



ACADEMIC ADVISING SYLLABUS

Location and Contact Information

Center for Academic Advising in the College

College Academic Counseling

A-316 Murphy Hall

Box 951430

Los Angeles CA 90095-1430

<https://caac.ucla.edu>

Our Mission

Academic advising is an integral component of your learning and development at UCLA. College Academic Counseling's mission is to cultivate an advising partnership with you that nurtures your growth, and that allows you to draw connections between all aspects of your undergraduate experience. These correlations will help you to understand the value of your undergraduate education as it relates to your personal and professional aspirations. Through a developmental, learning-centered philosophy, we advise the whole student, acknowledging that all aspects of your individuality inform your scholarly identity. Academic advisors support you in your intellectual, professional, and personal goals, while upholding the integrity of the institution.

The Advisor-Student Partnership

Student Responsibilities

Effective academic advising requires deep engagement and responsibility from both advisor and student. To participate fully in this academic advising experience, you will need to:

- be accountable for your own educational and personal trajectories
- be respectful of yourselves, your peers, faculty, staff, and the institution
- meet regularly with your academic and departmental advisors, and collaborate with them as you make important academic and professional decisions
- be intentional about your undergraduate goals and priorities
- work with your advisors to understand the logic and value of your undergraduate education
- be informed about rules, regulations, policies, and degree requirements, and ask for clarification when necessary
- maintain the accuracy of your academic record
- be proactive in seeking information, support, and knowledge
- be transparent about your academic goals, personal circumstances, and any other factors that may impact your academic performance



Advisor Responsibilities

Driven by our advising core values of **accountability**, **compassion**, **fairness**, **integrity**, and **respect**, we are committed to:

- creating a safe space to facilitate interaction with you by utilizing counseling skills and techniques
- recognizing and responding to diverse student needs to foster an inclusive advising culture
- supporting you as you create your own academic plan that highlights your skills and interests
- collaborating with you and encouraging you to make informed decisions by exploring your options, as you make important academic and professional decisions
- helping you to make connections between your intellectual, professional, and personal short- and long-term goals
- providing you with accurate and consistent information regarding policy, rules, regulations, and degree requirements
- advocating for both you and the institution, and using sound judgment in navigating this continuum
- introducing you to academic, co-curricular, and extra-curricular opportunities
- teaching you to understand the logic and value of your undergraduate education
- empowering you to become independent, self-directed, and self-motivated
- supporting you through your transitions within and beyond the University
- communicating with campus partners and referring you to appropriate campus resources to facilitate your success and well-being
- collaborating with faculty, and administrative and student staff, to help you understand how they may support your development
- inspiring you to understand the significance of the learning process in order to foster growth, resilience, self-reflection, and life-long learning

Academic Advising Objectives

Academic Advisors aim to collaborate with you to support your intellectual, professional, and personal development. The following objectives seek to foster your success and well-being within and beyond the University.

| Academic Advising Objectives | | |
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| Intellectual Development | Professional Development | Personal Development |
| introduce students to the structure and rationale of the degree, including university, college/school, and major/minor requirements | learn about students' post-graduate aspirations and work with students to create a plan to achieve those goals | initiate conversations with students about the accomplishments and challenges of their transition to UCLA and their undergraduate experience |
| familiarize students with the UCLA Degree Audit (DAR), MyUCLA, and enrollment, registration, study list deadlines, and academic rules and regulations | introduce students to research, study abroad, internship, and service-learning opportunities, and refer them to the appropriate offices | familiarize students with campus resources for academic support and personal well-being |



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| work with students to select a major/minor that aligns with their skills and interests | inform students about student groups and organizations that will provide them with valuable leadership and team-work experiences | learn which resources students are using, and continue to encourage the utilization of campus resources |
| discover what students want to achieve during their undergraduate education beyond completing major/minor and degree requirements | recommend that students create a Bruin View account, and refer them to the Career Center to learn about options of and pathways to dynamic careers in various fields, and to utilize their services and career assessment tools | inspire students to self-reflect and assess their own progress, personal development, and well-being |
| learn about students' intended goals for the academic year and brainstorm together an action plan for accomplishing their objectives | discuss the transferrable skills acquired from the students' undergraduate experience that relate to their post-graduate aspirations | encourage students to build community by participating in extra-curricular and co-curricular opportunities |
| advise students to meet with their major/minor department advisors to review progress toward degree, satisfaction with major/minor, and post-graduate options | encourage students to establish and to maintain relationships with faculty and/or staff members who can serve as mentors | |
| ask students to articulate what they have been learning, and guide them to relate this knowledge across disciplines, and beyond the scope of the University | | |