



ACADEMIC ADVISING SYLLABUS

- LEAVEY SCHOOL OF BUSINESS -

UNDERGRADUATE ADVISING SERVICES:

LSB Peer Advisor

- Assigned to each incoming first-year students for the duration of the academic year
- Available for questions by email or appointment
- <https://www.scu.edu/business/undergraduates/advising/lsb-peer-advising/>

LSB Faculty Advisor

- You can determine your assigned faculty advisor by checking Ecampus
- Office Hours: Contact your faculty advisor for availability

Drahmann Academic Advising Center

- Kenna 101
- 408-554-4318
- Office Hours: By appointment at <https://www.scu.edu/drahmann/>
- Drop-In Hours available first week of each quarter during normal business hours, Monday-Friday, 8:00 am - 5:00pm

RLC Advising Outreach

- Drop in hours and days posted in each residence hall each quarter

Mission

Academic advising at Santa Clara University is a cooperative effort between students, faculty, and staff which encourages students to master advising resources for making sound programmatic decisions as intentional learners, to explore educational and career opportunities, and to develop productive relationships with faculty and university advisors who are dedicated to educating leaders for a just and humane world.

Objectives

As a result of academic advising, students should be able to show mastery of advising resources for programmatic decision-making and academic support and develop a productive relationship with their faculty and/or a university advisor while exploring educational and career opportunities.

LSB Peer Advisor Responsibilities:

Advising around core requirements, policies and resources

Peer Advisors are your resource for information and assistance on curricular planning, academic policies and regulations, and how to use SCU advising resources and materials, particularly in the first year. While maintaining strict confidentiality, you can expect Peer Advisors to provide guidance on many topics, including:

- Campus life at Santa Clara University
- How to navigate Ecampus and other online resources
- The program requirements for the university and business core
- First year course selection and scheduling
- Mandatory annual academic advising for first-year students
- Locating appropriate information in the University Bulletin and Web site
- Resources and tools for course planning
- Referral to faculty with relevant academic and/or career information
- Referral to campus resources available to support academic, personal and career development
- Maintain confidentiality

Faculty Advisor Responsibilities

Advising around major requirements, educational and career development

Faculty advisors are your primary resource for information and assistance on program choice, major-related curricular planning, and development of educational and professional goals and strategies. You can expect your faculty advisor to:

- Encourage and guide students as they develop realistic goals
- Encourage students as they develop attainable educational plans
- Assist students in gaining decision making skills and skills in assuming responsibility for their educational plans and achievements
- Assist students in understanding the purposes and goals of higher education and its effects on their lives and personal goals
- Be available for meeting with advisees via office hours, or email for advising
- Understand and effectively communicate the curriculum and graduation requirements, particularly in regard to the declared major.
- Provide students with information about and strategies for using the available resources and services on campus
- Maintain confidentiality

University and RLC Advisor Responsibilities

Special needs and advising across majors/schools

University and RLC advisors are a safety net for advising in a number of areas. You can expect a university or RLC advisor to:

- Understand and effectively communicate university policies and procedures, core requirements, and graduation requirements
- Encourage and guide students as they explore possible majors and develop educational and personal goals
- Help students to plan strategies to recover from academic difficulties
- Advocate for students when needed for unusual circumstances beyond the students' control
- Review requests for exceptions to University policies

- Be available for appointments throughout the quarter and drop-in hours as posted
- Assist students in gaining decision making skills and skills in assuming responsibility for their educational plans and achievements
- Maintain confidentiality

Student Advisee Responsibilities

As an advisee, you have clear responsibilities in the advising partnership in order to be successful. You are expected to:

- Schedule regular appointments or make regular contact with an advisor
- Come prepared to each appointment with a completed LSB Requirements Checklist, and a completed Course Planning Worksheet.
- Be willing to ask questions if you do not understand an issue or have a specific concern
- Keep a personal record of your progress toward meeting your goals
- Organize official documents so you can access them when needed
- Complete all assignments or recommendations from your advisor
- Gather all relevant decision-making information
- Clarify personal values and goals and provide your advisor with accurate information regarding your interests and abilities
- Become knowledgeable about university policies and procedures
- Become knowledgeable about college/school, major, minor and program requirements as applicable
- Accept responsibility for decisions

Expected Learning Outcomes

Through the academic advising experiences at Santa Clara University students will:

- Demonstrate the ability to make effective decisions concerning their degree and career goals
- Develop an educational plan for successfully achieving their goals and select courses each quarter to progress towards fulfilling that educational plan
- Demonstrate an understanding of the value of the University Core related to their chosen field of study and their chosen Pathway
- Utilize the resources and services on campus to assist them in achieving their academic, personal, and career goals
- Make use of referrals to campus resources as needed
- Be able to accurately read and effectively utilize their degree audit in their educational planning
- Graduate in a timely manner based on their educational plan

Demonstrating Your Achievement of Learning Outcomes:

In order to measure and document that you have achieved the learning outcomes for academic advising you need to develop a portfolio that consists of a variety of documents including your educational plan, your quarterly schedules, your degree audit, work done due to referrals on campus, and any other documentation that demonstrates your achievement of these outcomes:

- Effectively uses appropriate Santa Clara University Undergraduate Bulletin, Core Curriculum booklet, Undergraduate Schedule of Classes
- Able to access and use Ecampus, SCU website, and personal degree audit
- Can identify and locate the Drahmman Academic Advising Center
- Can identify and locate their faculty advisor

- Can identify and locate their assigned peer advisor.
- Knows their responsibilities as an advisee and the responsibilities of advisors
- Can identify and locate campus resources and additional academic support services
- Able to articulate educational and career goals
- Meets regularly with an advisor
- Able to discuss majors, minors, emphasis, etc., offered at the University
- Participates in experiential learning or service learning opportunities
- Able to declare Pathway by the end of their sophomore year and identify potential courses for their Pathway

Disabilities Resources

Santa Clara is dedicated to providing equal opportunity and access for every student. It is important that if you feel you need accommodations for a learning or physical disability that you make your advisor aware of this need. The Disabilities Resources Office will work with you on how to provide the necessary documentation, determine appropriate accommodations, and help you get these accommodations in place. In addition, the DRO functions as an advocate for students with disabilities on the SCU campus.

Advising Resources

To prepare for each advising appointment, you may wish to consult:

- **Undergraduate Bulletin**
 - <https://www.scu.edu/academics/course-catalogs/undergraduate-bulletin/>
- **The Santa Clara University Core Curriculum**
 - <https://www.scu.edu/provost/core/>
- **Undergraduate Schedule of Classes for the appropriate quarter**
 - <https://www.scu.edu/courseavail/>
- **Your Ecampus Degree Audit**
 - <https://ecampus.scu.edu>
- **LSB Requirements Checklist and Course Planning Worksheet**
 - <https://www.scu.edu/business/undergraduates/advising/requirement-checklists/>
- **Registration Information (registration appointments and overload information, deadlines, etc.)**
 - <https://www.scu.edu/registrar/ugrd-reg-info--deadline-booklet/>