Undeclared Academic Advisor:

Name: ________________________________________________
Email: ________________________________________________
Phone #: ______________________________________________
Office Location: ________________________________________
Drop-in Advising Hours:_________________________________

How to Make an Advising Appointment:

Contact: Gabriela Gonzalez
Phone #: (909) 869-3360
Office Location: Bldg 94-121

SSEP Homepage: http://www.cpp.edu/~ssep/

Undeclared Student Program Objective:

Our Academic Advisors are dedicated to promoting academic success by collaborating with you to …

- Explore and confirm your major of interest by assessing your skills, talents, abilities, and values
- Think critically about your educational and life choices, set academic and personal goals, and confidently make sound decisions
- Evaluate and develop your academic skills
- Identify academic support services needed to be a successful college student
- Monitor your academic progress and understand important university policies, procedures, and requirements

Student Responsibilities:

Attendance: You are expected to schedule and attend two advising sessions per term (unless otherwise specified by your advisor). Please arrive on time and prepared for scheduled advising appointments. Contact your advisor at least one work day in advance or as soon as possible to cancel / reschedule your advising session.

Advising Assignments: All advising activity sheets must be completed and turned in as specified by your advisor. Page 2 of the Advising Syllabus provides an overview of each advising session and what is expected of you; however, your advisor may make some changes based on your specific needs and progress.

Maintain Good Academic Standing: Good academic standing is defined as a 2.0 or higher CPP GPA. Your academic performance as an undeclared student determines your eligibility to declare a major. You may be able to declare a major with a 2.0 or higher GPA as long as the major is not impacted. Some major departments may have additional criteria you must meet before you can submit a petition to declare.

Declare a Major: University policy requires undeclared students to declare a major within 2 semesters of attendance. As an Undeclared student, you must submit a petition to declare a major by the 10th week of the Spring 2018 semester or you will not be able to register for the Fall 2019 semester.

Where to find forms and documents for advising sessions:

Jung Typology / MBTI free Personality Inventory: http://www.humanmetrics.com/personality
California Career Zone Assessments: https://www.cacareerzone.org/assessments

Peer Advising Interns are available to assist you with preparing for advising sessions in Building 94-120, Monday—Friday.
<table>
<thead>
<tr>
<th>Fall Semester 2018 Activities</th>
<th>Spring Semester 2019 Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1—5, Prepare for 1st visit with advisor:</strong></td>
<td><strong>Week 1—5, Prepare for 1st visit with advisor:</strong></td>
</tr>
</tbody>
</table>
| • Make appointment with SSEP Advisor first week of semester.  
  * Date / Time: _________________________________ | • Make appointment with SSEP Advisor first week of semester.  
  * Date / Time: _________________________________ |
| • Create Advising Portfolio (see instructions on SSEP Website) | • **Bring to advising session:** Updated Advising Portfolio, Spring semester course syllabi, start Semester / Weekly Planner, notepaper and pencil.  
  ◦ Interview dept. chair or faculty advisor in major choice  
  ◦ Write reflection essay on Choosing a Major  
  ◦ Find out protocol for declaring your choice of major  
  ◦ Submit Petition to Change Major  
  ◦ Start MyPLANNER on Bronco Direct |
| • Take Jung Typology, Free personality inventory:  
  [http://www.humanmetrics.com/personality](http://www.humanmetrics.com/personality) | • Research preferred Cal Poly Pomona majors via CPP Website.  
  ◦ Interview dept. chair or faculty advisor in major choice  
  ◦ Write reflection essay on Choosing a Major  
  ◦ Find out protocol for declaring your choice of major  
  ◦ Submit Petition to Change Major  
  ◦ Start MyPLANNER on Bronco Direct |
| • Research Cal Poly Pomona majors via CPP website and identify top 4 major interests on Exploring CPP Majors Worksheet. | • Complete these activities and bring to advising session:  
  ◦ Advising portfolio  
  ◦ Course syllabi for Fall classes  
  ◦ Jung Typology results (MBTI type code)  
  ◦ Semester / Weekly Planner  
  ◦ Notepaper and pen / pencil |
| • **Complete these activities and bring to advising session:**  
  ◦ Advising portfolio  
  ◦ Course syllabi for Fall classes  
  ◦ Jung Typology results (MBTI type code)  
  ◦ Semester / Weekly Planner  
  ◦ Notepaper and pen / pencil | |---|
| • **Weeks 6-8, Prepare for Registration:** | • **Weeks 6-8, Prepare for Registration:** |
| • Fill out and turn in GE Selection Worksheet and Proposed Course Schedule form to your advisor; including detailed progress report.  
  * Due date: __________________________________ | • Fill out and turn in Proposed Course Schedule form to your advisor; including detailed progress report.  
  * Due date: __________________________________ |
| • Register for Spring classes | • Register for Fall classes  
  **Complete Major / Career Exploration Activity**  
  ◦ Research top 4 major interests at Career Center recommended and major department websites.  
  ◦ Take Interest Profiler Assessment on California Career Zone Website; fill out Holland Code worksheet. |
| • Complete Major / Career Exploration Activity  
  ◦ Research top 4 major interests at Career Center recommended and major department websites.  
  ◦ Take Interest Profiler Assessment on California Career Zone Website; fill out Holland Code worksheet. | **Weeks 9-11, Mid-term Activities:** |
| • Make appointment with SSEP Advisor for 2nd advising session  
  * Date / Time: _________________________________ | • **Weeks 9-11, Mid-term Activities:** |
| • Prepare to discuss following topics:  
  ◦ GPA projection  
  ◦ Review next semester’s classes  
  ◦ Discuss results of Major / Career Exploration Activities | • **Weeks 11-15, Attend 2nd visit with advisor:** |
| **Weeks 11-15, Attend 2nd visit with advisor:** | • Make appointment with SSEP Advisor for 2nd advising session  
  * Date / Time: _________________________________ |
| • Make appointment with SSEP Advisor for 2nd advising session  
  * Date / Time: _________________________________ | • Prepare to discuss following topics:  
  ◦ GPA projection  
  ◦ Review next semester’s classes  
  ◦ Discuss alternative major if not accepted to first choice major  
  ◦ Exit Interview  
  ◦ Review DPR / Graduation Plan (MyPLANNER) |
| • Prepare to discuss following topics:  
  ◦ GPA projection  
  ◦ Review next semester’s classes  
  ◦ Discuss results of Major / Career Exploration Activities  
  ◦ Discuss alternative major if not accepted to first choice major  
  ◦ Exit Interview  
  ◦ Review DPR / Graduation Plan (MyPLANNER) | **Winter Break: Continue to research major/career interests:**  
  ◦ Find out protocol for declaring your choice of major  
  ◦ Submit Petition to Change Major |