School of Engineering - Advisors

The Engineering Student Advisors are primarily responsible for providing education, mediation, advocacy, impartial observation, support and referrals. They are here to help students in dealing with course information, accessing student services, financial aid, program tutorials, representation and participation. They help students resolve particular concerns and also attempts to insure that existing policies are fair and equitable.

If you have any questions about classes or registration, anytime of the year, be sure to come see one of the Engineering Student Advisors. We have created tools that may be helpful when talking to your advisor - Check Sheet and/or Flow Chart for your major.

Office Hours

Meetings with an advisor may be made by appointment Monday through Friday during business hours (8 am to 5 pm).

For walk in hours, the advisors are available during the following days and times:

- Kathy Briggs - Monday thru Friday, 1:00 - 4:00 pm.
- Linda Zubke - Monday thru Thursday, 1:00 - 3:00 pm.

Engineering Student Advisors

Linda Zubke

Director of Student Services

Advises Senior and Transfer students.

Office: Science and Engineering, 270 J

Email: lzubke@ucmerced.edu

Office: 209-224-7547

Cell: 209-224-7547

Fax: 209-228-4047

Kathy Briggs

Academic Advisor

Advises Freshman, Sophomore, and Junior students

Office: Science and Engineering, 270 B

Email: kbriggs@ucmerced.edu

Office: 209-228-2939

Fax: 209-228-4047

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Welcome to the NS Academic Advising Website!

Our Mission

The School of Natural Sciences' advising staff is dedicated to creating an atmosphere that promotes success. We are committed to quality academic advising in an environment that is welcoming, inclusive and supportive. Our programs and services are designed to help students develop decision making skills that will empower them to take full advantage of their educational experience.

Advisor Responsibilities:

- Clarify university and school policies, regulations, programs and procedures.
- Notify students of significant changes to university or school policy.
- Be available to meet with students each semester to discuss class registration and degree progression, given that he/she promptly responds to invitations for appointments.
- Assist students facing difficulties that affect his/her education.
- Help students explore interests, abilities and goals and how these translate into an academic major.
- Offer advice for course selection and satisfaction of degree requirements.
- Discuss academic performance and implications of students' performance on undergraduate program and degree completion.

Student Responsibilities:

- Follow through with actions identified during advising visit and accept final responsibility for all decisions.
- Alert your advisor to any life changes, circumstances, etc…that may affect academic needs, class attendance or ability to focus on your education.
- Prepare for academic advising appointments by clarifying personal goals and needs.
- Keep advisor informed about changes in academic progress, course selection and academic/career goals.
- Become familiar with major requirements, course pre-requisites and other such information that affect course scheduling and class sequencing.
- Participate fully in courses by carefully reviewing course syllabi's, completing assignments and attending class.
- Follow University procedures for registration and adjustments to class schedules.
- Observe all academic deadlines.
- Read and understand all UC Merced Academic Policies and Procedures found in the 2008-2009 University Catalog.

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Office of Advising

SSHA Advising Walk-In Hours, May 18 - June 12 (COB 223, 224 & 225)

Monday through Friday, 10:00 pm - 12:00 pm and 2:00 pm - 4:00 pm

Please Note: Walk-In Hours will be closed on the afternoon of Thursday, June 4, all day on Friday, June 5, and all day on Friday, June 11. If you need immediate assistance, please email ssha.advising@ucmerced.edu.

SSHA Advising Walk-In Hours, Beginning June 15 (COB 223, 224 & 225)

Tuesday through Thursday, 1:00 pm - 5:00 pm *

* Walk-ins will be closed on Wednesday, July 8.

Our Mission

In keeping with the University's mission to serve as a center of higher learning and knowledge, the academic advising program within the School of Social Sciences, Humanities and Arts (SSHA) strives to support students in the attainment of knowledge regarding themselves and the world in which they live. The mission of the academic advising program is to empower students in the use of this knowledge to develop sound educational plans that are consistent with their personal values, goals and career plans and provide a supportive atmosphere that guides students towards becoming self-directed learners and decision-makers.

Responsibilities in Advising

Advisor Responsibilities

- Clarify university and school policies, regulations, programs and procedures.
- Notify students of significant changes to university or school policies.
- Be available to meet with students each semester to discuss class registration and degree progression, given that the students promptly respond to invitations for appointments.
- Assist students facing difficulties that affect their education.
- Help students explore interests, abilities and goals and how these translate into an academic major.
- Offer advice for course selection and satisfaction of degree requirements.
- Discuss academic performance and implications of students' performance on undergraduate program and degree completion.
- Facilitate appropriate referrals to faculty members within the students' area of interest.
- Refer students to appropriate university support services as needed.

Student Responsibilities

- Follow through with actions identified during advising visit and accept final responsibility for all decisions.
- Alert the advisor to any life changes, extenuating circumstances, etc. that may affect academic needs, class attendance or ability to focus on your education.
- Prepare for academic advising appointments by clarifying personal goals and needs.
- Keep advisor informed about changes in academic progress, course selection and academic or career goals.
- Become familiar with major requirements, course prerequisites and other such information that affect course scheduling and class sequencing.
- Participate fully in courses by carefully reviewing course syllabi, completing assignments and attending class.
- Follow university procedures for registration and adjustments to class schedules.
- Observe all academic deadlines.
- Read and understand all UC Merced Academic Policies and Procedures found in the 2008 - 2009 university catalog.