



# Academic Advising: Quick Reference Guide

*This guide, along with other materials for faculty advisers, is available at:*  
<http://www.oxy.edu/advising-center/faculty-resources>

## 1. Enrollment & Tracking Progress

All students can take up to 18 units per semester. Students who have earned at least 32 units and have a GPA of at least 3.0 can take up to 20 units. **Important caveat:** The 18-unit cap applies to *all* students until the first day of the semester. At that time, students who meet the criteria can add additional courses to their schedule up to 20 units in total.

In order to make "normal progress" toward graduation, students should take at least 16 units each semester. The chart on the right shows the number of units a student would be expected to have at the beginning of each semester if they were registering for 16 units per semester and have not earned units from transfer, AP, or summer coursework.

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how U.S. identity and experience have been shaped by a diverse array of intellectual and cultural influences and traditions.

***Regional Focus (CPRF).*** Courses satisfying this requirement examine a region outside of the United States without privileging a U.S.-centric perspective.

***Global Connections (CPGC).***

## Second-Stage Writing Requirement

The Second-Stage Writing Proficiency requirement is designed to teach students about writing in a specific discipline and its discourse community. Typically, the Second-Stage Writing requirement is completed by the end of the junior year. The specific requirements for completing the Second-Stage Writing Requirement are specific to each major and can be found in the major requirements section of the *Catalog*.

## 4. Advising Tools

Faculty advisers have access to student records through two different platforms, *Advisee List/Advising Transcript* and *Degree Works*. Both are accessed through myOxy and located on the *Acad Info & Advising* page. Students also have access to both of these tools, though for students *Advisee List/Advising Transcript* is called *Grades and Academic Records*.

*Advisee List/Advising Transcript* allows advisers to...

- x See a list of all advisees currently assigned to them
- x See lists of advisees assigned to other advisers in their department
- x See basic information about a student, including GPA, units earned, declared majors and minors, expected degree date, and academic standing.
- x See current class schedule and registered courses (if any) for future semesters
- x Course history, organized either by subject or chronologically
- x Placement results from placement exams or derived from standardized test scores
- x A list of transfer courses (if any)
- x Results from the First-Stage Writing Requirement portfolio

*Degree Works* allows advisers to...

- x Track a student's progress on all degree and core requirements
- x Track a student's progress in completing requirements for any majors or minors they have already declared
- x Use the "What-If" feature to temporarily add a major or minor to a student's record in order to see which requirements have been 1 (t (q)2.3 (u)u6p1/)10.6al31 (t6 267.48 61 Tf0.457 0 Td())Tj/TT0 1 Tf-0.0-e1.3

adviser affiliated with that major. They can stay with their current faculty adviser if they happen to be in the major department.

To declare a major, students should fill out a Major Declaration form (available at the Registrar's Office, Advising Center, and on [the Registrar's webpage](#)) and get signatures from their major adviser and the chair of the relevant department. The form can then be submitted to the Registrar. Some majors have an additional form on their web page that should be filled out prior to meeting with the Department Chair.

Students can double major, but they must complete all requirements for each major *and must complete separate comps*. Students with two majors may decide to drop one major up until the beginning of the senior year and often replace it with the corresponding one. 1 (c)8 (a) (o)- Od. anj70.8111 C ge).250.00.2 (o)-f.8 (m02 Tw.8

## **8. Advising Students Participating in Off-Campus Programs**

Students who are currently studying abroad or participating in other off-campus program are expected to contact their advisers via email or other means during

***3-2 Program Advising***

*3-2 Program Liason:* Alec Schramm

<https://www.oxy.edu/academics/areas-study/physics/3-2-engineering-program>

Occidental has a cooperative engineering program with Columbia University and the California

behavioral, emotional, relationship, family, and other issues. Questions about the Oxy Care Report system can be directed to Dr. Vivian Garay Santiago ([garaysantiago@oxy.edu](mailto:garaysantiago@oxy.edu))

### **13. Petitions for Special Consideration**

Student wishing to request an exception to an academic policy can submit a Petition for Special Consideration using the online form linked from myOxy and the Registrar's Office web page. Common requests include course overloads (e.g. taking more than the normally allowable number of units), course repeats, course time conflicts, incompletes, and part-time status requests. When writing a petition, students should include information about any extenuating or extraordinary factors that would justify an exception to the standard policies.

Petitions must be supported by a student's advisers. Depending on the type of request, the student may also need to receive support from a course instructor or a Student Success Adviser (e.g. a member of the Dean of Students office). Once all preliminary approvals are received, the petition will be reviewed by the Student Progress Committee.

### **14. Contact Information**

Questions related to academic advising can be directed to Edmond Johnson (Director of Advising):

[edmondjohnson@oxy.edu](mailto:edmondjohnson@oxy.edu)

Johnson Hall 108; 323-341-4139

Questions about the registration process should be directed to the Registrar's Office:

[registrar@oxy.edu](mailto:registrar@oxy.edu)

AGC 101; 323-259-2686