

*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).*

## Purpose

As an integral part of teaching and learning at Texas State 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 essential to student success and fosters the retention and graduation of undergraduate students. In consultation with an advisor, students establish and refine educational and career goals that align with their individual aspirations and skills. Professional academic advisors are available to assist students throughout the year. Students are encouraged to meet with advisors on a regular basis for assistance selecting semester courses, understanding curriculum information, and planning for graduation. Additional advising resources include the undergraduate catalog and the university's official degree audit system, Degree Works.

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). Advisor membership in the National Academic Advising Association (NACADA) provides professional guidance in campus-wide advising philosophies.

In order for the advising partnership to be successful, students and advisors have a shared responsibility in the academic advising process.

## Student Responsibilities

- Identify personal values and academic goals related to your degree program
- Schedule timely, regular appointments with your academic advisor
- Prepare for your appointment by reviewing your degree audit and identifying specific questions for your advisors
- Arrive to advising appointments on time and bring any identification or documentation as required by your college advising center
- Participate fully in the advising experience by asking questions, seeking clarification, and providing accurate information regarding your interests and abilities
- Review curriculum requirements for your degree program (e.g., required courses, prerequisites, minimum GPAs) and select courses that are degree applicable
- Follow through with all advisor recommendations and keep a personal record of progress toward meeting goals
- Comply with all university and college policies, procedures, and deadlines
- Apply for graduation at the beginning of the semester you intend to complete all degree requirements

## Advisor Responsibilities

- Encourage students to develop clear and attainable goals
- Ensure advising services remain accessible and available throughout the year

- Understand and effectively communicate curriculum information, graduation requirements, and university and college policies and procedures
- Provide clear and accurate information in all advising correspondence and documentation
- Help students understand the purpose of higher education and its effects on academic and personal development
- Foster a supportive and inclusive environment for all students
- Encourage students to think critically and make independent decisions regarding their education and career
- Maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA)
- Provide students with information on campus resources and refer to campus partners as needed

## Change of Degree Plan

Deciding on a major, minor, concentration, or certification is an important step in a student's academic career. The process for changing the curriculum that makes up a degree plan varies by college; therefore, professional academic advisors are available for consultation throughout the year. It is suggested that students research any curriculum changes and then schedule an appointment with an academic advisor to discuss the change in detail.

We encourage students to make informed decisions concerning interests, abilities, values, and future goals. Students should be aware that changing their degree plan can have potential implications related to financial aid, tuition, and anticipated graduation.

## Helpful Resources

- One of the most important things students can do to support their success is establish a strong working relationship with their academic advisor. Texas State's academic advising centers (<https://advising.txst.edu/find-your-advisor.html>) provide high quality professional academic advising to all students from their first semester through graduation.
- All first-year students, regardless of major or hours, begin their educational journey with First-Year Advising (<https://firstyear.txst.edu/>).
  - The University#Advising Center (<https://advising.txst.edu/university-advising-center.html>) offers major exploration guidance for students who are still in the process of exploring majors (Exploratory), are unsure about their current major, or are seeking admission to the McCoy College of Business (Pre-Business).
  - Each college offers academic advising (<https://advising.txst.edu/find-your-advisor.html>) to their majors in their second year and beyond.
  - Browse the Undergraduate Catalog (<http://mycatalog.txstate.edu/undergraduate/>) for Texas State majors, minors, and their requirements.
  - Career Services (<http://mycatalog.txstate.edu/undergraduate/general-information/career-services/>) is available to help you research majors, study your options, and plan and implement your professional future.
  - The Office of Financial Aid and Scholarships (<http://mycatalog.txstate.edu/undergraduate/general-information/financial-aid-scholarships/>) can assist with any questions you may have related to the impacts a change of degree plan can have on your financial aid package.

- The Office of Veterans Affairs (<http://mycatalog.txstate.edu/undergraduate/general-information/veterans-affairs/>) at Texas State University assists veterans in pursuing their educational, professional, or vocational objectives. They are available to answer questions concerning veteran educational benefits, certify enrollments for the Department of Veterans Affairs, and monitor students' degree plans and academic progress.
- Students are encouraged to review the Tuition for Excessive Undergraduate Hours (<http://mycatalog.txstate.edu/undergraduate/general-information/tuition-fees/>) policy prior to making a change to their degree plan.
- Students are encouraged to review the Tuition Rebate (<https://www.sbs.txstate.edu/billing/Tuition-Rebate-Information.html>) policy prior to making a change to their degree plan.

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**Learn more about Degree Works at <http://www.registrar.txstate.edu/resources/degreeworks.html>.**