

Eleanor Roosevelt College Academic Advising Syllabus

The purpose of this syllabus is to provide you with resources you can use and actions you can take each year of your academic journey at UC San Diego

ERC Advising Mission Statement:

- Provide ERC students with the information and counseling they need to fulfill their academic and personal goals and requirements.
- Serve as the repository for academic records and regularly review student records for progress toward meeting college general education and college and University graduation requirements.
- Monitor compliance with the academic regulations of the University and the UCSD Academic Senate.
- Provide information and referrals to enable students to take advantage of other ERC and University resources and opportunities.
- Encourage and assist students in developing the personal responsibility, independence, confidence, and skills that will enable them to succeed in their college careers and become knowledgeable, contributing citizens.

<p>ERC Academic Counselors Support students by:</p> <ul style="list-style-type: none"> • Maintaining confidentiality pursuant to FERPA and UCSD procedures. • Creating a safe space for all students to ask questions and seek support. • Explaining academic policies and procedures • Providing up-to-date information about academic rules, regulations and policies and clear interpretation of their application. • Collaborating to support academic success. • Providing information and direction to empower you to make informed decisions • Guiding you to make effective choices and assisting you to overcome obstacles. • Helping you create a plan for graduation • Assisting you in identifying experiential learning opportunities to expand your knowledge and skills. • Being a resource for referrals. • Being on time for appointments. • Helping you to make connections between intellectual, professional and personal short-term and long- term goals. • Being available to listen and help in the assessment of individual situations, especially those involving academic difficulties. • Helping you make the connection between personal goals and the ERC mission of global citizens! 	<p>Students can prepare to work with ERC Academic Counselors by:</p> <ul style="list-style-type: none"> • Being aware of Deadlines: <ul style="list-style-type: none"> ○ Bookmark: Enrollment/Registration Deadlines ○ Add deadlines to your calendar ○ Check your schedule before add/drop deadlines. • Checking your UCSD email daily (or link it to your personal email) • Attending classes & office hours (see tips below). • Achieving major GPA requirements • Understanding that good academic standing with the University is earning at least a 2.0 GPA (term and overall) and seeing us if you fall below that. • Meeting Minimum Progress requirements • Contacting the ERC Advising Office if you are experiencing personal challenges that are affecting your ability to succeed. • Attending all advising appointments or cancelling ahead of time • Asking questions! If you do not understand something or if you have a concern contact ERC Advising or the correct department through the VAC
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Contact ERC Academic Advising with any questions: <http://vac.ucsd.edu>

First Year

Transition and adjustment

Before School Begins:

- Check for and clear all holds via Tritonlink
 - Go to TritonLink Tools → Click “Holds” under “Classes and Enrollment”
- Visit and explore the [Virtual Advising Center](#)
 - Check “Enrollment Guidance” on left side column for course recommendations in August
 - Use “Ask A Question” to communicate with ERC and other departments
- Take any necessary [placement exams](#) before enrollment in August (Math, Chem, AWPE)
- Make a habit of checking your UCSD email daily (Refer to this [webpage](#) if you need help setting up)
- Verify your schedule through WebReg on TritonLink
 - Make sure you are in at least 12 units (three courses) to meet [minimum progress requirements](#)
 - Check that you are taking courses for a letter grade under “Grading Option”
- Get Involved! Explore student organizations at [Welcome Week](#)
 - Find at least one or two that interest you and plan on attending the first meeting!
- Find community by connecting with the [UCSD Campus Community Centers](#)

When school begins and throughout your first year:

- Satisfy the [Entry Level Writing Requirement](#)
- Complete MMW 11, 12, and 13, if you have met ELWR.
- Review your Degree Audit (through TritonLink Tools) for [ERC General Education](#) and [University Requirements](#)
 - If you have questions, check out our [videos](#) explaining them
- Complete Academic Integrity tutorial (more information on your Triton Checklist)
- Take note of deadlines and University regulations on TritonLink
 - Explore this information in the “Academics” Tab ex. [What are the deadlines for dropping classes?](#) and [What is the policy and procedure for the P/NP grading option?](#)
- Consider a [Freshman Seminar](#)
- Review your [Four Year Plan](#) to make adjustments according to your specific record. Then in Winter or Spring:
 - Meet with your major advisor first to review this plan and are on track to meet major requirements
 - Meet with an ERC advisor to check GE requirements and complete creating this Long Term Plan
- Explore and possibly make use of the [Teaching & Learning Commons](#) (T&LC) and [OASIS](#)
 - The T&LC is a great resource for support in writing papers, content tutoring and supplemental instruction in many lower division math, Econ and science courses!
 - OASIS provides Academic Resources in Math, Science, and Language Arts as well as Enrichment programs specific to First Years.
- Attend office hours with faculty and Teaching Assistants to clarify doubts and get to know them!
 - ERC Peer Advisor’s [Tips On Communicating with Professors](#)
- If you want to apply to a [capped major](#), check out that department’s website to learn about criteria to apply
- If you are an [undeclared major](#), begin exploring major options by taking courses, reviewing major requirements in the [catalog](#) and department websites, and connect with major advisors (via the VAC)
- If you are experiencing personal or academic difficulties, use [CAPs](#) and [ERC Academic Advising](#)
- Try to connect with at least two students taking some of your courses and form study groups!
- Learn more about and utilize [Dine/Coffee with a Professor Programs](#)
- Research [study abroad](#) opportunities if interested. Including Global Seminars (we have specific ones for [MMW](#)), [ERC Service Learning opportunities](#), [UCDC](#) and [UC Sacramento](#).

Second Year

Academic and personal adjustment/identifying goals.

- Review your [four-year plan](#). Meet with major and college counselors for questions on planning and meeting goals if you have not done so already or for any change in plans.
- Assess your progress in your major and interest if necessary.
 - Talk to an advisor if considering a change in major and explore options
 - See [Major/Minor Resources](#) on TritonLink
- Take MMW 14 and 15 if you completed MMW 12 and 13 (If not, take MMW 12 in winter and 13 in spring)
- Research [Internships](#) and other [experiential learning opportunities](#)
- Become familiar with opportunities, workshops, internships and job fairs offered through [Career Services](#)
 - meet with a career advisor to get help with resumes and interview tips
 - explore job and internship opportunities
 - learn more about grad school and the application process
 - assess your interests & skills and think about how they may apply to your career/long term interests.
- Meet with professors in your fields of interest to discuss career opportunities.
- Begin to develop your [co-curricular record](#)
- If you are declaring a minor, do so by the end of this year using the Major/Minor Tool in [TritonLink](#)
- If you are undeclared or considering changing your major, explore options and take courses for your prospective major to assess interest and move forward with declaring or changing our major
- Consider taking [Communication and Leadership seminars](#) through the Center for Student Involvement

Third Year

Goal setting, experiential learning and specialization

- Monitor your academic progress using your degree audit Reviewing your plan with major & ERC advising.
- Explore graduate/professional programs, if that is in your plans, through the [Career Services Center](#)
- Prepare to take any required professional/graduate school entrance exams
 - See an advisor in the [Career Services Center](#) for guidance
- Explore options for independent research through a favorite professor or your major department
 - Check out the [Research Experience and Applied Learning Portal](#)
- Maintain contact with favorite professors, exploring career options, and ask for letters of recommendation.

Fourth year

Making the most of every opportunity and transitioning into life beyond UCSD

- Review your degree audit and determine your graduating quarter (the quarter in which you will be completing all your coursework). Be sure to review all aspects including total units required, upper division units, etc.
 - Refer to [ERC website for deadlines](#)
 - Check out [DDA and commencement videos](#) and websites to understand the difference between applying for diploma vs participating in commencement
- Approach faculty and staff to secure any necessary letters of recommendation.
- Meet with an advisor in the [Career Services Center](#) to prepare for graduate school programs or develop post-graduation plans. Attend applicable career fairs.