



# ACADEMIC ADVISING SYLLABUS

**Mission:** UC Merced undergraduate academic advising, in collaboration with the campus community, promotes student success by empowering students to become self-directed learners and decision makers in an environment that is welcoming, inclusive and supportive.

We provide quality academic advising and related services to support students in developing their educational plans and maximizing their university experience.

## Goals of UC Merced Academic Advising

- Promote appropriate progress to degree for native and transfer students
- Provide students with advising resources and materials that are accurate, current, and understandable, using delivery formats that respond to student needs
- Provide interactive advising in formats that meet student preferences and needs in timely and effective ways
- Provide advising that is tailored to the distinctive needs of specific student populations, and reflects the unique environment of a research university
- Facilitate student learning and self-advocacy in relation to reaching academic goals and career plans
- Support implementation of faculty approved curriculum changes for courses and academic programs

## Responsibilities

### Your Advisor

- Clarify university and school policies, regulations, programs and procedures.
- Notify students of significant changes to university or school policy.
- Be available to meet with students each semester to discuss class registration and degree progression.
- Assist students facing difficulties that affect his/her education.
- Offer advice for course selection and satisfaction of degree requirements.
- Refer students to appropriate university support services as needed.
- Discuss academic performance and implications of students' performance on undergraduate program and degree completion.
- Maintain confidentiality.

### Advisee

- Explore different majors and career options that accompany them. Reflect on your interests and values to pick a discipline that
- Attend Advising appointments as scheduled, at least once per semester. Bring a list of questions or areas of interest to discuss.
- Understand the role institutional policies and procedures, general education requirements, academic programs, and how student services play in your
- Accept responsibility for your decisions and actions.
- Follow up on referrals and inform your Advisor of the outcome of referrals.
- Use campus resources, such as advising tools, Advising Mentors, School websites, Advising websites and your University Catalog to gather information and track your academic progress.
- Be thoughtful about your educational plan. Set short and long-term goals for your achievement.
- Check your UCM e-mail account on a daily basis.

## Policies and Procedures of Academic Advising

### Your advisor

New students are assigned an Academic Advisor. During advising sessions with your advisor you will discuss course options, address academic problems or concerns, make decisions about the upcoming semester, and explore major/minor options.



## Contacting Your Academic Advisor

Students contacting Advisors via email or voice-mail should expect a response within 72 hours during business days (3 working days, Monday through Friday). During peak registration periods, response times will be longer.

### Meeting with Your Academic Advisor

Academic Advisors are available during designated days and times. Please refer to your specific advising office's webpage for available hours.

- School of Engineering: <http://enr-advising.ucmerced.edu/see-my-advisor> School of Natural Sciences: <http://ns-advising.ucmerced.edu/about/office-hours>
- School of Social Sciences, Humanities and Arts: <http://ssha-advising.ucmerced.edu/>
- Undeclared: <http://learning.ucmerced.edu/find-your-advisor>

### Preparing for Your Advising Appointment

- Make sure you arrive for your appointment at least 5 minutes early.
- Turn off your cell phone or place it on silent. No texting.
- Be prepared to discuss course options, address academic problems or concerns, make decisions about the upcoming semester, and explore major/minor options.
- Bring a printout of your audit. Not sure how to do this? You can access your audit via your UCM portal in your MyDegree Path.

### Communication Protocol

UC Merced email is the communication method all Advising offices will use to communicate with you. Due to privacy regulations, your Advisor will communicate solely through the email account assigned to you (@ucmerced.edu). While some inquiries may be resolved through email correspondence, there are situations that benefit from a face to-face meeting for further discussion.

When emailing your advisor, it is appropriate to use complete sentences and good grammar. To help the advisors assist you more quickly, please be sure to include the following in your message:

- Your full name
- Your student ID number
- A brief but detailed explanation of your concern or problem

#### EXAMPLE:

Dear Advisor,

My Name is\_\_\_\_\_. My student Id number is\_\_\_\_\_. I am trying to register for a \_\_\_\_\_ class, however the system notes that there is a time conflict with my other courses. I checked several times and found that there was no conflict. Please help resolve the conflicts.

Thank You

## Policies and Procedures of Academic Advising *(continued)*

### Registration Holds

Depending on your situation, a registration hold may be placed on your account. You will not be able to register for courses in the following semester until this hold is cleared. The following list may not include all holds that may be placed by your academic advising office. Please reference the types of advising registration holds listed below:

#### ***First Year Advising Hold***

All freshmen are required to be advised prior to registration in courses for their 2nd term. Students are required to meet with an Academic Advising Mentor or Academic Advisor to discuss progress in 1st semester courses as well as plan for 2nd semester course registration.

#### ***Jump Start Advising Hold***

Students entering their fourth semester are required to meet with an academic advisor within their current School in order to facilitate progress in their degree and support their educational goals.

**NOTE:** *Not all registration holds are from your academic advising office. Some holds may be the result of past due balances or other administrative reasons. You can always check your registration status on your UC Merced Portal.*

### Enrollment Policies

#### ***Enrollment in Excess Units***

- Approval for enrollment in more than 18 units is conditional and determined by the students' Academic Advisor.
- First time freshmen will not be allowed to register for more than 18 units during their first semester at UC Merced.
- For additional information regarding excess units contact your academic advisor.

#### ***Enrollment Limits***

Students on academic probation may not be permitted to register in more than 16 units per semester and may not take courses with a P/NP grading option in courses that are optionally graded. Contact your advisor for more information.

### Repeating Courses

If you plan to repeat a course that you previously took at UC Merced, university policy requires your Academic Advising office to place an override in the registration system to allow you to register for that course. If this is your first semester at UC Merced and you are concerned that you are not passing a course, you are not allowed to repeat the course until you have been given a final grade. Please refer to the campus repeat policy at <http://registrar.ucmerced.edu/policies/course-repetition>.

## **Approval for a 2<sup>nd</sup> Attempt of a Course**

For courses you have previously taken and would like a repeat hold lifted, the following actions are required based on your assigned School.

- School of Engineering and School of Natural Sciences:
  - Email your advisor with the following information prior to your registration time.
    - Name, UCM ID #, Course you want to repeat and term you wish to repeat.
- School of Social Sciences, Humanities and Arts:
  - Complete the Course Repeat Request Form:  
<http://ssha-advising.ucmerced.edu/form/course-repeat-request>
- Undeclared
  - Complete the Override Request Form found at: <http://learning.ucmerced.edu/form/override-request>

## **Approval for a 3<sup>rd</sup> or Subsequent Attempt of a Course**

If this will be your third (or more) attempt at the particular course, you will need to fill out a Subsequent Course Repeat form to the School the course is housed within.

- School of Engineering: <http://enr-advising.ucmerced.edu/form/subsequent-repeat-petition>
- School of Natural Sciences: <http://ns-advising.ucmerced.edu/form/subsequent-course-repeat>
- School of Social Sciences, Humanities, and Arts:  
[http://registrar.ucmerced.edu/files/page/documents/subsequent\\_repeat.pdf](http://registrar.ucmerced.edu/files/page/documents/subsequent_repeat.pdf)

## **University of California, Merced Progress to Degree and Academic Standing Policies**

All students are subject to the following academic policies and requirements:

### **Normal Progress to Degree**

Per UC Merced policy, students are required to complete their degree requirements within 9 semesters (not counting summer sessions). Enrollment beyond 9 semesters requires a petition to be reviewed by the School Dean.

School of Natural Sciences and School of Social Sciences, Humanities and Arts students are permitted to enroll in 9 semesters (not counting summer sessions). School of Engineering students are permitted to enroll in 10 semesters (not counting summer sessions).

### **Academic Probation**

An undergraduate student is placed on academic probation if one of the following occurs:

1. The student's semester grade point average is less than 2.0, or
2. The student's cumulative University of California grade point average is less than 2.0

### **Academic Dismissal**

An undergraduate student is subject to academic dismissal from the university if one of the following occurs:

1. The student has been on academic probation for two or more semesters and the student's cumulative grade point average is less than 2.0, or
2. The student's semester grade point average is less than 1.5 and the student's cumulative grade point average is less than 2.0.

### **Minimum Grade Policy**

- Prerequisites to major course requirements must be completed with a C- or better.
- Major course requirements must be completed with a C- or better.
- If minimum grade is not earned, course must be repeated (see Repeating Courses above).



## **Locations**

**Engineering Academic Advising** *S&E2 315*

**Natural Sciences Academic Advising** *S&E1 270*

**Social Sciences, Humanities and Arts Academic Advising** *COB 204*

**Undeclared Academic Advising** *KL 222*

**Website:** <http://advising.ucmerced.edu>