First-Year Undergraduate Academic Advising Syllabus

College of Biological Sciences

University of California, Davis

Phone: (530) 752-0410 | Email: cbsundergrads@ucdavis.edu

https://basc.biology.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 an innovative leader and globally engaged individual. In addition, the Biology Academic Success Center (BASC) offers 15-minute express advising to address specific concerns on a drop-in basis or 30-min advising appointments to review academic plans, address academic difficulty, conduct degree audits, or discuss personal matters or anything that requires more time.

Advisee/Advisor 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 5 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 Student Goals:**

*By the end of your first year, you will be able to understand and know:*
- the advisee and advisor responsibilities
- that you are responsible for your education
- the different purposes of General Education and Major classes
- what campus resources are available
- how to develop and/or revise your individual plan (academic plan, campus involvement, career exploration, volunteer opportunities, etc.)
- learning strategies for academic success
- how to establish communication with an instructor
- how to connect with peers on campus for information about courses, resources, etc.

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

- Take Success Coaching self-assessment to identify learning strategies to develop
- 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 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).
<table>
<thead>
<tr>
<th>Know</th>
<th>Do</th>
<th>Expect</th>
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</table>
| • Identify resources & programs to help you be successful  
• General Education Requirements  
• Degree Requirements  
• Entry Level Writing Requirement Deadline  
• Pass Times  
• How to navigate & use OASIS, My Degree, Schedule Builder, & CANVAS  
• Know course registration policies & deadlines, including waitlist options | • Meet with an academic advisor  
• Explore the BASC website and its available resources  
• Watch the how-to videos on the BASC website > Newly Admitted Students  
• Develop a 3-quarter academic plan in OASIS  
• Create a schedule integrating interests & academics  
• Ask questions to clarify policies, procedures, & expectations in your classes & on campus  
• Join BioLaunch Mentor Collective  
• Take BioLaunch course BIS 005  
• Exchange contact information with at least one other student in each of your courses  
• Attend instructor office hours  
• Utilize tutoring at AATC, including writing specialists  
• Form or join a peer study group  
• Attend Success Coaching workshops on learning strategies  
• Register for Winter quarter  
• Check campus email account & My UC Davis Message Center regularly  
• Explore new aspects of campus/community life (i.e. attend a sporting event, music event, theater performance, or a club activity) | • To have different study habits from high school  
• Professors to look for high levels of commitment from you  
• To keep up with the fast pace of the 10-week quarter  
• To ask others for help  
• To work individually & in groups  
• To move into more advanced concepts quickly  
• To use resources to support your academic & personal success  
• To learn something new & fun  
• Your grades to fluctuate while you get acclimated to your new environment |

**Fall**

**Winter**

• How to create an academic plan  
• How to declare &/or change major if applicable  
• Resources available for academic & personal support  
• Time management techniques  

• Register for Spring quarter, including ELWR if not already completed  
• Update academic plan  
• Exchange contact information with at least one other student in each of your courses  
• Attend instructor office hours  

• Colder weather  
• Possible homesickness  
• More challenging courses  
• To adjust/improve study habits
| | • Utilize tutoring at AATC, including writing specialists  
| | • Form or join a peer study group  
| | • Attend Success Coaching workshops on learning strategies  
| | • Check campus email account & My UC Davis Message Center regularly  
| | • Explore new aspects of campus/community life  
| | • Explore summer school options, as applicable  
| | • Check out the Global Learning Hub for study abroad options  
| | • Use resources to support your academic & personal success  
| | • Start thinking about housing for next year  
| | • Acknowledge your accomplishments & growth  
| Spring | • How to create an academic plan  
| | • How to access resources for major exploration if applicable  
| | • Register for summer classes (at UC Davis or local community college, as needed)  
| | • Meet with academic advisor to review academic plan  
| | • Register for Fall quarter  
| | • Visit Internship & Career Center to begin exploring opportunities  
| | • Visit Undergraduate Research Center to begin exploring research opportunities for second year  
| | • Exchange contact information with at least one other student in each of your courses  
| | • Attend instructor office hours  
| | • Utilize tutoring at AATC, including writing specialists  
| | • Form or join a peer study group  
| | • Attend Success Coaching workshops on learning strategies  
| | • Check campus email account & My UC Davis Message Center regularly  
| | • Explore new aspects of campus/community life  
| | • Review & acknowledge your progress towards your personal & academic goals  
| | • Warmer weather  
| | • Deeper friendships  
| | • More challenging courses  
| | • Better understanding of the university & its policies  
| | • Great Spring programming: Picnic Day, Whole Earth Festival, La Gran Tardeada, Powwow, etc.  

*Adapted from COE International Advising Syllabus*
# Campus Resources:

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<tr>
<th>Resource</th>
<th>Description</th>
<th>Location/Contact</th>
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<tr>
<td><strong>Academic Support</strong></td>
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<tr>
<td>Academic Assistance &amp; Tutoring Center (AATC)</td>
<td>Offers one-on-one &amp; small group tutoring, study skills workshops, &amp; essay writing help.</td>
<td>Dutton Hall, 2nd Floor <a href="https://tutoring.ucdavis.edu">https://tutoring.ucdavis.edu</a></td>
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<tr>
<td>Success Coaching</td>
<td>Complete a self-assessment to identify areas for development. Offers workshops on learning strategies, such as time management, test taking, maximizing lecture, and study smarter not harder.</td>
<td>111 South Hall <a href="https://opportunity.ucdavis.edu/services/scls">https://opportunity.ucdavis.edu/services/scls</a></td>
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<td><strong>Learning &amp; Development Opportunities</strong></td>
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<tr>
<td>Center for Leadership &amp; Learning (CLL)</td>
<td>Offers a variety of co-curricular certificate programs, workshops, &amp; activities to help you develop your leadership &amp; professional skills.</td>
<td>1350 The Grove <a href="http://cll.ucdavis.edu">http://cll.ucdavis.edu</a></td>
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<tr>
<td>Global Learning Hub</td>
<td>Offers study abroad programs and internships, including study abroad through other UC campuses (UCEAP). Holds info sessions on specific programs throughout the year.</td>
<td>International Center, Suite 1120 <a href="http://globallearning.ucdavis.edu">http://globallearning.ucdavis.edu</a></td>
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<tr>
<td>Health Professions Advising (HPA)</td>
<td>Provides advising for all students pursuing any health profession or allied health field. Hosts events and workshops throughout the year.</td>
<td>1090 Orchard Road <a href="https://hpa.ucdavis.edu/">https://hpa.ucdavis.edu/</a></td>
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<tr>
<td>Internship &amp; Career Center (ICC)</td>
<td>Offers internship &amp; career advising via drop-in office hours, online &amp; by appointment. Provides several workshops each quarter &amp; hosts seven career fairs throughout the year.</td>
<td>South Hall, 2nd Floor <a href="http://icc.ucdavis.edu">http://icc.ucdavis.edu</a></td>
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<tr>
<td>Pre-Professional &amp; Graduate School Advising</td>
<td>Learn about undergraduate course requirements &amp; pathways for graduate &amp; professional programs. Discuss how to make yourself a competitive applicant.</td>
<td>South Hall, 1st Floor <a href="http://success.ucdavis.edu/grad-prof">http://success.ucdavis.edu/grad-prof</a></td>
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<tr>
<td>Undergraduate Research Center (URC)</td>
<td>Offers information sessions, advising, educational programs, &amp; workshops on undergraduate research. Hosts the annual Undergraduate Research Conference for UC Davis students.</td>
<td>Student Community Center, 2nd Floor <a href="http://urc.ucdavis.edu">http://urc.ucdavis.edu</a></td>
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<td><strong>Student Wellbeing</strong></td>
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<td>Aggie Compass Basic Needs Center</td>
<td>Offers a comfortable space for students to build community and learn about basic needs resources, pick up fresh fruits and vegetables, receive CalFresh enrollment assistance and help finding stable housing. Hosts the ASUCD Pantry.</td>
<td>Memorial Union, East Wing, next to Market <a href="https://aggiecompass.ucdavis.edu/">https://aggiecompass.ucdavis.edu/</a> Phone: (530) 752-9254</td>
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<tr>
<td>Center for Advocacy, Resources &amp; Education (CARE)</td>
<td>Offers confidential victim advocacy services to all UC Davis and UC Davis Health community members. CARE advocates can help survivors of sexual violence who are in crisis by helping to process emotions, explaining rights and options, and coming up with safety plans.</td>
<td><a href="https://care.ucdavis.edu/">https://care.ucdavis.edu/</a> Phone: (530) 752-3299</td>
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<tr>
<td>Student Disability Center (SDC)</td>
<td>Provides support for students with disabilities (Learning, Vision, Hearing, Medical, Psychological, Mobility).</td>
<td>54 Cowell Building <a href="https://sdc.ucdavis.edu">https://sdc.ucdavis.edu</a></td>
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<tr>
<td>Service</td>
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| **Student Health & Counseling Services (SHCS)**                       | - Determines eligibility for academic accommodations.                                                                                                           | Student Health Center & 219 North Hall (Counseling)  
http://shcs.ucdavis.edu                                                           |
| **Center for African Diaspora Student Success (CADSS)**               | - Student support, academic & professional advising & a sense of community.  
- Mentoring by faculty, networking events & leadership development.  | South Silo Building, 2nd Floor  
http://cadss.ucdavis.edu                                                              |
| **Center for Chicana & Latina Academic Student Success (CCLASS)**     | - Student academic & social support & a sense of community.  
- Leadership, career & employment opportunities.  | Memorial Union (MU), 2nd Floor  
http://cclass.ucdavis.edu                                                              |
| **Native American Student Success Center (NAASSC)**                   | - Offers community to students, staff, faculty & alumni from a wide variety of tribal backgrounds, experiences, & academic interests.  
- Provides academic, social, & networking support.  | University House  
http://naassc.ucdavis.edu                                                              |
| **Veteran's Success Center**                                          | - Provides services to student veterans, service members, & dependents of the Armed Services.  
- Offers academic, social, transition, & network support.  | Memorial Union (MU), 2nd Floor  
http://vsc.ucdavis.edu                                                              |
| **AB540 & Undocumented Student Center**                               | - Offers holistic support & resources to AB540 & undocumented students on campus.  
- Provides workshops, ally training, & symposia on topics related to immigration & education.  | Student Community Center, 1st Floor  
http://undocumented.ucdavis.edu                                                     |
| **Center for Student Involvement (CSI)**                              | - Helps groups operate successfully on campus & supports the educational experience which organizations provide for student members – as well as the entire campus community.  
- Close to 1000 registered student organizations (clubs + Greek Organizations).  | Memorial Union (MU), 4th Floor  
http://csi.ucdavis.edu                                                              |
| **Cross Cultural Center (CCC)**                                       | - Offers various workshops & programs every quarter in an effort to cultivate critical consciousness & 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, & the powwow.  | Student Community Center, 1st Floor  
http://ccc.ucdavis.edu                                                              |
| **FirstGen Initiative**                                               | - Serves as a resource hub for all first-generation college students.  
- Provides mentorship program and directory of first-generation faculty.  | Office of Undergraduate Education  
https://firstgen.ucdavis.edu                                                        |
| **LGBTQIA Resource Center**                                           | - Provides open, safe, inclusive space and community that is committed to a continued process of understanding and challenging all forms of oppression, focusing on underrepresented orientations and expressions of one’s sex, gender, and sexuality.  | Student Community Center, 1st Floor  
https://lgbtqia.ucdavis.edu                                                        |
<p>| <strong>MENASA Student Resources (Middle Eastern, North African, and South)</strong> | - Offers one-on-one support for students who identify with the Middle Eastern, North African, and South  | <a href="https://menasa.ucdavis.edu">https://menasa.ucdavis.edu</a>                                                          |</p>
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<tr>
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<tr>
<td>North African, South Asian</td>
<td>Coordinates meetups and mentoring to facilitate a sense of community.</td>
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<td>Services for International Students &amp; Scholars (SISS)</td>
<td>Offers incoming &amp; current international students &amp; scholars orientation services, assistance, information, &amp; referral regarding financial, personal, cultural, &amp; academic concerns. Provides drop-in &amp; scheduled advising appointments, programs, &amp; mentorship activities for students.</td>
<td>International Center, 3rd Floor <a href="http://siss.ucdavis.edu">http://siss.ucdavis.edu</a></td>
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<tr>
<td>Strategic Asian and Pacific Islander Retention Initiative (SAandPIRI)</td>
<td>Offers one-on-one virtual advising to support the academic and emotional wellbeing of students who identify with the Asian and Pacific Islander community. Coordinates events and mixers to create a sense of community.</td>
<td>Student Community Center, Room 2405 <a href="https://apiretention.ucdavis.edu">https://apiretention.ucdavis.edu</a></td>
</tr>
<tr>
<td>Student Recruitment &amp; Retention Center (SRRC)</td>
<td>Provides student-run &amp; student-initiated programs that foster holistic academic &amp; personal development while raising political &amp; cultural awareness. 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.</td>
<td>Student Community Center, 1st Floor <a href="http://srrc.ucdavis.edu">http://srrc.ucdavis.edu</a></td>
</tr>
<tr>
<td>Transfer &amp; Reentry Center (TRC)</td>
<td>Offers transfer students and reentry students (25+years old or student parents or caregivers) support for academics, adjusting to UCD, or finding a referral to address specific issues or concerns. Provides priority registration for student parents and caregivers.</td>
<td>1210 Dutton Hall <a href="https://trc.ucdavis.edu">https://trc.ucdavis.edu</a></td>
</tr>
<tr>
<td>Women’s Resources &amp; Research Center (WRRC)</td>
<td>Offers a space for students to learn about resources &amp; educational programs that focus on gender equity &amp; social justice. Provides several workshops &amp; programs each quarter that allows students to take part in promoting gender equity &amp; community empowerment.</td>
<td>North Hall, 1st Floor <a href="http://wrrc.ucdavis.edu">http://wrrc.ucdavis.edu</a></td>
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