

# First-Year Undergraduate Academic Advising Syllabus

## University of California, Davis

*Wildlife, Fish, and Conservation Biology*

1086 Academic Surge

[wfcbadvising@ucdavis.edu](mailto:wfcbadvising@ucdavis.edu)

530-754-9796

<https://wfc.ucdavis.edu>

### **First-Year Undergraduate Academic Advising**

First-year undergraduate academic advising facilitates your transition to UC Davis. The intention of first-year academic advising is to support your academic success by connecting you to an academic advisor through one-on-one and/or group advising. Professional academic advisors at UC Davis support students in their academic, career, and personal goals in collaboration with faculty and university student affairs colleagues. Academic advisors will work with you from admission to graduation, encouraging you to become a globally active citizen and innovative leader.

### **Advisor/Advisee Responsibilities**

#### **Your role is to:**

- Take ownership of your education by attending class, regular advising appointments, instructor office hours; familiarizing yourself with your degree requirements; etc.
- Regularly utilize online academic tools, such as: OASIS; My Degree; Canvas; Schedule Builder; Campus Email; and My UC Davis Message Center, etc.
- Prepare for advising meetings ahead of time by formulating questions, familiarizing yourself with academic requirements; drafting a first-year academic plan and answering any preparatory questions prior to your appointment
- Ask for help when you need it, show initiative and make use of campus resources (Academic Success and Tutoring Center; Student Health and Counseling Services; Residence Hall Advising Team; Student Disability Center; and MORE! See page 2 for additional resources.)
- Explore, reflect on, and identify current educational, career and life goals

#### **Advisors are here to:**

- Listen carefully to your questions and concerns
- Provide a safe and inclusive space for you
- Guide your exploration of curriculum, graduation requirements, UC Davis policies and procedures, etc. to assist you in making timely degree progress
- Encourage, guide, and support development of realistic goals and educational plans
- Provide information and strategies for utilizing university resources and services
- Be accessible during advising hours, by telephone, or email/messaging system for advising
- Maintain confidentiality in compliance with the Family Educational Rights and Privacy Act (FERPA)

## **First-Year Advising Goals:**

*By the end of your first year, you will be able to understand and know:*

- the advisor and advisee responsibilities
- that you are responsible for your education
- the different purposes of General Education and Major classes
- who advises you on different requirements
- what campus resources are available
- ways to connect with faculty
- the importance of the course syllabi
- how to develop and/or revise your individual plan (academic plan, campus involvement, career exploration, volunteer opportunities, etc.)

## **Common self-discovery goals to consider for the first year:**

- Log in to HandShake, update your profile, and view the events calendar
- Take career self-assessment inventories
- Learn about stress-management and wellness at Student Health and Counseling Services
- Talk over career ideas with an Internship and Career Center Student Advisor or Coordinator, your academic advisors, and with parents, friends, instructors, and roommates
- Attend Internship and Career Center workshops to learn how to prepare for an internship or job search
- Attend Internship and Career Fairs to explore internships and careers
- Explore undergraduate research and other campus or community academic opportunities
- Get involved in residence hall activities, student organizations, or community service project
- Build a strong support network and a sense of belonging by engaging in the campus student community and support services

## **Opportunities for Reflection:**

The process of reflection, describing your learning, how it changed, and how it might relate to future learning experiences, is an important practice in making sense of and growing from your learning experiences.

1. Which one or two goals from the list above will you prioritize in Fall and Winter Quarter?
2. What obstacles or requirements affect your goal(s)? How can you address these issues and/or what resources can help you reach your goal(s)? An academic advisor can point you to specific resources.
3. Create an action plan for meeting these goal(s). Be specific in areas such as - who (e.g. advisor or resource name), what (e.g. appointment, club meeting, workshop, etc.), when (e.g. before week 5 of Winter Quarter), where (e.g. location of advisor or resource office), how (e.g. via online appointment system).

## First Year At-A-Glance

|               | Know  | Do  | Expect   |
|---------------|---|---|--|
| <b>Fall</b>   | <ul style="list-style-type: none"> <li>Identify resources &amp; programs to help you be successful</li> <li>General Education Requirements</li> <li>Degree Requirements</li> <li>Entry Level Writing Requirement Deadline</li> <li>Pass Times</li> <li>How to navigate &amp; use OASIS, My Degree, Schedule Builder, &amp; CANVAS</li> <li>Know course registration policies &amp; deadlines, including waitlist options</li> </ul> | <ul style="list-style-type: none"> <li>Meet with an academic advisor (see your College's website for advising information)</li> <li>Develop a 3-quarter academic plan in OASIS</li> <li>Create a schedule integrating interests &amp; academics</li> <li>Ask questions to clarify policies, procedures, &amp; expectations in your classes &amp; on campus</li> <li>Attend instructor office hours</li> <li>Utilize tutoring, including writing specialists</li> <li>Form or participate in a peer study group</li> <li>Register for Winter quarter</li> <li>Check campus email account &amp; My UC Davis Message Center regularly</li> <li>Explore new aspects of campus/community life (i.e. attend a sporting event, music event, theater performance, or a club activity).</li> </ul> | <ul style="list-style-type: none"> <li>To have different study habits from high school</li> <li>Professors to look for high levels of commitment from you</li> <li>To keep up with the fast pace of the 10-week quarter</li> <li>To ask others for help</li> <li>To work individually &amp; in groups</li> <li>To move into more advanced concepts quickly</li> <li>To use resources to support your academic &amp; personal success</li> <li>Learn something new &amp; fun</li> </ul> |
| <b>Winter</b> | <ul style="list-style-type: none"> <li>How to create an academic plan</li> <li>How to declare &amp;/or change major if applicable</li> <li>Resources for academic &amp; personal support</li> <li>Time management techniques</li> <li>Start thinking about housing for Sophomore year</li> </ul>  | <ul style="list-style-type: none"> <li>Same as above</li> <li>Update academic plan</li> <li>Explore summer school options as applicable</li> <li>Register for Spring quarter</li> <li>Use resources to support your academic &amp; personal success</li> </ul>  | <ul style="list-style-type: none"> <li>Colder weather</li> <li>Possible homesickness</li> <li>More challenging courses</li> <li>To adjust/improve study habits</li> <li>Acknowledge your accomplishments &amp; growth</li> </ul>   |
| <b>Spring</b> | <ul style="list-style-type: none"> <li>How to create an academic plan</li> <li>How to access resources for major exploration if applicable</li> </ul>   | <ul style="list-style-type: none"> <li>Same as above</li> <li>Register for summer classes (at UC Davis or local community college, as needed)</li> <li>Register for Fall quarter</li> <li>Begin to explore internships/research</li> </ul>  | <ul style="list-style-type: none"> <li>Warmer weather</li> <li>Deeper friendships</li> <li>More challenging courses</li> <li>Better understanding of the university &amp; its policies</li> <li>Review &amp; acknowledge your progress towards your personal &amp; academic goals</li> </ul>   |

\*Adapted from COE International Advising Syllabus

## **Campus Resources:**

| <b>Resource</b>  | <b>Description</b>   | <b>Location/Contact</b>  |
|--|--|--|
| <b>Academic Assistance &amp; Tutoring Center (AATC)</b>  | <ul style="list-style-type: none"> <li>Offers one-on-one &amp; small group tutoring, study skills workshops, &amp; essay writing help.</li> </ul>  | Dutton Hall, 2 <sup>nd</sup> Floor<br><a href="https://tutoring.ucdavis.edu">https://tutoring.ucdavis.edu</a>                    |
| <b>AB540 &amp; Undocumented Student Center</b>   | <ul style="list-style-type: none"> <li>Offers holistic support &amp; resources to AB540 &amp; undocumented students on campus.</li> <li>Provides workshops, ally training, &amp; symposia on topics related to immigration &amp; education.</li> </ul>   | Student Community Center, 1 <sup>st</sup> Floor<br><a href="http://undocumented.ucdavis.edu">http://undocumented.ucdavis.edu</a> |
| <b>Center for African Diaspora Student Success (CADSS)</b>                                       | <ul style="list-style-type: none"> <li>Student support, academic &amp; professional advising &amp; a sense of community.</li> <li>Mentoring by faculty, networking events &amp; leadership development.</li> </ul>   | South Silo Building, 2 <sup>nd</sup> Floor<br><a href="http://cadss.ucdavis.edu">http://cadss.ucdavis.edu</a>                    |
| <b>Center for Chicana &amp; Latinx Academic Student Success (CCLASS)</b>                         | <ul style="list-style-type: none"> <li>Student academic &amp; social support &amp; a sense of community.</li> <li>Leadership, career &amp; employment opportunities.</li> </ul>  | Memorial Union (MU), 2 <sup>nd</sup> Floor<br><a href="http://cclass.ucdavis.edu">http://cclass.ucdavis.edu</a>                  |
| <b>Center for Leadership &amp; Learning (CLL)</b>  | <ul style="list-style-type: none"> <li>Offers a variety of co-curricular certificate programs, workshops, &amp; activities to help you develop your leadership &amp; professional skills.</li> </ul>   | 1350 The Grove<br><a href="http://cll.ucdavis.edu">http://cll.ucdavis.edu</a>  |
| <b>Center for Student Involvement (CSI)</b>  | <ul style="list-style-type: none"> <li>Helps groups operate successfully on campus &amp; supports the educational experience which organizations provide for student members – as well as the entire campus community.</li> <li>Close to 1000 registered student organizations (clubs + Greek Organizations).</li> </ul>   | Memorial Union (MU), 4 <sup>th</sup> Floor<br><a href="http://csi.ucdavis.edu">http://csi.ucdavis.edu</a>                        |
| <b>Cross Cultural Center (CCC)</b>   | <ul style="list-style-type: none"> <li>Offers various workshops &amp; programs every quarter in an effort to cultivate critical consciousness &amp; cultural competency including, but not limited to, P.E.A.C.E. forums, the R.E.A.C.H. Retreat, Asian Pacific Culture Week, Black Family Week, La Raza Culture Days, ME/SA Community Week, Mixed Heritage Week, Native American Culture Days, &amp; the powwow.</li> </ul> | Student Community Center, 1 <sup>st</sup> Floor<br><a href="http://ccc.ucdavis.edu">http://ccc.ucdavis.edu</a>                   |
| <b>Health Professions Advising (HPA)</b>   | <ul style="list-style-type: none"> <li>Serves all students pursuing any health profession or allied health field.</li> <li>Hosts many events &amp; workshops throughout the year.</li> </ul>   | 289 Hickey Gym<br><a href="http://hpa.ucdavis.edu">http://hpa.ucdavis.edu</a>  |
| <b>Internship &amp; Career Center (ICC)</b>  | <ul style="list-style-type: none"> <li>Offers internship &amp; career advising via drop-in office hours, online &amp; by appointment</li> <li>Provides several workshops each quarter &amp; hosts seven career fairs throughout the year.</li> </ul>   | South Hall, 2 <sup>nd</sup> Floor<br><a href="http://icc.ucdavis.edu">http://icc.ucdavis.edu</a>                                 |
| <b>Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Asexual Resource Center (LGBTQIARC)</b> | <ul style="list-style-type: none"> <li>Offers an open &amp; inclusive space for students of all sexes, genders, &amp; sexualities.</li> <li>Provides programs &amp; resources that address sexism, cis-sexism, genderism, homophobia, biphobia, transphobia, &amp; heterosexism.</li> </ul>  | Student Community Center, 2 <sup>nd</sup> Floor<br><a href="http://lgbtqia.ucdavis.edu">http://lgbtqia.ucdavis.edu</a>           |
| <b>Native American Student Success Center (NAASSC)</b>   | <ul style="list-style-type: none"> <li>Offers community to students, staff, faculty &amp; alumni from a wide variety of tribal backgrounds, experiences, &amp; academic interests.</li> <li>Provides academic, social, &amp; networking support.</li> </ul>  | University House<br><a href="http://naassc.ucdavis.edu">http://naassc.ucdavis.edu</a>  |
| <b>Pre-Professional &amp;</b>  | <ul style="list-style-type: none"> <li>Learn about undergraduate course requirements &amp;</li> </ul>  | South Hall, 1 <sup>st</sup> Floor  |

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| <b>Graduate School Advising</b>                                  | <ul style="list-style-type: none"> <li>pathways for graduate &amp; professional programs.</li> <li>Discuss how to make yourself a competitive applicant.</li> </ul>  | <a href="http://success.ucdavis.edu/grad-prof">http://success.ucdavis.edu/grad-prof</a>                              |
| <b>Services for International Students &amp; Scholars (SISS)</b> | <ul style="list-style-type: none"> <li>Offers incoming &amp; current international students &amp; scholars orientation services, assistance, information, &amp; referral regarding financial, personal, cultural, &amp; academic concerns.</li> <li>Provides drop-in &amp; scheduled advising appointments, programs, &amp; mentorship activities for students.</li> </ul>   | International Center, 3 <sup>rd</sup> Floor<br><a href="http://sis.ucdavis.edu">http://sis.ucdavis.edu</a>           |
| <b>Student Disability Center (SDC)</b>                           | <ul style="list-style-type: none"> <li>Provides support for students with disabilities (Learning, Vision, Hearing, Medical, Psychological, Mobility).</li> <li>Determines eligibility for academic accommodations.</li> </ul>  | 54 Cowell Building<br><a href="https://sdc.ucdavis.edu">https://sdc.ucdavis.edu</a>                                  |
| <b>Student Health &amp; Counseling Services (SHCS)</b>           | <ul style="list-style-type: none"> <li>Student Health &amp; Wellness Center provides students with wellness &amp; injury care.</li> <li>Counseling Services provides individual &amp; group counseling.</li> </ul>   | Student Health Center & 219 North Hall (Counseling)<br><a href="http://shcs.ucdavis.edu">http://shcs.ucdavis.edu</a> |
| <b>Student Recruitment &amp; Retention Center (SRRC)</b>         | <ul style="list-style-type: none"> <li>Provides student-run &amp; student-initiated programs that foster holistic academic &amp; personal development while raising political &amp; cultural awareness.</li> <li>Offers open study spaces for students &amp; holistic support services through: Filipinx Outreach &amp; Retention, Collective: Transfer &amp; Non-traditional Student Support &amp; Empowerment, SAFE: Southeast Asians Furthering Education, &amp; Yik'al Kuyum.</li> </ul> | Student Community Center, 1 <sup>st</sup> Floor<br><a href="http://srcc.ucdavis.edu">http://srcc.ucdavis.edu</a>     |
| <b>Transfer &amp; Reentry Center</b>                             | <ul style="list-style-type: none"> <li>Assists all transfer students (junior college or community college to UC Davis, UC to UC Davis, out of state to UC Davis) &amp; reentry students.</li> <li>Offers support for academics, adjusting to UC Davis, or finding a referral to address specific issues &amp; concerns.</li> </ul>   | 1210 Dutton Hall<br><a href="http://trc.ucdavis.edu">http://trc.ucdavis.edu</a>                                      |
| <b>Undergraduate Research Center (URC)</b>                       | <ul style="list-style-type: none"> <li>Offers information sessions, advising, educational programs, &amp; workshops on undergraduate research.</li> <li>Hosts the annual Undergraduate Research Conference for UC Davis students.</li> </ul>   | Student Community Center, 2 <sup>nd</sup> Floor<br><a href="http://urc.ucdavis.edu">http://urc.ucdavis.edu</a>       |
| <b>Veteran's Success Center</b>                                  | <ul style="list-style-type: none"> <li>Provides services to student veterans, service members, &amp; dependents of the Armed Services.</li> <li>Offers academic, social, transition, &amp; network support.</li> </ul>   | Memorial Union (MU), 2 <sup>nd</sup> Floor<br><a href="http://vsc.ucdavis.edu">http://vsc.ucdavis.edu</a>            |
| <b>Women's Resources &amp; Research Center (WRRC)</b>            | <ul style="list-style-type: none"> <li>Offers a space for students to learn about resources &amp; educational programs that focus on gender equity &amp; social justice.</li> <li>Provides several workshops &amp; programs each quarter that allows students to take part in promoting gender equity &amp; community empowerment.</li> </ul>  | North Hall, 1 <sup>st</sup> Floor<br><a href="http://wrcc.ucdavis.edu">http://wrcc.ucdavis.edu</a>                   |