College of Humanities, Arts, and Social Sciences (CHASS)
Performing Arts Administration
Undergraduate Advising - Creative Writing Department

**Advisor**: Viviane Baerenklau
**Office**: ARTS 121
**Email**: paadvising@ucr.edu

**Office Hours – Walk-ins**
Tuesdays: 9—11AM and 1—3:30PM
Thursdays and Fridays: 1—3:30PM

**Appointments** *(SID# and Perm Pin are required)*
Mondays and Wednesdays: 9—11AM and 1—3:30PM
Thursdays and Fridays: 9—11AM

**Hours are subject to change**
CREATIVE WRITING UNDERGRADUATE ADVISING
The Creative Writing Undergraduate Advising is committed to developmental academic advising. Caring interaction and good communication is encouraged between students, faculty, and staff.

WHAT DO I EXPECT FROM MY STUDENTS?

Meet with me at least once each quarter
Check your UCR email and always read my emails
Learn to understand and utilize your Degree Audit on GROWL
Promptly inform me of changes to your major and any concerns about your program
Make and be responsible for your own decisions
Observe UCR’s deadline by checking the Academic Calendar (Deadlines are STRICT) UCR Academic Calendar
Know the requirements for staying in good academic standing Academic Standing
Know about The Family Educational Rights and Privacy Act (FERPA) FERPA
Learn to understand and utilize – if needed – the online forms MyForms Website ***
***This is where you submit an Enrollment Adjustment Form (EAF) if you wish to withdrawal and/or add a course, change the grading basis of a course, change the unit value of a course; submit a Part Time Fee Waiver – if going below 10 units; and submit an Undergraduate Withdrawal – if withdrawing completely from UCR.

Again, these deadlines are STRICT; please make sure you follow the University Academic Calendar UCR Academic Calendar

WHAT SHOULD YOU EXPECT FROM ME:

Help you clarify your educational goals
Inform you of the range and scope of experiences available to you
Help you assess your strengths and weaknesses, and help you explore the ramifications of your decisions for your future occupational goal
Familiarize you with policies and regulations which might influence your program
Communicate to you what decisions you will have to make at what stages of your academic career and help you understand the impact of your decisions.

KEY CONSIDERATIONS FOR YOUR ACADEMIC SUCCESS:

You need to go to class every day. Get to know your professors.
Balance school with the rest of your life. Plan enough study time to do well in your classes.
Have good study habits and get academic assistance early if needed.