

UNDERGRADUATE ADVISING CENTER

AUGUST 2021 NEWSLETTER & ADVISING SYLLABUS

WELCOME FIRST-YEAR FRESHMEN AND UNDECLARED STUDENTS!

The Undergraduate Advising Center (UAC) is the home base for undeclared students and all freshmen during their first year at SF State. Advisors are ready to offer in person AND virtual appointments to support on your path at SF State.

You have an academic counselor who will be your first point of contact when you have questions about academic planning, major exploration, or simply how to navigate the university and make the most of your time here. Be sure to check your SF State email for a message from your academic counselor and plan to connect with your counselor during the fall semester for advising.

APPOINTMENT

Your assigned counselor will send emails throughout the year to invite you to schedule an appointment so check your SF State email regularly. In person and virtual appts available!

DROP-IN

Starting 08/09/21, you can visit an advisor for in person drop-ins when you have quick advising questions that can be answered in 10-15 minutes.

EMAIL

Email your counselor from your SF State email as all responses will be sent to that account. Depending on the question, an appointment or drop-in session may be recommended.



FA21 DATES & DEADLINES

8/23 First day of Instruction!

8/23 - 9/13 Permission number needed to add a class to your schedule (see page 2)

9/6 Labor Day (campus closed)

9/13 Deadline to drop classes through your Student Center without a "W" (withdraw) grade.

9/15 - 11/15 Withdrawal Petition needed to drop a class

Advisor Responsibilities

- Develop a strong working relationship with your advisee, using respect and inclusivity in your communications and interactions with your advisee
- Inform your student about your advising style and expectations
- Assist advisee in exploring and defining their interests, skills, and goals to empower ownership of their choices
- Remain current with the Bulletin and SF State's policies, procedures, deadlines, and requirements
- Maintain confidentiality regarding student information while following FERPA guidelines at all times
- Discuss action plans, including information on appropriate campus resource referrals that enhance advisee's academic and/or personal experience at SF State

Student Responsibilities

- Develop a strong working relationship with your advisor, using respect and inclusivity in your communications and interactions with your advisor
- Prepare ahead, check and read email, and be an active participant in your advising meetings; ask questions when you have them
- Reflect on your personal interests, skills, and goals and share them with your advisor
- Learn and understand your Bulletin and SF State's policies, procedures, deadlines and requirements
- Utilize faculty, staff, student services and technological resources to make informed decisions toward academic and career planning
- Follow through on action plans and take responsibility for completing your academic plan

First Semester Overview

Advisors email out newsletters monthly! Check for details, updates other tips!

August:

- 9th: In Person Advising Available
- 11th: Payments due (if any)
- 23rd: First day of Instruction
- Gatorfest Events

September:

- 6th: Labor Day! (No Classes)
- 13th: Deadline to drop classes
- Gatorfest Continues!

October:

- 18th Deadline to change grading options
- Midterms begin

November

- 11th: Veteran's Day (No Classes)
- 22nd -27th Thanksgiving Break
- SP22 Class Schedule to be posted

December

- 10th: Last day of Classes
- 11th -17th: Finals
- Registration for SP22

