

## Cal Poly Pomona

### The Collins School of Hospitality Management

#### 2020-2021 Advising Syllabus

Student Advising Coordinator:

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Retention and Graduation Specialist:

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James' Office Hours: Monday through Friday 7:30 A.M.-4:30 P.M.

Kortnee's Office Hours: Monday through Friday 8 A.M.-5 P.M.

Appointments scheduled here: <https://www.cpp.edu/~studentsuccess/cppconnect/>

#### **Advising at Collins College**

**Mission-** Academic Advising at Cal Poly Pomona is dedicated to supporting students and implementing best practices to promote educational and professional success of all students. The advising community uses academic policies to guide students to achieve lifelong career goals and make informed decisions regarding their educational pursuits.

**Vision-** Academic Advising at Cal Poly Pomona will continue to consist of a proactive group of educators knowledgeable about university policies and procedures while providing current, helpful, and comprehensive information to students. Academic Advising at Cal Poly Pomona advocates for the interest of each individual student and advisors will serve as active stakeholders in shaping student success.

#### **Advising Responsibilities**

As an advisee, you are expected to:

- Recognize, understand, and utilize academic tools introduced at orientation.
- Check Degree Progress Report (DPR) frequently.
- Maintain good academic standing.
- Check Cal Poly Pomona (CPP) email frequently. Consider downloading the Microsoft Outlook application and turning on notifications.
- Come prepared to the academic advisement session. For example, if you have a question in regarding your academic plan, fill out HRT course checklist form and bring it with you to the advisement session.
- Double check everything discussed during advisement session.
- Ask questions.
- Take full responsibility of making final decisions regarding your academic future.

As your advisor, you can expect me to:

- Look at you as an individual and your situation/s holistically.
- Answer your question/s regarding department and university policies and procedures.
- Collaborate with you to create an academic plan or update your academic plan.
- Make appropriate referrals to services, if you need social, personal, career, or academic support.
- Give you information on all options available to your situation.
- Provide support to help you succeed here at Cal Poly Pomona.

## **2020-2021 Advising Calendar (<https://www.cpp.edu/~registrar/calendars/index.shtml>)**

- Fall 2020 begins August 20<sup>th</sup>, 2020.
- Fall 2020 add/drop period ends September 2<sup>nd</sup>, 2020.
- Last day to withdraw and receive a “W”: TBA.
- Advisement Week to prepare for Spring 2021: TBA.
- Fall 2020 Last Day to Withdraw by Petition for Serious and Compelling Reasons and Receive a “W”: TBA.
- Fall 2020 Last Day to Withdraw by Petition for Serious and Compelling Reasons and Receive a “WX”: TBA.
- Spring 2021 Registration: TBA.

### **Things to do in your first year**

- Submit a complete academic plan that includes all courses necessary to complete the degree by the end of the first term at Cal Poly Pomona.
- Begin to utilize and master all academic tools presented at orientation.
- Become familiar with the Cal Poly Pomona campus, courses, and environment.
- Meet with your assigned faculty advisor.
- Join and engage with one or more Collins College organizations.
- Attend the Collins College Annual Career Expo.
- Regularly check Degree Progress Report (DPR).
- Regularly check Cal Poly Pomona (CPP) email.

### **Resources**

Collins College Advising Page: <https://www.cpp.edu/~collins/current-students/academic-advising.shtml>

Student Success Central: <http://www.cpp.edu/~studentsuccess/>

- How to videos: <https://www.youtube.com/channel/UCRqnPcIL-oS24GmvMwZb0KA>
- Directory of resources: <http://www.cpp.edu/~studentsuccess/directories/index.shtml>