

## College Advising & Department Advising What's the difference?

Academic advising and counseling at UCLA is a partnership between the student and their College and department advisors. Students should work with both their College and Department advisors not only to ensure they are completing all degree requirements and graduating on time, but also to maximize their time at UCLA by exploring co-curricular opportunities.

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### COLLEGE ADVISING

College advising is designed to help students determine how to fulfill degree requirements, program plan, decide on a major, and discuss graduate school and career plans.

There are four advising units in the College: Honors Programs, Academic Advancement Program (AAP), Athletics, and College Academic Counseling (CAC).

Most College advising units also have peer counseling programs. Peer Counselors are undergraduate students who have been trained on College academic policies and can offer students a unique peer perspective to navigating UCLA.

#### Where is my College advising unit?

College Academic Counseling.....A316 Murphy Hall  
Honors.....A311 Murphy Hall  
Athletics.....127 Morgan Center  
Academic Advancement Program.....1205 Campbell Hall

For more information, visit: [www.registrar.ucla.edu/Academics/Academic-Counseling](http://www.registrar.ucla.edu/Academics/Academic-Counseling)

#### When should I visit a College Advisor?

Below are some topics you can discuss with your College Advisor:

- Create a 2, 3, or 4-year plan
- Discuss transfer credit and AP/IB credit
- Ensure that you are on track to graduate
- Explore other majors, double majors, or minors
- Discuss Expected Cumulative Progress (ECP)
- Discuss quarterly and cumulative GPA, and Latin Honors
- Discuss add, drop, and repeat policies
- Request an increase in study list units or increase Pass/No Pass units for the quarter
- Review your full or partial IGETC certification. If you did not complete IGETC, review your remaining GE requirements.
- Discuss exceeding your unit maximum
- Taking time off or staying an extra quarter
- Discuss issues of academic probation, subject to dismissal, academic dismissal, withdrawing, and readmission
- Discuss your current and post-graduate aspirations and goals, and create a plan to achieve those goals.

For more information, visit [www.cac.ucla.edu](http://www.cac.ucla.edu)

#### Not declared in the College of Letters and Science?

If you are declared in the Schools of Arts and Architecture, Engineering, Music, Nursing, or Theater, Film, and Television, please consult your School's advising units for your degree requirements.

## DEPARTMENT ADVISING

Department advising addresses anything to do with a specific major or minor. This includes major/minor eligibility criteria, courses, department-specific scholarships, graduate school, and careers.

### When should I visit a Department Advisor?

Below are some topics you can discuss with your Department advisor:

- Discuss specific courses or requirements for the major or minor
- Declare the major or minor
- Inquire about research or fieldwork opportunities offered by the department
- Ask questions about enrollment in courses for the major or minor
- Discuss graduate schools pertaining to that major or minor
- Discuss your current and post-graduate aspirations and goals, and create a plan to achieve those goals.

### Where can I find my Department Advisor?

Consult your department website for contact information:

[www.ucla.edu/academics/departments-and-programs](http://www.ucla.edu/academics/departments-and-programs)

## WHERE SHOULD I ASK MY QUESTION?

	College Advising	Department Advising
What should I major in?	x	
The Life Science and Physics series are being phased out. Where do I go?		x
I want to petition a class I took over the summer for GE credit. Where do I go?	x	
I want to petition a class I took over the summer to apply to my major or minor. Where do I go?		x
I want to double major and minor. Where can I get the petitions*?	x	
Who can help me plan my classes?	x	x
I have an academic hold on my record, where do I go?	x	
How do I get into the Communications major?		x
Am I on track to graduate?	x	
What happens if I want to drop or repeat a course?	x	
How do I get involved in research related to my major or minor?	x	x
I'm not sure what I can do with a degree in my major. Whom can I talk to?	x	x

\*Petitions are also available at all ASK Peer Counseling locations: <http://cac.ucla.edu/about-cac/ask-peer-counselors/>.