

## Advising Conversations & Resources

*This guide, along with other materials for faculty advisors, is available at:*

<http://www.oxy.edu/advising-center/faculty-resources>

The lists below include several questions and topics you may wish to bring up during your advising meetings with students. These lists are by no means comprehensive or authoritative, but are provided only as possible suggestions.

### *For First-Year Students:*

- Make sure that first-year advisees know how to reach you. Share your email address, office location, office hours, etc.
- Do they have any possible majors in mind? Are they planning to declare a major this year? (Students are not required to declare a major until the end of the sophomore year, though for some majors there may be a benefit to declaring earlier.)
- Do they know what requirements are to graduate? Do they understand the Core Requirements?
- It is often helpful to discuss some of the resources and opportunities available on campus. Do they know about things like off-campus study, summer research, internships, etc.?
- Encourage first-year students to contact you if they encounter academic difficulties. Some faculty advisor may wish to meet with all of their first-year students in September or October (separate from Advising Week) to check in with them in person. Do they have any concerns at this point in the semester? How are classes going? Have they joined any clubs or other organizations? Do they have any questions or concerns?

### *For Sophomores:*

- If you have undeclared sophomores, remind them that they need to declare a major by the end of March. For students struggling to decide on a major, you might encourage them to meet with you, to visit the Advising Center, or to visit the Hameetman Career Center. In some cases it may be helpful to introduce them to relevant faculty members in the department(s) they are considering.
- Sophomore year is often a critical time for students to start (if they have not already) thinking about off-campus study, internships, summer research, and fellowships/awards. Encourage them to connect with relevant offices, as well as to think about how these opportunities might fit within their larger academic plan.

*For Juniors:*

- Are they on track to complete all of their Core Requirements by the end of the year?
- How are they progressing within the major? Are they clear on all of the requirements?
- Are there opportunities like fellowships, internship, summer research, etc., that they want to pursue? Can any of these opportunities help to prepare them for comps?

*For Seniors:*

- Are they on track to graduate by the end of the year?
- Do they have any concerns about finishing their major requirements or comps?
- What are their plans for after graduation?

*For All Students:*

- What do they want to accomplish while they are at Occidental?
- Have they thought about what they want to do after they graduate? (Students should be encouraged to visit the Hameetman Career Center for career counseling and planning, information about internships, and other career-related resources.)
- For students interested in pre-health fields, encourage them to register with the Office of Pre-Health Advising.
- Students interested in law should be aware of Pre-Law Advising (within Hameetman Career Center).
- For students interested in studying abroad, encourage them to visit the International Programs Office early on to learn more about the different options available to them.
- Student interested in applying for awards, scholarships, and fellowships should be encouraged to contact the Office of National and International Fellowships.

# Advising Resources

## Advising Center

**Location:** Johnson Student Center 134

**Phone:** 323-259-1341

**Email:** [advisingcenter@oxy.edu](mailto:advisingcenter@oxy.edu)

[www.oxy.edu/advising-center](http://www.oxy.edu/advising-center)

While faculty advisors are the primary source of academic advising at Occidental, the Advising Center is an additional resource for students on routine academic matters, including questions about academic policies and procedures, tracking Core Requirements, placement exams, transferring credit from other institutions, and so on. Advising Center advisors also frequently meet with students who are undecided about a major or minor and wish to discuss the various options, and it's a good first stop for students who aren't sure which office or faculty member to talk to regarding a specific program or objective.

Visit the Advising Center web page for the current hours and other helpful information!

## Pre-health Advising

**Location:** Hameetman Career Center

**Director:** Kat Wang ([katwang@oxy.edu](mailto:katwang@oxy.edu))

**Phone:** 323-259-2665

[www.oxy.edu/pre-health-advising](http://www.oxy.edu/pre-health-advising)

The Office of Pre-Health Advising (OPHA) at Occidental College provides information, resources, and in-depth advisement to students and alumni who are interested in matriculating to professional graduate programs in various health professions. Students who are possibly interested in pursuing a health profession are encouraged to register with the Office of Pre-Health Advising so that they can receive important information and announcements. To register, students should write to Angela Wood at [awood@oxy.edu](mailto:awood@oxy.edu) with their full name, email address, major and minor (if declared), graduation year, and medical interest.

Information about courses commonly required by medical programs can be found at:

<http://www.oxy.edu/pre-health-advising/academic-preparation>

## Pre-law Advising

**Director:** Prof. Thalia González ([thaliagonzalez@oxy.edu](mailto:thaliagonzalez@oxy.edu))

<https://www.oxy.edu/academics/student-success/pre-law-advising>

Through one-on-one counseling and individualized support, pre-law adviser Thalia González guides pre-law students in making well-informed decisions and building important skill sets. In addition, support is provided for writing personal statements, navigating the law school application process and networking with Oxy alumni that are currently in the law field. This support is available to those who want to enroll in law school immediately following graduation as well as those who choose to take time off first.

The Pre-Law Advising office strongly encourages Oxy students to stay connected with the pre-law advisor and their peers. Students can sign up to the email list by going to the webpage listed above. The list is used to announce workshops, seminars, and speaker events, in addition to providing important resources for planning and preparing for law school.

## National and International Fellowships

**Location:** Hameetman Career Center

**Director:** Jennifer Locke ([jlocke@oxy.edu](mailto:jlocke@oxy.edu))

**Phone:** 323-259-2742

[www.oxy.edu/national-international-fellowships](http://www.oxy.edu/national-international-fellowships)

The National and International Fellowships Office provides individualized advising appointments for students and alumni to help them identify sources of external funding (through foundations, governments, organizations) relevant to their short and long-term interests and goals. The office also works closely with students on their application materials and proposals, provides interview preparation, and conducts mock interviews for the fellowships that require them.

Fellowship opportunities exist for first years, sophomores, juniors, seniors, and alumni. Fellowships fund a wide variety of activities: language learning, independent research, leadership training, research assistant opportunities, academic experiences, study abroad, graduate training/programs/school, professional development/work experiences, teaching English, and public service opportunities. While some programs require a high GPA, many others value effective leadership and involvement as much as or more so than grades.

## Peer Learning (Tutoring)

**Location:** Academic Commons and Johnson Hall

[cdla.oxycreates.org/peerlearning](http://cdla.oxycreates.org/peerlearning)

The Center for Digital Liberal Arts oversees the Subject and Language peer advising (tutoring) programs. The Subject Advisers are available in the Academic Commons on the ground floor for all academic disciplines offered at Oxy and Language Advisers are available in Johnson Hall for all languages taught at Oxy. For more details, visit the CDLA's Peer Learning webpage.

## Writing Center

**Location:** Academic Commons (Ground Floor)

**Director:** Prof. Julie Prebel ([jprebel@oxy.edu](mailto:jprebel@oxy.edu))

[www.oxy.edu/writing-center](http://www.oxy.edu/writing-center)

The Writing Center offers students from all disciplines two types of support to work on their writing: peer-to-peer, drop-in consultations with knowledgeable Writing Advisers and appointments with Faculty Writing Specialists from the Writing and Rhetoric department. For more information, visit the Writing Center webpage.

## Academic Mastery Program

**Director:** Prof. Doug Duquette ([dduquette@oxy.edu](mailto:dduquette@oxy.edu))

[www.oxy.edu/academic-mastery-program](http://www.oxy.edu/academic-mastery-program)

The Academic Mastery Program (AMP) provides challenging workshops for students enrolled in general chemistry, organic chemistry, introductory physics, cellular and molecular biology, and basic calculus courses. These workshops are led by upper-level students and provide an opportunity to test knowledge and skills in the context of new and challenging problems. The workshops provide a time to work intensively and collaboratively with other committed students in an atmosphere that is demanding yet relaxed. Information about these workshops is provided in the relevant courses at the beginning of each semester.

## **Scientific Scholars Achievement Program**

Contact: [ssap@oxy.edu](mailto:ssap@oxy.edu)

[www.oxy.edu/ssap](http://www.oxy.edu/ssap)

The mission of the Scientific Scholars Achievement Program (SSAP) is to support the development of a diverse body of individuals who will advance and enhance STEM (Science, Technology, Engineering, and Math) professional fields in an endeavor to meet the complex and evolving demands of a culturally heterogeneous society.

SSAP provides tutoring in introductory and gateway STEM courses and encourages collaboration among classmates. All questions and learning styles from students are welcomed and encouraged in our program. Through educational and social events, SSAP aims to build community between faculty and students studying math and science at Occidental.