

# Mustang Success Center

## First-year Advising Guide

### Mustang Success Center (MSC) Mission:

The Mustang Success Center provides an inclusive environment that supports first time freshmen students with their transition and integration into Cal Poly. The center's staff provides accessible academic advising that guides students to clear pathways of success and timely graduation.

### Through individual appointments, group advising sessions, and workshops, the advisors:

- Help students understand university policies and procedures
- Offer a full range of proactive academic services
- Refer students to appropriate campus resources
- Provide leadership in coordinating college and university programs that support student success.

### Contact Information:



Building 52, Room D37



(805) 756-6211



success@calpoly.edu



success.calpoly.edu



@mustangsuccesscenter

### Contacting the MSC via Email:

If you have any questions, but do not have the ability to attend drop-in hours, please email the MSC at [success@calpoly.edu](mailto:success@calpoly.edu)! When you email the MSC, we always recommend that you utilize your Cal Poly email for identification purposes. This also ensures that the emails go into the inbox and not in a junk folder. Our advisors will do their best to respond to any email within one business day.

#### Here is an example email:

Hello,

My name is Musty Mustang, and I had a question regarding my classes. I am taking ENGL 145 this quarter, and I was wondering if I could switch over to credit/no credit? Let me know as soon as you can.

Thank you,

Musty Mustang (EMPL ID: 0123456789)

## Frequently Used Terms

### General Registration Terms:

**Add**— Students can add classes starting on their registration enrollment appointment time through the 4th day of the “add/drop period.”

**Drop**— Removes a class from the student's schedule. Classes can be dropped through the 8th day of instruction.

**Edit**— Used to change a lab/activity section while remaining in the same lecture, the grading option of a class (e.g., CR/NC), or the number of units (if applicable).

**Swap**— Allows students to switch one class for another. If successful, it will drop the class you want to swap out. If it cannot swap, classes will remain in the student's schedule.

**Waitlist**— When a class is full, students can choose to add themselves to a list and wait for open seats in a class.

### Other Important Terms:

**Block Schedule**— A pre-determined enrolled schedule of classes. Cal Poly's Office of the Registrar enrolls first-time freshmen into a full-time schedule in Fall Quarter and a possible partial schedule in the Winter and Spring Quarters.

**Curriculum Sheet**— A list of the major, support, general education, and free elective courses for a particular degree.

**Credit/No Credit (CR/NC)**— An alternate grading option offered for some courses. Refer to the *major allowances* for specific details.

**Degree Progress Report (DPR)**— Commonly called the “degree audit,” it indicates which requirements have been satisfied and which ones still must be completed.

**Flowchart**— A suggested quarter-by-quarter plan of the courses required for a particular major.

**Holds**— Restricts a student's ability to register for classes or access services. Students can access their Student Center to view holds and information about whom to contact to remove the holds.

**Student Center**— This online page houses information about enrollment appointments, holds, and gives access to other registration tools found within the My Cal Poly Portal.

**Units**— Each course offered by the University carries a value in quarter units.

### Modalities of Instruction:

**Asynchronous**— Fully online course, no established meeting days/times. Classes with “TBA” times and locations are considered asynchronous.

**Hybrid**— A mixture of in person and online instruction.

**In-Person**— In-person courses that meet on- or off-campus.

**Synchronous**— Fully online course, established meeting days/times.

*Note: This is not a comprehensive list of terms. For more information on other terms, refer to the link below.*  
<https://advising.calpoly.edu/cal-poly-lingo-and-terms>

# Fall Quarter 2021: At A Glance

August	August 11	All students can view their fall 2021 schedule via the student center, including enrolled and waitlisted courses
	August 17–19	<ul style="list-style-type: none"> <li>Round 1 registration appointments begin</li> <li>Students can enroll up to 18 units, and waitlist for 16 units</li> </ul>
	August 23	<ul style="list-style-type: none"> <li>Round 2 registration appointments begin</li> <li>Enrollment limit increases to 22 units and waitlist remains at 16 units</li> </ul>
	August 27	End of round 2 registration appointments
	August 28	Open enrollment begins
September	September 17	Open enrollment ends
	September 20	<b>Fall 2021 classes begin:</b> <ul style="list-style-type: none"> <li>Students can continue to enroll in open classes or add themselves to waitlists without permission numbers</li> <li>Waitlist process runs twice a day (morning and noon) to enroll students from waitlists if seats open up</li> </ul>
	September 23	<ul style="list-style-type: none"> <li>Last day to enroll in open classes without a permission number</li> <li>Waitlist process runs for the last time in the evening</li> </ul>
	September 24–29	Students can enroll only with a permission number
	September 29	<b>Deadlines:</b> <ul style="list-style-type: none"> <li>Last day to add or swap a class with a permission number via student center</li> <li>Last day to drop classes and change CR/NC grading option</li> <li>Last day to submit audit petition to the Office of the Registrar (5:00 p.m.)</li> </ul>
	September 30	Late enrollment appeal period begins
October	October 6	<b>Deadline:</b> <ul style="list-style-type: none"> <li>Last day to submit a late enrollment appeal (5:00 p.m.)</li> </ul>
	October 19	Class schedule for Winter 2022 available at <a href="https://my.calpoly.edu">my.calpoly.edu</a>
November	November 5	<b>Deadlines:</b> <ul style="list-style-type: none"> <li>End of the 7th week of instruction</li> <li>Last day to withdraw from course(s) OR term for “serious and compelling” reason (5:00 p.m.)</li> </ul>
December	December 3	<b>Deadlines:</b> <ul style="list-style-type: none"> <li>Last day of instruction</li> <li>Last day to withdraw from course(s) or term for emergency reason (5:00 p.m.)</li> <li>Last day to submit paperwork for Cal Poly coursework (substitutions, concentration declarations, ICS statements, etc.) and transcripts (from other colleges) in order to affect academic progress level for spring and summer 2022 registration (received in the Office of the Registrar by 5:00 p.m.)</li> </ul>
	December 4, 6–10	Fall 2021 Final Exams
	December 17	ALL grades are finalized (GPA's and repeat courses processed)

## Student Resources

### Academic Resources:

**Academic Skills Center**  
(i.e., study sessions, tutoring, etc.)

**AP/IB Information**

**Change of Major**

**Course Catalog**

**Flowcharts & Curriculum Sheets**

**General Advising**

**Minors**

**MSC YouTube Playlist**

**Registration Demos**

**Writing & Learning Center**

### Non-Academic Resources:

**Campus Health & Wellbeing**  
(counseling services)

**Financial Aid**

**Housing**

**Office of the Dean of Students**

**Student Diversity & Belonging**

*Note: For more specific dates, please refer to the Academic and Planning Calendars.*