

Academic Mentoring

A Reference Guide to Developmental and Transactional Advising



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Two Primary Modes of Advising at Otis

Academic Advising and Academic Mentoring differ in focus, method, and theoretical basis:

Academic or Major Advising is **transactional** in nature and is provided by departments and programs, the Center for International Education, Creative Action/Integrated Learning, A.C.T and Interdisciplinary Studies, and the Office of Registration and Records. Transactional advising informs and guides students in course selection, schedule planning, graduation checks, and more as needed prior to registration each semester.

Academic Mentoring provides **developmental advising**. Sequential, guided discussion based on goal-setting theory, sometimes referred to as “self-authoring,” fosters student reflection about individual educational and career path issues.

Research shows that guided discussions of issues that impact students' sense of control over their academic outcomes enhance overall student success. For example, Academic Mentoring helps students to:

- More successfully navigate the transition into college
- Define educational goals and make full use of campus and community resources during college
- Identify and prepare for broader educational and/or career options after college.

Combined, transactional and developmental advising supports students' navigation toward college completion and their achievement of educational and professional goals.

Please use this guide as a reference resource to answer student questions, make productive referrals, and learn more about the undergraduate curricula and related transactional advising content to enhance your effectiveness as an Academic Mentor.

Referrals

Academic Advising Referrals

Architecture/Landscape/Interiors (310) 665-6867
Artists, Community and Teaching (A. C. T.)^{*} (310) 846-2632

Communication Arts (310) 665-6840

Digital Media (310) 665-6987

Fashion Design (310) 665-6875

Fine Arts (310) 665-6827

Foundation Program (310) 665-6900

Creative Action: An Integrated Learning Program (310) 846-2586

Liberal Arts and Science (310) 665-6944

Interdisciplinary Studies (310) 846-2632

Product Design (310) 846-2573

Toy Design (310) 665-6985

^{} Advising for A.C.T., Interdisciplinary Studies, and Integrated Learning are offered in those offices, in addition to department/major advising.*

Student Affairs Referrals

Students who you believe may need additional support or services may be referred to **Student Affairs** using a referral form. The Office of Student Affairs welcomes referrals from Academic Mentors, Chairs, and Faculty.

A detailed Student Referral Guide is available on the AMP web page, and includes how to refer to:

Dean's Office - Student Affairs

(310) 665-6960 student@otis.edu

for student support and success.

Student Counseling Services (310) 846-2639 or

(310) 665-6968 fmirzaee@otis.edu

for personal counseling.

Student Resources Center

(310) 846-2554 cbranch@otis.edu

for tutoring and academic support, Title IX issues and Disability Services.

Center for International Education

(310) 665-6994 international@otis.edu

for international student questions

Center for Creative Professions

(424) 207-2490 ccp@otis.edu

for career planning and job/internship search

Financial Aid

(310) 665-6880 otisaid@otis.edu

for Financial Aid questions and concerns

Registration and Records

(310) 665-6954 registration@otis.edu

for Registration questions.

Academic Departments for questions and concerns regarding Faculty and Programs

Transactional Advising Content for AMP

While Academic Mentors are not Academic Advisers, they are *informed agents* of the Advising system. Please remember to refer to the following advising points when working with students:

Liberal Arts and Sciences

The Liberal Arts and Sciences (LAS) Adviser recommends the LAS classes a student should enroll in for the coming semester. The choices made are based on the student's major, level, and individual circumstances in an effort to keep students on track toward graduation. The information is noted on the student's degree audit which is forwarded to the department.

The department will notify the students of the advising dates and they will receive the degree audit along with the advisement from the department. It is one-stop shopping unless a student has questions about their LAS classes, need help in selecting LAS classes or is responding to notes on their degree audit. The LAS Academic Adviser works closely with the adviser in each major to ensure smooth progress through each major's LAS program requirements. The LAS Academic Adviser will also approve LAS classes for transfer credit and assist the student in submitting a course approval form.

For information, please contact Marsha Hopkins at mhopkins@otis.edu or (310) 665-6944.

Students can monitor their academic progress by accessing a Degree Evaluation through self-service.

<http://www.otis.edu/self-service-help> If they need assistance with reading the evaluation they can contact their department adviser, the LAS Academic Adviser or registration.

Freshman Forgiveness

The grade required to pass a freshman English class is C. In the other LAS freshman classes students can pass with a D. This grade is reflected in the GPA.

There is a school policy that can be found in the Hoot that explains *Freshman Forgiveness*. The policy allows a first year student to repeat a class that was failed or where the student received a grade of D.

Students are required to repeat failed English classes so it doesn't make sense for them not to take advantage of this procedure. Students should go to the Registration Office to complete paper work. The classes must be repeated before the student earns 48 credits.

The original grade remains on the student's transcript, but is no longer calculated in the cumulative GPA.

Creative Action/Integrated Learning

Three levels of CA/IL:

- 1) **Foundation Year:** Spring semester, embedded in the Connections through Color and Design course. (*Transfer students may get transfer credit for this class*).
- 2) **Sophomore Year:** LAS IL (ILML 200). Students take this either Fall or Spring semester, alternating with English. Marsha Hopkins advises students as to whether they will take this course in Fall or Spring, they cannot change the semester without approval. Students should consult the list in the CA or LAS office to determine which semester they are scheduled for. (*All students are required to take this CA/IL, including transfers*).
- 3) **Junior Year:** this is their studio CA/IL (ILMS300). Students take this course either Fall

or Spring semester; different majors have different classes for the alternate semester. Students should consult the list in the CA office to determine which semester they are scheduled for. (*Fashion students are not required to take this course*).

* It is highly recommended that all students take their CA course the semester it is assigned; taking these courses out of sequence (late) can be extremely difficult because some students' block schedules can include other required courses during the times that CA courses are offered.

The Creative Action / IL Fair

Prior to registration CA/IL holds "Fairs" for the students to help them select their Sophomore and Junior CA courses. Attending the fair is important because:

- Students can **meet the various instructors** and learn about all the courses (each course has a different theme and site partner).
- Students who attend the fair and turn in their selection forms are **guaranteed one of their top three choices**.
- Fun atmosphere and usually some sort of treat, like **ice cream bars or snow cones**.

Students who miss the fair should see Allison in room 606a for available classes.

Due to the nature of the CA courses, there are a limited number of spots for each major. Classes are multi-disciplinary, so there might only be one or two spots for some of the smaller majors.

Financial Aid

BFA students enrolled in less than 12 credits and MFA students enrolled in less than 9 credits are considered **part-time**, which has implications on their financial aid award. Students requesting to go part-time should be advised to speak with the Financial Aid Office so they are made aware of the changes in their aid and how those will affect their tuition balance.

All students are required to maintain **Satisfactory Academic Progress** (SAP), which has two

requirements: a G.P.A requirement and a Pace requirement. Undergraduate students are required to have and maintain a 2.0 cumulative Otis GPA at the end of each semester to qualify for financial aid. Students are required to complete their degree within a certain timeframe (Pace).

Please refer students to the Financial Aid Office when a student's expected graduation date might change so that the Financial Aid Office may explain the implication on the student's financial aid award.

Students contemplating **withdrawing** from the College should also be referred to the Financial Aid Office for evaluation of the impact it will have on their financial aid award. Financial aid is earned and depending on the date of withdrawal the amount of aid the student is eligible to receive can vary. This can greatly impact their tuition balance.

The Financial Aid Office communicates with students via Otis e-mail and the Otis Self-Service system. Students should familiarize themselves with Self-Service. Students may walk in to the Financial Aid Office for assistance at any time without an appointment and may also contact the office via e-mail at otisaid@otis.edu or (310) 665-6880.

Interdisciplinary Studies, ACT, Minors

Minors give students in select departments the opportunity to extend and complement their work in the major by pursuing a *minor*—a defined course sequence that explores a specific theme, topic, or discipline. Students can choose from many options. (See The Hoot and / or Interdisciplinary Studies web page to learn which majors can enroll in which minors.)

The Artists Community and Teaching (ACT)

Program offers two minors through Interdisciplinary Studies: *Community Arts Engagement* and *Teacher Credential Preparation*. In both minors students develop a meaningful connection between their studio art/design practice and an engagement with their

community, while preparing to be socially engaged artists, designers and educators. See the ACT staff in room AHMN 606 (hours below) for specifics.

Eligibility and Enrollment (for Minors)

Students must be in good academic standing, with a cumulative GPA of 2.0 to pursue a minor. Students should declare their minor between the middle of spring Foundation year and the middle of fall sophomore year. Most minor courses begin in spring sophomore year, while some begin in fall sophomore year. Under limited circumstances, students may begin a minor in the first semester of the junior year.

Application Process

Students need to complete an application form, available online or in the Interdisciplinary Studies office. The application includes a statement written by the student that describes their reasons for pursuing a minor. The student's Department Chair, the Director of the Minor area, and Director of Interdisciplinary Studies must approve the application. Steps to apply include:

- Download the *Declaration of Minor* form (PDF)
- Complete top portion of form in conversation with Adviser or Interdisciplinary Studies Director
- Complete middle portion of form from Registration Office
- Obtain signed approvals from Department Chairs/Directors of major and minor/IC and Director of Interdisciplinary Studies
- Interdisciplinary Studies Office distributes copies to major/minor departments, LAS, Registration and student.

Staff:

Michele Jaquis, Director mjaquis@otis.edu
310-824-2632

Ricardo Estrada, Program Assistant
restrada@otis.edu 310-846-2634

AHMN 606, M&F 10am-3pm, T–Th 10am–6:30pm.

International Students

Students on “F” or “J” Visas

For general questions or information please refer students to the international student webpage found under “Students” located in the Otis Community category.

International Student Employment

Graduating students looking to work upon their program completion are required to attend an *Optional Practical Training* (OPT) workshop. International Students are allowed to work off campus once they complete one academic year of study, and only through *Curricular Practical Training*.

Travel Study and Mobility

For general information about programs please refer students to the Travel Study & Mobility webpage found under “Students” located in the Otis Community category. Application Due Dates include:

- Travel Study Spring Departures – November 1
- Travel Study Fall Departure - April 1
- Mobility/Exchange Fall Departure – March 1
- Mobility/Exchange Spring Departure – November 1

Program Completion

Upon completion international students have 60 days to do the following.

- Apply for a new program
- Apply for OPT
- Apply for a change of status
- Return home

Registration and Records

- Early advisement and registration is very important, and helps students stay on track and enroll in the courses they select or that are most recommended.
- Use the Academic Calendar! Add/Drop, course Withdrawal, and other important deadlines are published for students’ use in planning their schedules and making any necessary adjustments with the help of an Academic Adviser.

- Always ASK your Department for assistance in planning schedules and course selection—Academic Advising is essential for success.
- Check and use your OTIS EMAIL! This is the College's official means of communication with students, and key dates and communications are offered through student email accounts.
- Academic Warning Notices are just that—warnings that a conversation with a faculty member is needed to review progress, any academic struggles that Otis can help with, and make-up opportunities and deadlines.
- Graduation or Transcript checks are available through Academic Advisers or the Registrar's Office. The check will reveal any missing classes and facilitate best planning option toward a timely graduation.
- Grades can be appealed through the Grade Appeal process. First, students should confer with the Department Chair about a contested grade; a Grade Appeal can be filed if further investigation is warranted.

General Reference

- The Advising at Otis web page explains the history of the universe, the path to glory, and all things advising related, including Academic Mentoring.
- Always refer to the correct catalogue or Hoot publication based on the student's real or theoretical *freshman year*.
- Use Concierge-Style when referring students—call ahead, take students to the recommended Advising site, or escort them to a referral if possible.



Questions?
Consult the office(s) referenced
above for more information.

Revised: 9/19/2013