



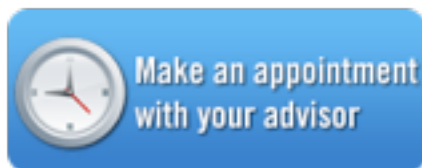
College of Humanities, Arts, and Social Sciences (CHASS)
Performing Arts Administration
Undergraduate Advising - Creative Writing Department

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



DEPARTMENT WEBSITE:

Creative Writing: [Creative Writing Department Website](#)

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 withdraw 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.