**UNDERGRADUATE ACADEMIC ADVISING**

Academic advising is an education 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 located in each college and 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, DegreeWorks.

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.

**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
- Provide students with information on campus resources and refer to campus partners as needed

**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
- Arrange for 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

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

Learn more about DegreeWorks at [http://www.registrar.txstate.edu/resources/degeworks.html](http://www.registrar.txstate.edu/resources/degeworks.html).