

Academic Advising Agreement

What Advisors Expect from Students

- Give careful thought to your academic and career goals and openly share this information with your advisor.
- Prepare a list of questions and a tentative list of classes.
- Make an official advising appointment every semester before your designated registration time.
- Take responsibility for your learning by reviewing your degree requirements and by becoming fully aware of academic/university policies and procedures as outlined in the [UC Graduate School Handbook](#), and in your [Division Student Handbook](#) (Division Student Resources Page).
- Know how to use [Catalyst](#) to register for courses, find your degree audit, and course offerings.
- Know the [UC Academic Calendar](#) and be aware of important deadlines.
- Be aware that adding or dropping classes without consulting your advisor may result in failure to satisfy degree requirements and may have financial consequences.
- Retain copies of all your university documents.
- Regularly check your UC email account.
- Inform your advisor about any academic or personal problems as soon as they arise because your advisor can refer you to any needed university resources.
- Accept responsibility for your education; you are primarily responsible for educational planning, course scheduling and the successful completion of all graduation requirements.

What Students Can Expect from Their Advisors

- Help students develop realistic educational goals.
- Be accessible and responsive to students' needs on a regular basis.
- Review and update each student's academic record prior to or during the advising appointment.
- Know university policies/procedures and all academic requirements related to graduation.
- Know the academic calendar and be fully aware of important deadlines.
- Assist students in academic planning by explaining information about the degree requirements.
- Ensure that students are aware of prerequisites, course sequencing, appropriate course loads, and where to locate information about course content.
- Learn about university resources/support services available to students and make appropriate referrals when needed

Name: _____

Date: _____

UC ID#: _____

UC E-mail: _____

Program: _____

Degree: Cert; MPH; MS; PhD

Student Signature

Academic Advisor Name

Academic Advisor Signature