your first semester of college. Finish strong and celebrate your successes.

Advisor Expectations:

- Have a wonderful break! Your advisor will want you to contact them if your plans have changed for the spring term.

Extra Credit:

- Make an appointment with your academic advisor if you do not plan to return in the spring.
- Ensure your schedule for spring is aligned with your major and degree requirements.

JANUARY

To Do:

- Check your grades in Student Center the first week of January (not on Canvas).
- If you didn't do as well as expected, contact your advisor right away.
- Read your syllabi and make note of upcoming assignments.
- Review the calendar for activities and academic deadlines in your myHumboldt portal.

Think About:

- What did you do to be successful this past term?
- How can you build on those successes?
- Which professors did you feel comfortable working with?
- Continue to connect and say hello with these professors (Start thinking about letters of recommendation).

Advisor Expectations:

- Check our Student Center for your fall term grades, holds, or to do's. Take care of them when the spring term begins. Contact your advisor if you have questions or concerns.

Extra Credit:

- Email your advisor if you want to make changes to your schedule after grades come out.

Reflection Question:

- Reflecting on your experiences as both a high school student and a college freshman, what are the most significant differences in terms of what is expected of you as a college student versus a high school student? Write your answer below.

FEBUARY

To Do:

- [Add/drop period](#) ends the first week of February.

Think About:

- What resources can you use to help you get back on track if necessary?

Advisor Expectations:

- Your advisor will want to talk to you about the support resources you have utilized so far, and what changes, if any, you've made to the way you approach your college classes and study habits.

Extra Credit:

- Make an appointment with your academic advisor to discuss academic and career goals and to plan for fall semester.
- Familiarize yourself with the [career services](#) offered at the Academic and Career Advising Center.
- **Meet with your professors during office hours and talk about how classes are going.**

MARCH

To Do:

- If struggling in class, talk to your professor and advisor immediately.
- Identify your registration date for fall semester on your Student Center page (after spring break).
- Check your Student Center for any holds that may prevent registration.
- Make an appointment with your advisor to plan your schedule for fall and release your mandatory advising hold.

Think About:

- What specific fields in your major are you most interested in?
- Ensure your schedule for fall semester is aligned with your academic goals.
- Housing and financial aid needs for the next semester.

- What is important to you? (Values)
- What are your aspirations? How do you get there? (Goal setting)
- How does what you've learned about your major align with your interests, aptitudes, values and goals?

Advisor Expectations:

- Your advisor will want to talk to you about how the courses you are taking, and your major, align with your academic and career goals.

Extra Credit:

- Spring break is a great time to get ahead on assignments.
- Predict your GPA for the current semester and talk to your professors on how you are doing in your classes.

Reflection Question:

Consider the following:

- What activities do you enjoy? (Interests)
- What are your personal and academic strengths and skills? (Aptitudes)

APRIL

To Do:

- Be ready to register at your appointed date and time.
- If you plan to attend summer school, talk to your advisor to create a plan and register in April as well.

Think About:

- How satisfied are you with your [major](#)? If you wish to explore other options, see your advisor.
- Summer and fall [employment](#) options.

Advisor Expectations:

- You have met your advisor to plan appropriate classes for next semester. Contact your advisor to schedule a meeting if you have any holds or to-do's showing in your Student Center.

Extra Credit:

- Make an appointment with your academic advisor if you have not already done so.

MAY and BEYOND

To Do:

- Determine where and when your [final exams](#) will take place.
- Take advantage of resources available to help you study and pass your exams.
- Take care of your overall health and well-being when preparing for finals. Find campus resources that can support you.
- Check your emails for messages about additional resources offering support during finals week.

Think About:

- What academic goals would you like to accomplish next year?
- Joining an organization next year or setting up an internship that focuses on a career of interest.
- Valuable college experiences like major specific research, internships, and study abroad opportunities.

Advisor Expectations:

- Check your DARS and Student Center when grades are posted. Is there anything unexpected? Look for holds and to-do's. Your advisor will expect you to contact them if you have questions or concerns.

Extra Credit:

- Check your grades on your Student Center. Grades will not be mailed to you.
- Contact your advisor if you have questions about your schedule and wish to make adjustments after grades post.