

## University Advising Syllabus

**Office Location:** University Advising is located in the SEAS Center in the Student Services Building  
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**Appointments/Drop-In Hours:** In-person and virtual one-on-one appointments are available through [Passport Navigate](#). Pick the day and time that works best for you!

Drop-in hours are 11am-12pm Monday through Friday (subject to change if needed). Additional drop-in hours will be posted during registration periods (see Academic Calendar). Please check [Passport Navigate](#) and/or the [University Advisor website](#) for up-to-date drop-in hours and appointment availability.

### UNIVERSITY ADVISING PHILOSOPHY

University Advising at Cal Maritime is a collaborative process between students and advisors for student guidance, support and encouragement. University Advising is a safe, judgment-free zone where students can explore their strengths, identify barriers, and get resources to support their personal and professional development.

### UNIVERSITY ADVISING OBJECTIVES

University Advising aims to help students develop their own plan to reach their academic and personal goals, and navigate campus policies/processes. We also help students gather important information and connect with campus resources.

Areas University Advisors help students with include:

Registration and course advisement:

- Help students with registration tools to stay on track for graduation (Schedule Planner, Smart Planner, Curriculum Roadmap, etc.).
- Identify GE courses using the Office of the Registrar approved General Education Course List.
- Help students review their Academic Requirements Report to confirm degree requirements that are completed, in-progress, and outstanding.
- Help students identify courses they may want to take outside Cal Maritime and advise on the process for getting transfer credit approval (Course Equivalency Request, ASSIST, etc.).
- We cannot remove Advisor Registration Holds.

Holistic student support through resources:

- Help students identify how campus resources, services, and co-curricular opportunities enrich and support their educational pathway.
- Support the development of college skills (i.e., goal setting, organization and time management tips, conversation coaching, etc.).

- Refer students to campus resources for support (i.e., basic needs, CAPS and health services, ADSO, etc.).
- Manage academic related interventions and outreach (Low grade alert emails, referrals through Passport, etc.).

#### Forms and policies.

- Help students navigate CSU and Cal Maritime policies and procedures (i.e., Leave of Absence, Waivers of Pre-requisite, etc.)
- Support Cal Maritime's Academic Notice population.
- Readmission guidance for returning students.
- Help manage Academic Standing, Academic Notice, and Dismissal processes.

## STUDENT RESPONSIBILITIES

This is a partnership and University Advising is here to help you! To get the best advising possible, we've provided some expectations and best practices for students:

- Prepare for and be active in your advising meetings (ask questions!)
- Reflect on your personal interests, skills, and goals and share them with us (we want to build a plan that best suits you, who you are, what you want, so please be honest and share!).
- Reply to our emails and phone calls: email is the preferred method of communication for Cal Maritime. If we're emailing or calling you, it's probably important. Make sure to reply!
- Communicate if you are going to miss an appointment. We know things come up; if you cannot make it, let us know before the appointment so we can be available for other students. If we don't hear from you, we'll reach out because we're worried about you!
- Meet with your faculty advisor to help you make decisions regarding degree requirements and career goals.
- Let us know if you need help! We'd love to connect you with the appropriate resource for questions, challenges, concerns, etc.
- It's your responsibility to complete your academic requirements. This means you're expected to:
  - Follow through on plans-of-action identified during our advising meetings (take notes on next steps and then follow them).
  - Go to every class!
  - Attend office hours to get help from your professors.
  - Utilize resources such as tutoring, supplemental instruction, etc. early and consistently throughout the term for help.
  - Check your email once a day minimum. This is how we communicate IMPORTANT deadlines.
  - Ask if you need help.

We look forward to partnering with you in your educational journey! 😊