



Cal Poly Pomona Advising Syllabus Undeclared Student Program

Contact Information

- Student Services Building (SSB) 121 East
- Blue Counter – Bronco Advising Center
- Hours: 8am to 5pm M-F
- General Email: advising@cpp.edu
- Website: <https://www.cpp.edu/studentsuccess/bronco-advising-center/undeclared-advising.shtml>
- Advisors
 - Liudmila Flores lmflores@cpp.edu
Undeclared Advising Coordinator
 - Ebony Miles enmiles@cpp.edu
Undeclared Advisor

What is the Undeclared Advising Program?

The Undeclared Advising Program is here to assist you with academic advising, career and major exploration. Our goal is to help you declare the right major within your first year.

Who we are and what we do as **Your Advisors**:

Undeclared Coordinator and Advisor assist you with: General Education requirements, registration questions, show you how to use the tools on BroncoDirect, major exploration, reviewing major curriculum sheets and roadmaps, change of major requirements, petitions, academic planning, change of major process.

Student Success Coaches will:

Provide student support during your first year, help you develop and improve your time-management and study skills, connect you to campus resources, help you set short and long-term goals, help you reflect on your progress, encourage you.

Program expectations:

Fall Semester:

- Meet with your undeclared advisor at least once during the semester
- Meet with your student success coach twice during the semester
- Explore academic department websites and the Change of Major tool
- Take assessments such as the Strong Interest Inventory to explore potential career paths
- Meet with the Career Counselor from the Career Center
- Research the different careers that interest you.
- Attend major/career information sessions sponsored by the Undeclared Advising Program



- Explore MyBAR to find out about clubs and organizations related to your interests

Spring semester:

- Meet with your undeclared advisor at least once during the semester
- Meet with your student success coach twice during the semester
- Meet with an academic advisor from your top majors of interest
- Attend major/career information sessions sponsored by the Undeclared Advising Program and the major departments of your interest
- Once you have fulfilled the requirements to declare the major of your choice, submit the Change of Major E-Form

For each advising session:

- ✓ Be prepared with questions
- ✓ Be on time
- ✓ Be actively engaged
- ✓ Take notes
- ✓ Be open and willing to consider advice and options
- ✓ Be willing to think through difficult decisions
- ✓ Use your skills to weigh options, make choices and set goals
- ✓ Be accountable for your decisions and your actions or inactions that may affect your progress and goals

What can you expect from your advisors and your student success coaches?

- ✓ Will be readily available throughout the year.
- ✓ Will be respectful
- ✓ Will provide a confidential environment that will allow you to discuss academic, career and personal goals, and concerns
- ✓ Will help you to think about your personal, academic, and career goals
- ✓ Will help you explore the steps to reach your goals
- ✓ We will serve as an advocate and liaison



Fall 2020

Weeks	Required Meetings	Assignments
<p>Weeks 1-4</p> <ul style="list-style-type: none"> - Wk 1: Aug 24 - Wk 2: Aug 31 - Wk 3: Sep 7 - Wk 4: Sep 14 	<p>Mandatory meeting with Undeclared Advisor to:</p> <ul style="list-style-type: none"> ▪ Review General Education (GE) requirements ▪ Begin the major exploration path ▪ Discuss change of major requirements ▪ Plan for Spring registration <p>1st Student Coach Meeting</p> <ul style="list-style-type: none"> ▪ Discuss first semester in College ▪ Talk about campus resources ▪ Set goals and action plans for first semester <p>Major Discovery Workshop</p>	<ul style="list-style-type: none"> ✓ Review syllabi (each class) ✓ Use a planner to mark important dates and deadlines ✓ Prepare questions for advising session with UNDC advisor ✓ Complete free major/career assessments <p>https://www.cpp.edu/career/student/assessments.shtml</p> <ul style="list-style-type: none"> • HumanMetrics • 41Questions Personality • CA Career Zone Interest Profiler • O*NET Interest Profile <ul style="list-style-type: none"> ✓ Explore the Change of Major tool
<p>Weeks 5-8</p> <ul style="list-style-type: none"> - Wk 5: Sep 21 - Wk 6: Sep 28 - Wk 7: Oct 5 - Wk 8: Oct 12 	<p>Meet with your Undeclared Advisor if you have not done so.</p> <p>Meet with your Student Coach if you have not done so.</p>	<ul style="list-style-type: none"> ✓ Plan for Spring semester ✓ Continue to explore tools discussed during advising session ✓ Find out if your Major department of interest is holding a change of major meeting ✓ Attend change of major meeting
<p>Weeks 9-11</p> <ul style="list-style-type: none"> - Wk 9: Oct 19 - Wk 10: Oct 26 - Wk 11: Nov 2 	<p>Group Advising Sessions</p> <ul style="list-style-type: none"> ▪ Major and Career Exploration ▪ Review the Change of Major process 	<ul style="list-style-type: none"> ✓ Continue to explore tools discussed during advising session ✓ Find out if your Major department of interest is holding a change of major meeting ✓ Attend change of major meeting
<p>Weeks 12-16</p> <ul style="list-style-type: none"> - Wk 12: Nov 9 - Wk 13: Nov 16 - Wk 14: Nov 23 - Wk 15: Nov 30 - Wk 16: Dec 7 	<p>2nd Coach Meeting</p> <ul style="list-style-type: none"> ▪ Follow-up on goals ▪ Follow-up on major and career exploration <p>Major Discovery Workshop Week 16 FINALS Dec 7 - 11</p>	<ul style="list-style-type: none"> ✓ Plan goals for Spring semester ✓ Continue asking questions about majors and careers ✓ Depending on your major of interest you could potentially declare at the end of the semester. *Once grades are posted.



Spring 2021

Weeks	Required Meetings	Assignments
Weeks 1-4 <ul style="list-style-type: none"> - Wk 1: Jan 25 - Wk 2: Feb 1 - Wk 3: Feb 8 - Wk 4: Feb 15 	Mandatory meeting with Undeclared Advisor to: <ul style="list-style-type: none"> ▪ Review General Education (GE) requirements ▪ Discuss change of major process ▪ Continue the major exploration path ▪ Review change of major requirements ▪ Plan for Fall 2021 registration 1st Student Coach Meeting <ul style="list-style-type: none"> ▪ Discuss first semester in College ▪ Talk about campus resources ▪ Set goals and action plans for first semester 	<ul style="list-style-type: none"> ✓ Review syllabi (each class) ✓ Prepare questions for advising session with UNDC advisor ✓ Contact Career Center counselors regarding careers & majors ✓ Locate MANDATORY department change of major meeting information for your major of interest ✓ Explore the Change of Major tool ✓ Ask advisor about change of major process
Weeks 5-8 <ul style="list-style-type: none"> - Wk 5: Feb 22 - Wk 6: Mar 1 - Wk 7: Mar 8 - Wk 8: Mar 15 	Meet with your Undeclared Advisor if you have not done so. Meet with your Student Coach if you have not done so. Submit your change of major e-form	<ul style="list-style-type: none"> ✓ Plan for Fall semester ✓ Speak with department chairs and faculty advisors regarding major ✓ Find out if your Major department of interest is holding a change of major meeting ✓ Attend MANDATORY change of major meeting ✓ GOAL: Declare your major!!
Weeks 9-11 <ul style="list-style-type: none"> - Wk 9: Mar 22 - Wk 10: Mar 29 - Wk 11: Apr 5 	Group Advising Sessions <ul style="list-style-type: none"> ▪ Major and Career Exploration ▪ Review the Change of Major process Submit your change of major e-form	<ul style="list-style-type: none"> ✓ Contact Career Center counselors regarding careers & majors ✓ Find out if your Major department of interest is holding a change of major meeting ✓ Attend MANDATORY change of major meeting ✓ GOAL: Declare your major!!
Weeks 12-16 <ul style="list-style-type: none"> - Wk 12: Apr 12 - Wk 13: Apr 19 - Wk 14: Apr 26 - Wk 15: May 3 - Wk 16: May 10 	2nd Coach Meeting <ul style="list-style-type: none"> ▪ Follow-up on goals ▪ Follow-up on major and career exploration Submit your change of major e-form Week 16 FINALS May 10 - 14	<ul style="list-style-type: none"> ✓ Plan goals for Spring semester ✓ Continue asking questions about majors and careers ✓ GOAL: Declare your major!!