UNDERGRADUATE ACADEMIC ADVISING

Advising Mission
As an integral part of teaching and learning at Texas State, 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.

Definition and Philosophy
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 (NACADA, 2004).

At Texas State, academic advising provides students with the opportunity to meet with an advisor for the purpose of gaining assistance in planning their educational career, in learning 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.

As academic advisors at Texas State University, we adhere to key principles provided by the National Academic Advising Association (NACADA) when developing our 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 the advising partnership is successful.

Degree Works is the Degree Audit System for Texas State University. Degree Works assists the advising process and greatly simplifies the preparation of student graduation audits. It is an advising report that shows a student’s progress towards their degree. Students can request a degree audit report through the Self Service Banner for the degree program(s) in which they are enrolled or for degree programs in which they are interested. Degree Works takes the guess work out of selecting courses for future enrollment.

Degree Works will display any university major and graduation (i.e. general education and university degree) requirements and will show which of these requirements the student has already fulfilled and which remain to be completed. Students can print a copy and take it with them when they see their academic advisors. Visit http://www.registrar.txstate.edu/resources/degeworks.html for more information and a video tutorial or contact your academic advisor.

Advisee Responsibilities – What You Are Expected To Do
As an advisee, you have clear responsibilities in the advising partnership in order to be successful:

- Know the requirements of your degree program and make sure that you are taking the courses you program requires for graduation.
- Ensure compliance with all University and College policies, procedures, and deadlines.
- Gather all relevant decision-making information (e.g., deadlines, prerequisites, policies).
- Organize official documents in a way that enables you to access them when needed.
- Schedule timely, regular appointments with an advisor during each semester.
- Come prepared, with your student ID, and be on-time to each appointment.
- Bring questions and materials for discussion, such as a degree audit, degree work sheet, and/or other relevant documents for discussion to your appointment.
- Be an active learner by participating fully in the advising experience.
- Ask questions if you do not understand an issue or have a specific concern.
- Follow through with all recommendations from your advisor.
- Clarify personal values and goals and provide your advisor with accurate information regarding your interests and abilities.
- Keep a personal record of your progress toward meeting your goals.
- Adhere to the Texas State honor code when interacting with others.

Advisor Responsibilities – What You Can Expect
You can expect your advisor to:

- Assist you in understanding the purposes and goals of higher education and its effect on your lives and personal goals.
- Assist you in gaining decision making skills and assuming responsibility for your educational plans and achievements.
- Encourage and guide you as they define and develop realistic goals.
- Encourage and support you as you gain the skills to develop clear and attainable educational plans.
- Maintain confidentiality.
- Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures.
- Provide you with information and strategies for using the available resources and services on campus.
- Accurately document your progress toward meeting your goals.
- Be accessible for meeting with you.