

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. Degree Requirements

Students need the following to graduate:

At least **128 units of credit** (no more than 64 can be transfer units)

A cumulative **GPA for all classes of at least 2.0**

A cumulative **major GPA of at least 2.0** (for students with a major)

beginning on the first day of classes.

In order to make normal progress toward graduation, students should take at least 16 units each semester. The chart on the right

if they were registering for 16 units per semester.

no units from transfer, AP, or summer coursework. For students who are lagging behind, it is often

and more. Maintaining “normal progress” is particularly important for students receiving financial aid, which is generally awarded for no more than 8 semesters.

2. Core & Writing Requirements

Core Requirements

Fine Arts (CPFA). Courses satisfying this requirement focus on art-making and/or cultural and historical understandings about creative works of art.

Pre-

3. Advising Tools

Faculty advisers have access to student records through two different platforms, *Advisee List/Advising Transcript* and

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 minor (when available).

Minors

Students are not required to declare a minor. Those who elect to declare a minor should do so by the beginning of their senior year. The Minor Declaration form (available at the Registrar, Advising Center, and on [the Registrar's webpage](#)) requires only the signature of the chair of the respective department.

Students may declare more than one minor as long as they are able to fulfill all of the requirements.

5. AP/IB Credit and Transfer Courses

Students will receive 4 units of credit for any Advanced Placement examinations with scores of 4 or 5, or International Baccalaureate scores of 6 or 7 in Higher Level (HL) courses. Students should have an official score report sent to the Registrar's Office for processing.

AP and IB scores can *not* be used to fulfill Core Requirements, with one exception: a score of 4 or 5 on a non-English language AP exam can be used to fulfill the Core Language Proficiency Requirement.

Courses taken at another accredited college or university may be granted transfer credit if approved. Students should have an official transcript sent to the Registrar's Office. In most cases, students will need to fill out the Transfer Credit/Course Substitution Form and get approval signatures from the equivalent Oxy department chair. In order to fulfill a Core requirement using a transfer course, students must receive approval from the Core Program Director or Coordinator.

A maximum of 64 units of transfer credit can be applied toward the 128 units students need to complete their degree. Students who have reached this limit can still take additional transfer courses to fulfill specific requirements, but will not earn additional units.

6. When Faculty Advisers are on Leave/Sabbatical

When a faculty member is on leave or sabbatical, their advisees will be temporarily reassigned. Undeclared students will be assigned to the Advising Center. Advisees who have already declared the major must be advised by another faculty adviser within the department. These reassignments are typically coordinated by the department chair in consultation for the Director of Advising. In some cases, faculty members may elect to continue advising some or all of their advisees during their leave/sabbatical, but this is at their individual discretion.

All temporary advising assignments should be arranged with the Director of Advising. This will ensure that the temporary adviser has full access to a student's record on Degree Works and that they appear on the adviser's mailing list.

7. 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 Advising Week to discuss course selection and get their PIN and registration time. Off-campus students will register online during their normal registration

times. (Students studying in places with limited internet access should contact the International Programs Office for assistance.)

8. The Advising Center

While faculty advisers are always the primary source of academic advising for all students at Occidental, the Advising Center provides additional support for students on routine academic matters, including questions about academic policies and procedures. Resources for both students and faculty advisers are also available on the Advising Center website.

Located in **Johnson Student Center room 134**, the Advising Center is open each weekday during the semester and throughout the summer. Students can make in-person or Zoom appointments by following the "Schedule an Appointment" link on the Advising Center website:

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

The Advising Center can also be reached by telephone (323-259-1341) or email (advisingcenter@oxy.edu)

9. Additional Advising Support

Pre-Health Advising

Director: Kat Wang

Pre-Health Adviser: Cathreen Oracion

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

The Office of Pre-Health Advising provides support for pre-medical, pre-health, and STEM students to help them make well-informed career decisions and develop effective strategies for achieving their professional goals. The office provides resources to help students choose appropriate courses based on graduate-level program requirements, and also helps to connect students with co-curricular activities such as research, volunteering and clinical patient interactions. They offer application review, practice interviews and step-by-step assistance for students ready to apply for graduate school. New students possibly interested in health-related professions are encouraged to connect with Pre-Health Advising early on and to join their mailing list.

Pre-Law Advising

Director: Marisol León

<http://www.oxy.edu/pre-law-advising/>

Pre-Law Advising includes advising for law-curious and law-bound students; information about the law school admissions process; LSAT advising; personal statement advising; and advice for securing letters of recommendation. Interested students

Occidental has a cooperative engineering program with Columbia University and the California Institute of Technology that allows well-qualified student to complete a B.A. at Occidental and a B.S.

12. Contact Information