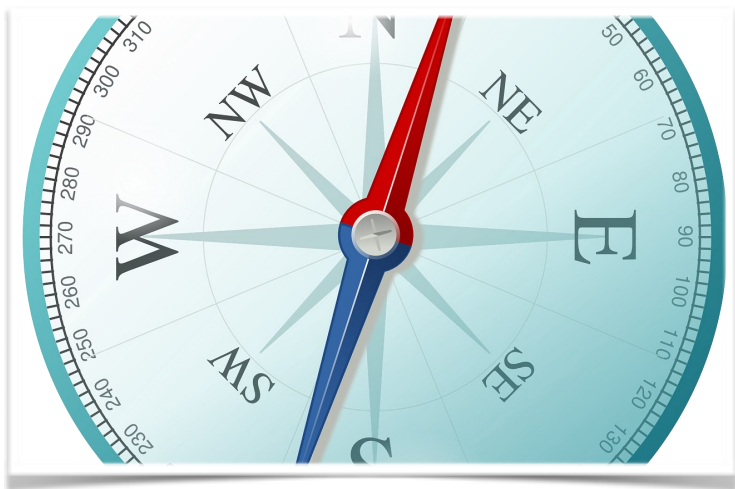


UNDECLARED ADVISING SYLLABUS

2016-2017



Mission Statement

The mission of Advising and Academic Services is to offer proactive leadership and guidance to foster holistic, strengths-based student development focused advising programs campus-wide. Students receive ongoing academic support to develop educational plans that accurately reflect their personal, educational and professional goals. Students will also be informed, become self-advocating and knowledgeable of resources available to aid them as they successfully matriculate and graduate from their program of choice.

Student Learning Outcomes

- Acquire the ability to locate and utilize university resources.
- Develop a thorough understanding of the PAWS report and its functions.
- Know how to navigate, read and understand the online course bulletin
- Learn the purpose of your General Education coursework.
- Demonstrate decision making skills by gathering information and assessing alternatives.

Advisor Responsibilities

- Provide academic support to ensure successful progression to degree.
- Assist with the exploration of personal and academic strengths.
- Assist with the exploration of major options, and finding an appropriate field of study.
- Assist with identifying university resources and provide information and strategies for using them.

Advising and Academic Services

University Hall, Rm 380

Phone:

(909) 537-5959 or (909) 537-5034

E-mail:

eknox@csusb.edu or mmarkin@csusb.edu

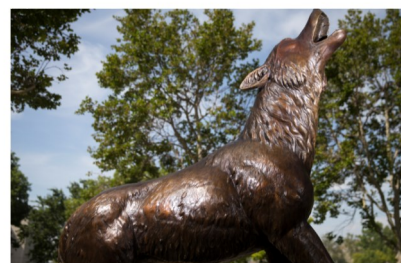
Website:

csusb.edu/advising

- Remain knowledgeable regarding campus deadlines and resources.
- Be available during office hours, by telephone or e-mail for assistance.

Student Responsibilities

- Attend mandatory group and individual advising sessions during your first year.
- Take responsibility of course selection and registration.
- Make a conscience effort to utilize campus resources to assist with your major selection.
- Work to declare a major by the time 45 units have been earned or by completion of the first academic year.
- Research majors, careers, policies and procedures.
- Come prepared to each appointment with questions for discussion, and progress toward declaring a major since the last advising appointment.



CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO

Advising and
Academic Services



Advising Structure: Who is Your Advisor?

First-Year Students: Student Success Peer Advisors in Advising and Academic Services | UH 368

Second-Year Students: Academic Advisors in Advising and Academic Services | UH-380

Advising Expectations: Meeting With An Advisor

First-Year Students

You will receive an Advising Hold every quarter you are an Undeclared student.

- 1-on-1 Meetings/schedule checks with a Peer Advisor
- Group Advising workshops
(Topics: University 101: College Navigation, Personal Assessment, College & Major Exploration)

Second-Year Students

You will receive an Advising Hold every quarter you remain an Undeclared student.

- 1-on-1 meetings with a professional Academic Advisor in Advising and Academic Services
- Group Advising workshops
(Topics: University 102: Declaration, Personal Assessment, College & Major Exploration)

Tools & University Resources

What to do with a major?

CSUSB's Career Center | UH-329 | (909) 537-5250

Have you ever wondered what careers match with majors? There are many paths to a career regardless of a major. The Career Center is a great resource to help guide all CSUSB students to connections between their major and career objectives.

Career Websites:

These web resources can give you a starting point in your research for finding a major.

- CSUSB Career Center <http://career.csusb.edu/studentAlumni/whatToDoWithMajor.html>
- Bureau of Labor Statistics- <http://www.bls.gov/>
- California CareerZone- <https://www.cacareerzone.org/>

Career Assessments:

Career assessments are standardized measures that help to determine your interests as they relate to majors and careers. The Career Center offers three assessments at NO COST to students. Assessments must be reviewed in an appointment with a career counselor. They are:

- *Myers-Briggs Type Indicator*
- *Strong Interest Inventory*
- *Strengths Finder*

Bulletin of Courses:

The online bulletin represents the university's course descriptions and requirements at the undergraduate and graduate levels. This includes, but is not limited to, undergraduate degrees, minors, certificates, campus services, academic calendar, academic regulations and standards, student life and financial information.

<http://bulletin.csusb.edu/>

Remember!

Check Your:

Daily

CSUSB Email Account

Regularly

MyCoyote Student Center