

**McCoy College of Business Administration  
Undergraduate Academic Advising Syllabus  
Texas State University**

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**Office:** Administrative Assistant – Caroline Crider  
 115 McCoy Hall  
 Regular Hours: Monday – Friday 8:00AM to 5:00PM  
 Round Rock Students: One Stop Center, Avery 201 – Hours by Appointment

**Phone:** 512-245-1993 (Round Rock: 512-716-4001)  
**FAX:** 512-245-1996

**Academic** Academic advising is conducted by appointment only.  
**Advising:** **All students must bring their student ID to their academic advising appointment.**  
 Please call 512-245-1993 or come by 115 McCoy Hall to schedule your appointment. Please do not email your advisor to schedule an appointment.

**Materials:** Undergraduate Catalog  
 Student Resources on the Advising Center Web Site (<http://advising.mccoy.txstate.edu>)  
 Degree Audit Report

### **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.

### **McCoy College Advising Center Mission**

The McCoy College of Business Administration Academic Advising Center is an accessible, student-centered support service that encourages students to develop educational goals and identify strategies for success, provides official and accurate academic information, and guides students to the successful completion of an undergraduate degree. The Advising Center also provides opportunities for student engagement through the College's comprehensive student development program, the McCoy Experience.

### **Academic Advising 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 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.

As academic advisors at McCoy College, we adhere to key principles provided by 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.

### **Academic Probation**

McCoy College students whose Texas State GPA falls below 2.0 are placed on academic probation by Texas State and are also placed on restricted status by McCoy College. Academic probation is an indicator that a student is not meeting the minimum academic standards set by Texas State. McCoy College has a strict probation policy that is designed to address the reasons for poor academic performance directly. In addition to the McCoy College policy, student must familiarize themselves with the Texas State

policy as they must comply with those requirements in order to remain at the University.

Students on academic probation and restricted status must increase their Texas State GPA to at least 2.0 in the following semester or their McCoy College student classification will be terminated. When a student's McCoy College classification is terminated, his or her admission to the College is voided. The student must re-apply for admission to McCoy College when his or her Texas State GPA is above a 2.0 and compete with other applicants for McCoy College openings.

A probation advising session is required for students placed on probation prior to beginning courses for the probation semester. Students are notified by mail of their probation status and are expected to follow all procedures outlined in the letter to have the probation hold lifted. A second probation hold will be placed and students will again be required to meet with an advisor prior to registering for the following semester

### **No Show Policy**

If you need to cancel or reschedule an appointment, you must notify the Advising Center by phone or in person at least four business hours in advance. If you fail to give four business hours' notice or if you do not attend your appointment, your absence will be noted as a no-show. After three no-shows, you will forfeit the right to schedule appointments in advance and will only be able to schedule and attend same-day appointments (which are not guaranteed and are available on a first-come, first-served basis).

### **Email Policy**

The majority of your correspondences with an academic advisor should be through scheduled advising appointments, however, if you need to ask a follow-up or specific question, please keep the following in mind:

- Advisors do not provide academic advising via email.
- All currently enrolled McCoy College students are required to have an active Texas State email address and check it regularly. McCoy College uses the email address for important announcements, some official correspondence, and newsletters. Currently enrolled students are required to use their Texas State email address when corresponding with an advisor. This requirement helps to ensure student confidentiality.
- All correspondence with an advisor must also include the student's Texas State ID number.
- An advisor may require that some questions submitted on email be addressed during a scheduled appointment.
- All correspondence should be properly constructed and contain enough details for the advisor to best assist the student.

### **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 your program requires for graduation.
- Ensure compliance with all University and College policies, procedures, and deadlines.
- Gather all relevant decision-making information (i.e.: 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 or material 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 and McCoy College values when interacting with others.

### **Advisor Responsibilities – What You Can Expect**

You can expect your advisor to:

- Assist students in understanding the purposes and goals of higher education and its effect on their lives and personal goals.
- Assist students in gaining decision making skills and assuming responsibility for their educational plans and achievements.
- Encourage and guide students as they define and develop realistic goals.
- Encourage and support students as they 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 students with information and strategies for using the available resources and services on campus.
- Accurately document students' progress toward meeting their goals.
- Be accessible for meeting with advisees.

## **Student Objectives (Learning Outcomes) for the Academic Advising Experience**

Through academic advising experiences in the McCoy College, students will demonstrate the ability to make effective decisions concerning their degree and career goals and understand/articulate the value of their education by achieving these specific objectives.

As a result of academic advising experiences students:

- Demonstrate an understanding of actions they are expected to take as a McCoy College student in the advisor-advisee relationship.
- Know how to contact an academic advisor that can assist them with questions and planning.
- Identify policies, procedures, and degree requirements in the undergraduate catalog.
- Demonstrate knowledge of the functionality of CATSWEB as a campus technology resource.
- Register for courses their degree program requires for graduation.
- Use a degree audit report in order to track progress toward meeting graduation requirements.
- Demonstrate compliance with procedures for graduation.
- Identify their interests and abilities.
- Plan sequence of courses remaining for graduation as part of the educational plan.
- Add extra-curricular opportunities and strategies to their educational plan that will further personal goals.
- Articulate the value of their education effectively in order to meet post-graduation goals.
- Demonstrate an understanding of their responsibilities as a McCoy College student.
- Participate in university and college activities to further their goals.
- Identify academic support services on campus that can assist them when needed.
- Use campus resources to stay informed of important dates regarding their course enrollment.
- Are able to locate resources/information to assist them in setting and reaching career goals.

## **Assessment of Student Objectives**

Advisors will directly and indirectly assess student accomplishment of objectives using a set of direct and indirect assessment measures. Results are reported annually each June.