



Contact Information

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Office Hours: *In person* Mon-Thurs 10:00am-4:00pm; Fridays 10:00am-1:00pm

Virtual Mon-Thurs 10:00am-5:00pm; Fridays 10:00am-4:00pm

Website: success.calpoly.edu

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.

Mustang Success Center Advising Objectives

The Academic Advisors in the Mustang Success Center can support you in understanding:

- Your course requirements, including major, support, and general education and how your transfer credit applies
- University policies, such as Change of Major, Grade Forgiveness, Leave of Absence, etc.
- Advising and registration tools, such as flowchart, Degree Progress Report, Schedule Builder, etc.
- How to utilize various resources across campus that are relevant to your individual needs

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	<i>Transfer credit, minors, resources, etc.</i>	advising.calpoly.edu
Cal Poly Catalog	<i>Degree requirements, course descriptions</i>	catalog.calpoly.edu
Campus Health & Wellbeing	<i>Health, counseling, and wellbeing services</i>	chw.calpoly.edu
Financial Aid	<i>Options to pay for your education</i>	calpoly.edu/financial-aid
Office of the Registrar	<i>Registration, forms, and academic calendars</i>	registrar.calpoly.edu
Office of Writing and Learning	<i>Tutoring, Supplemental Workshops, Study Sessions</i>	writingandlearning.calpoly.edu

