

Contact Information**CAED Advising Center**

Office: Building 05, Room 210

Advising Hours: 9:00 AM - 4:00 PM

Email: caedadvising@calpoly.eduWebpage: <https://caed.calpoly.edu/caed-advising>

Phone: 805.756.1325

Mission Statement

Cal Poly Academic Advising prepares undergraduate students to be self-directed learners and confident decision-makers, providing them with the tools to navigate their education and future successfully.

CAED Advising Center Objectives/Goals

The CAED Academic Advisors provide students with effective and personalized academic advising.

- Supports students in navigating their unique undergraduate and professional experiences.
- Encouraging and welcoming atmosphere for academic and personal growth.
- Demonstrates a strong commitment to students' educational, professional, and future success.
- Upholds an Open Door Policy to promote easy access to advising.
- Encouraging students to visit the Advising Center to discuss any important academic or personal concerns.

Student Responsibilities

- **Engage actively in advising:** Meet with advisors regularly; arrive on time and be prepared to discuss your goals, questions, and challenges. Be open to feedback and communicate honestly about circumstances that may affect your academic success.
- **Stay informed and be proactive:** Keep track of your academic requirements by reviewing your Degree Progress Report each term. Understand policies, procedures, and deadlines, and seek clarification or support when needed.
- **Take responsibility and demonstrate professionalism:** Take ownership of your educational, career, and personal choices. Follow through on achieving your academic plan and accept responsibility for actions that affect your progress. Utilize campus resources and participate in opportunities across campus. Engage with your peers, faculty, staff, and the institution in a professional manner.

Advisor Responsibilities

- **Supportive and Confidential Environment:** Provide a respectful, confidential space for open discussion of your academic, career, and personal goals, listen to your concerns, honor your individuality, and connect you with resources and opportunities that support your success.
- **Guidance and Empowerment:** Clearly explain requirements, policies, and deadlines, provide advice to navigate challenges, help you explore options, encourage you to make informed, independent decisions, and work with you to design an academic plan that reflects your goals, strengths, and interests.
- **Growth and Lifelong Learning:** Encourage self-reflection, independence, and personal development, helping you recognize the value of your education and inspiring lifelong learning.

Recommended Resources

Academic Advising Website

Transfer credit, minors, resources, etc.

advising.calpoly.edu

Cal Poly Catalog

Degree requirements, course descriptions

catalog.calpoly.edu

Campus Health & Wellbeing

Health, counseling, and wellbeing services

chp.calpoly.edu

Financial Aid

Options to pay for your education

calpoly.edu/financial-aid

Office of the Registrar

Registration, forms, and academic calendars

registrar.calpoly.edu

Office of Writing and Learning

Tutoring, supplemental Workshops, Study Sessions

writingandlearning.calpoly.edu