ADVISOR ROLES AND SPECIALIZATIONS

Director of Academic Advising
Academic Advisor II
Administrative Assistant II

EC-6 ESL Generalist
Students with last names:  
A-G
H-Q
R-Z

EC-6 Bilingual Generalist

4-8 Generalist, Math, Science, Math/Science Composite, English/Language Arts/Reading/Social Studies Composite

All-Level Special Education

ESS w/ Health & Wellness Prom. for Clinical Populations
ESS w/ All-Level Physical Education Teacher Certification

Health & Fitness Management w/ Business Admin. Minor
Students with last names:  
A-I
J-Z

Athletic Training

ESS w/ Pre-Physical Therapy Concentration
Students with last names:  
A-L
M-Z

Health & Wellness Promotion
Health & Wellness Promotion w/ All-Level Health Education

Recreational Administration
Recreational Administration w/ Therapeutic Concentration

Round Rock Campus – Elementary Education Program
EC-6 ESL Generalist

CONTACTS

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“The primary goal of advising is to provide a cooperative atmosphere for working together with students to create a plan for their undergraduate education that will prepare them to accomplish career and life goals.” (National Academic Advising Association, 2004)

Texas State Undergraduate Academic 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.

College of Education Advising Center Mission
The College of Education Undergraduate Advising Center is dedicated to providing exceptional guidance and assistance with academic planning through a partnership with our students, faculty, and staff. We strive to encourage student self-reliance and responsibility, leading to the successful completion of an undergraduate degree.

Academic Advising Goals
Goal 1 - Ease transition to the university experience
Goal 2 - Encourage student engagement for intellectual and personal growth
Goal 3 - Help students clarify their educational and career goals
Goal 4 - Assist students in developing and implementing their educational plan
Goal 5 - Teach students to use resources and relationships to maximize their educational and personal potential
Goal 6 - Help students understand the nature, purpose, and potential of higher education
Goal 7 - Promote continuous improvement of the advising process through ongoing assessment, development, and training

Advisee Responsibilities – What You Are Expected To Do
As an advisee, you have clear responsibilities in the advising partnership in order to be successful:
• Become knowledgeable about your degree program and all graduation requirements for your program
• Ensure compliance with all University and College policies, procedures, and deadlines
• Activate and regularly use your Texas State email account for academic communication with University staff
• Schedule regular advising appointments and/or make regular contact with your advisor during each semester
• Attend advising appointments on time and come prepared with proposed course schedules and questions
• Be an active learner by participating fully in the advising experience
• Follow up on recommendations made by your advisor about campus resources and services
• Keep a personal record of your degree progress and advising notes
• Review the academic calendar each semester to plan for registration periods and other important deadlines
(NACADA, 2004 and Texas State Undergraduate Catalog, 2012-2014)

Advisor Responsibilities – What You Can Expect from your Advisor
You can expect your advisor to:
• Provide a safe environment in which students can discuss goals, academic performance, concerns, and interests
• Guide students in developing an academic plan that satisfies degree requirements and supports student interests
• Assist students with developing and defining realistic goals
• Be accessible for meetings via office hours and provide timely email responses
• Provide accurate policy and process information
• Provide information and strategies for utilizing available campus resources and services
• Maintain accurate records and documentation
• Maintain confidentiality in adherence with the Federal Rights and Privacy Act (FERPA)
(NACADA, 2004 and Texas State Undergraduate Catalog, 2012-2014)

Scheduling an Advising Appointment
Academic advising is conducted by appointment only; appointments can be scheduled over the phone by calling 512.245.3050 or in person by stopping at the Advising Center front desk in the Education Building, Suite 2143.

No-Show Policy
To cancel or reschedule an appointment, notify the Advising Center before your scheduled advising time. If you fail to give advance notice and do not attend your appointment, your absence will be noted as a No-Show.

• After three (3) No-Shows, you will forfeit the right to schedule appointments in advance. Advising is then limited to a first-come, first-served basis at designated times determined by the Advising Center.
Email Policy

We value your interest and feedback. We also value your privacy.

When corresponding with an advisor, currently enrolled students are required to use their Texas State email address and include their full name as well as their Texas State ID number. This helps to ensure student confidentiality and accuracy of information exchanged.

Directions for setting up a Texas State email address may be found at: [http://www.tr.txstate.edu/getconnected/computerservices/e-mail-setup.html](http://www.tr.txstate.edu/getconnected/computerservices/e-mail-setup.html)

- **Email is not a replacement for scheduled advising appointments.**
  Detailed topics such as GPA calculations and schedule changes are best suited for discussion in an appointment where the potential for misunderstanding or confusion is minimized. A good rule of thumb for determining whether your question is appropriate for email is to ask yourself the following:

  - 'Can I fully articulate my question in 2-3 sentences?'
  - 'Can my advisor answer this question fully in 2-3 sentences?'

  If the answer to either is 'No,' you will most likely receive an email response from your advisor requesting that you schedule an in-person advising appointment instead.

- **We are committed to providing you with timely responses and appreciate your patience.**
  If you have not received a response to your email within 24-48 hours, you may follow up with a second email to the same advisor or with a phone call to the Advising Center. Sending duplicate emails to more than one advisor with the same question slows the process for receiving a response and is not a recommended practice.

- **Review the information on our website in case your question is answered there.**
  We put a lot of effort into keeping our website up-to-date to provide you with an extensive amount of information and resources at your fingertips. If you can't find what you need on our site, we are happy to assist you.

Planning Ahead: Suggested Advising Activities for a Calendar Year

**Following New Student Orientation (if newly admitted):**

- Complete Online Registration for classes
- Setup Texas State email account & check daily
- Review Tuition/Fee Information through Student Business Services, noting deadlines
- Review Registrar’s Academic Calendar for Schedule Changes and Drop/Withdrawal deadlines
- Explore College of Education Advising Center website

**Week before classes begin:**

- Review Degree Audit report using [Self-Service Login](http://www.tr.txstate.edu)
- Print Concise Student Schedule and walk campus to locate classrooms
- Confirm semester payment online

**September / February**

- Schedule advising appointment to discuss semester progress and plan for next semester
- Review Degree Audit and prepare proposed course schedule for advising appointment

**October / March**

- Refer to Registrar’s Academic Calendar for Registration Dates
- Confirm individual registration access time and check for registration holds online
- Register for next semester’s courses at first available access time

**November / April**

- Visit with [Career Services](http://www.tr.txstate.edu) to discuss future goals/plans
- Take note of payment deadline for upcoming semester

**December / May**

- Review final grades on Degree Audit compared to requirements
Miscellaneous

Students planning to attend summer school at another institution should do the following:

1. Verify transfer course equivalency at CatsWeb → Students → Transfer Course Info
   ‘During the summer, I will be attending ________________________________’ (Name of Institution).
   - Course 1 ______________ will transfer to Texas State as ____________________.
   - Course 2 ______________ will transfer to Texas State as ____________________.
   - Course 3 ______________ will transfer to Texas State as ____________________.
   - Course 4 ______________ will transfer to Texas State as ____________________.

2. Schedule an advising appointment to review residency requirements.
3. Submit official transcript to Texas State Undergraduate Admissions as soon as the term has ended.

Helpful Materials for Planning

- Texas State Undergraduate Catalog
  http://www.txstate.edu/curriculumservices/catalogs/undergraduate/catalogs.html
- College of Education Advising Center Website
  http://www.education.txstate.edu/advising
- Degree Audit and Student Academic Transcript
  https://ssb.txstate.edu/prod/twbkwbis.P_WWWLogin

Preparing for Specific Advising Appointments

A. Routine Advising Appointment
   - Review your Degree Audit and generate a proposed list of courses for the next semester
   - Prepare a written list of questions in order to maximize the time in your advising appointment

B. Academic Probation Advising Appointment
   Students with a cumulative Texas State GPA below 2.0 are placed on Academic Probation by Texas State University and are required to meet with an academic advisor prior to registering for future coursework.
   - Refer to the Undergraduate Catalog online for official explanation of Academic Probation and Suspension policy: http://www.txstate.edu/curriculumservices/catalogs/undergraduate/catalogs.html
   - Follow emailed instructions from the College of Education Advising Center outlining mandatory Academic Probation module and assessment form required prior to appointment
   - Review Degree Audit and generate a proposed list of courses for the next semester
   - Prepare a written list of questions in order to maximize the time in your advising appointment