**UNDERGRADUATE ACADEMIC ADVISING**

Academic advising is a student-centered, collaborative process that engages students in educational planning to promote academic, personal, and professional development, while considering diverse interests, abilities, and goals. Academic advising is an integral part of teaching and learning at Texas State.

### Purpose

*Academic advising is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (National Academic Advising Association, 2004).*

At Texas State, academic advising provides students with the opportunity to meet with an advisor for assistance in planning their educational careers, in developing the skills needed for academic success, and in learning how to access the variety of resources and services available to them on the Texas State campus.

Academic advisors at Texas State University adhere to the standards and guidelines published in *CAS Professional Standards for Higher Education* by the Council for the Advancement of Standards in Higher Education (CAS). Their membership in the National Academic Advising Association (NACADA) provides professional guidance in their advising philosophies.

Academic advising is a partnership between a student and an academic advisor to develop meaningful educational goals and plans that are consistent with the student’s personal values, interests and abilities. This is a collaborative approach in which the student and the advisor have clear responsibilities for ensuring that the advising partnership is successful.

Professional academic advisors are located in each college and are available to assist students throughout the year. Technological tools such as the Degree Works degree audit system provide additional resources to assist students in defining the path to graduation.

Students may visit [http://www.registrar.txstate.edu/resources/degreeworks.html](http://www.registrar.txstate.edu/resources/degreeworks.html) for more information about degree audits and a video tutorial.

### Student Responsibilities

Students have clear responsibilities in the advising partnership in order for it to be successful:

- Clarify personal values and goals.
- Provide accurate information regarding interests and abilities.
- Schedule timely, regular appointments with an advisor during each semester.
- Come prepared, bring student ID, and be on time for each appointment.
- Bring questions and materials for discussion, such as a degree audit, degree worksheet, and/or other relevant documents, to your appointment.
- Participate fully in the advising experience - ask questions when an issue is not understood or there is a specific concern.

- Know the requirements of the degree program and make sure the courses needed for graduation are being taken.
- Gather and understand all relevant decision-making information (e.g., deadlines, prerequisites, policies).
- Organize official documents for convenient access.
- Follow through with all advisor recommendations.
- Keep a personal record of progress toward meeting goals.
- Comply with all university and college policies, procedures, and deadlines.
- Adhere to the Texas State Honor Code when interacting with others.

### Advisor Responsibilities

Advisors can be expected to:

- Be accessible for advising appointments.
- Provide assistance in understanding the purposes and goals of higher education and its effect on life and personal goals.
- Assist the student with learning decision-making skills and assuming responsibility for educational plans and achievements.
- Encourage and guide the student to define and develop realistic goals.
- Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures.
- Provide information and strategies for using available campus resources and services.
- Encourage and support students as they gain the skills to develop clear and attainable educational plans.
- Accurately document the student's progress toward meeting goals.
- Maintain confidentiality as required by the Family Educational Rights and Privacy Act.

### Locate Academic Advisors and Other Student Resources

Locate academic advisors and other student resources at [http://advising.txstate.edu/](http://advising.txstate.edu/).