

**Academic Advisors:** Charles Evers, Academic Advisor II – Agriculture (AG 201)  
Gerardo Galeana – Social Work (ENC 235E)  
Jessica Gist – Family and Child Development, Consumer Affairs,  
Fashion Merchandising (FCS 101)  
Jennifer Jones – Interior Design and Nutrition and Foods (FCS 101)  
Anna Neale – Applied Arts and Sciences (AG 201)  
Sean Stevens – Criminal Justice (AG 201)  
Rebecca Swindal, Advising Center Supervisor (AG 201)

**Office:** Agriculture Building, Room 201  
Hours: Monday – Friday 8:00 a.m. to 5:00 p.m.  
Advising is by appointment only.

**Email:** [appliedartsadvising@txstate.edu](mailto:appliedartsadvising@txstate.edu)  
**Phone:** 512-245-1490  
**Fax:** 512-245-1627

**Academic Advising:** Academic advising is conducted by appointment only. Advising appointments must be scheduled through the Applied Arts Advising Center Office. Advising appointments can be scheduled online here: <http://advising.appliedarts.txstate.edu> or by calling 512-245-1490.

**Text/Materials:**

Undergraduate Catalog: <http://mycatalog.txstate.edu/>  
Degree Audit Report: <http://www.registrar.txstate.edu/resources/degreeworks.html>  
Applied Arts Advising: <http://advising.appliedarts.txstate.edu/>  
Degree Program Sheets: <http://advising.appliedarts.txstate.edu/degrees/majors.html>  
CatsWeb: <http://www.catsweb.txstate.edu/>  
Academic Calendar: <http://www.registrar.txstate.edu/persistent-links/academic-calendar.html>

**Additional Resources:**

Career Services - <http://www.careerservices.txstate.edu/>  
Financial Aid and Scholarships - <http://www.finaid.txstate.edu/>  
Student Learning Assistance Center (SLAC) - <http://www.txstate.edu/slac/>  
Writing Center - <http://www.writingcenter.txstate.edu/>  
Math Tutoring and Computer Lab - <http://www.math.txstate.edu/resources/lab.html>

**Undergraduate Academic Advising Mission:**

Academic advising is a student-centered, collaborative process that engages students in educational planning to promote academic, personal, and professional development, while

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considering diverse interests, abilities, and goals. Academic advising is an integral part of teaching and learning at Texas State.

### **College of Applied Arts Advising Center Mission:**

The mission of the College of Applied Arts Academic Advising Center is to provide quality academic advising in a caring and positive environment, ensuring students reach their goals as quickly and smoothly as possible.

### **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 (National Academic Advising Association, 2004).*

At Texas State, academic advising provides students with the opportunity to meet with an advisor for assistance in planning their educational careers, 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.

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). Their membership in the National Academic Advising Association (NACADA) provides professional guidance in their 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 that the advising partnership is successful.

Professional academic advisors are located in each college and are available to assist students throughout the year. Technological tools such as the Degree Works degree audit system provide additional resources to assist students in defining the path to graduation.

**Student Responsibilities:** <http://mycatalog.txstate.edu/undergraduate/general-information/academic-advising/>

Students have clear responsibilities in the advising partnership in order for it to be successful:

- Clarify personal values and goals.
- Provide accurate information regarding interests and abilities.
- Schedule timely, regular appointments with an advisor during each semester.
- Come prepared, bring student ID, and be on time for each appointment.

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- Bring questions and materials for discussion, such as a degree audit, degree worksheet, and/or other relevant documents, to your appointment.
- Participate fully in the advising experience - ask questions when an issue is not understood or there is a specific concern.
- Know the requirements of the degree program and make sure the courses needed for graduation are being taken.
- Gather and understand all relevant decision-making information (e.g., deadlines, prerequisites, policies).
- Organize official documents for convenient access.
- Follow through with all advisor recommendations.
- Keep a personal record of progress toward meeting goals.
- Comply with all university and college policies, procedures, and deadlines.
- Adhere to the Texas State Honor Code when interacting with others.

**Advisor Responsibilities:** <http://mycatalog.txstate.edu/undergraduate/general-information/academic-advising/>

Advisors can be expected to:

- Be accessible for advising appointments.
- Provide assistance in understanding the purposes and goals of higher education and its effect on life and personal goals.
- Assist the student with learning decision-making skills and assuming responsibility for educational plans and achievements.
- Encourage and guide the student to define and develop realistic goals.
- Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures.
- Provide information and strategies for using available campus resources and services.
- Encourage and support students as they gain the skills to develop clear and attainable educational plans.
- Accurately document the student's progress toward meeting goals.
- Maintain confidentiality as required by the Family Educational Rights and Privacy Act.

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

By the completion of your degree plan, you should be able to:

- Generate a degree audit report (Degree Works).
- Read and understand your degree audit report.
- Demonstrate knowledge, use, and applications of Self Service Banner.
- Read and comprehend the Undergraduate Catalog.
- Identify academic policies and procedures.
- Understand specific academic policies unique to your undergraduate major and/or minor.

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- Understand minimum degree requirements needed for graduation.
- Be able to find the academic calendar online and pinpoint important dates.
- Find, identify, and utilize individualized registration access times.
- Schedule and register for appropriate courses that fulfill degree requirements.
- Identify student resources available on campus.
- Know how to contact your major advisor.
- Know how to schedule an academic advising appointment.
- Know how to calculate your grade point average (GPA).
- Demonstrate appropriate and professional behavior during an advising appointment.

### **Assessment of Student Objectives:**

The Advising Assessment Team works to improve academic advising for students by planning and implementing an outcome-based assessment of services and advocating for data-driven changes. We do this by creating an annual assessment plan, collecting useable data to assess outcomes of advising, and working to increase the value of this assessment by engaging the entire advising community in the assessment process.

### **Email Policy:**

All Texas State University students are required to utilize their Texas State email account when corresponding with Texas State faculty and staff. Information on setting your Texas State NETID and Texas State email account can be found here viewed here:

<https://tim.txstate.edu/onlinetoolkit/Login?returnurl=%2fonlinetoolkit>

The College of Applied Arts Academic Advising Center will send important announcements and correspondence to your Texas State email account. Emails sent to Texas State faculty and staff utilizing a non-Texas State email address may never be received. All correspondence with your academic advisor should include your Texas State ID number (ex. A012345678). Your academic advisor may require that some questions submitted via email be addressed during a scheduled academic appointment due to the complexity of some questions.

### **No Show Policy:**

Students who do not attend or reschedule/cancel their academic advising appointments within one hour of the scheduled start time will be considered a “no show”. Students who “no show” three appointments with their academic advisor will be required to meet with the Applied Arts Advising Center supervisor. This policy will be published on the Academic Advising Center’s web site and noted on the Advising Syllabus.

### **Ten Minute Rule:**

Academic advising appointments are typically scheduled for 30 minutes. If you arrive more than 10 minutes late to your academic advising appointment you will be asked to reschedule.

**Academic Probation:**

<http://mycatalog.txstate.edu/undergraduate/general-information/academic-policies/probation-suspension/>

Academic probation is an emphatic warning that the quality of the student’s work has not met Texas State’s minimum academic standards and that the quality must improve during the probationary semester in order for the student to continue at Texas State. A student will be placed on academic probation at the end of the fall or spring semester in which the Texas State GPA is less than 2.00. A student will be removed from academic probation at the end of any long semester or summer term if the Texas State GPA is 2.00 or higher.

Students placed on academic probation are given two probationary semesters (fall or spring terms) to raise their Texas State GPA to 2.00. For example, if a student is placed on academic probation because the Texas State GPA has fallen to 1.85, then at the end of the two following probationary semesters the Texas State GPA must be 2.00 or higher, or the student will be placed on first academic suspension. Grades earned in developmental coursework, in which neither hours nor grades are calculated toward the GPA, will not affect a student’s academic standing.

**Planning Ahead:**

Date	Activities
<b>After initial registration</b>	<ul style="list-style-type: none"> <li>• Confirm payment/apply for financial aid: <a href="http://www.sbs.txstate.edu/">http://www.sbs.txstate.edu/</a></li> <li>• Check the Registrar’s website for the academic calendar. Familiarize yourself with the calendar for the upcoming semester. Specifically, look for any upcoming payment deadlines, drop/withdrawal from course dates, and schedule change access periods. <a href="http://www.registrar.txstate.edu/persistent-links/academic-calendar.html">http://www.registrar.txstate.edu/persistent-links/academic-calendar.html</a></li> </ul>
<b>1<sup>st</sup> week of classes</b>	<ul style="list-style-type: none"> <li>• If you are graduating this semester, the first week of classes is when you should apply for graduation via self-service banner and complete tuition rebate application if eligible. <a href="https://tim.txstate.edu/studentgraduationapplication/Home/Standard-Authentication">https://tim.txstate.edu/studentgraduationapplication/Home/Standard-Authentication</a></li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>• This is a great time to begin planning ahead. Schedule an academic advising to discuss spring courses: <a href="http://advising.appliedarts.txstate.edu/">http://advising.appliedarts.txstate.edu/</a></li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Registration for the spring semester typically begins this month. You should have a list of classes prepared and be aware of your registration access period. You can view your registration access period here: <a href="http://www.registrar.txstate.edu/registration/access-periods.html">http://www.registrar.txstate.edu/registration/access-periods.html</a></li> <li>• To find out if you have any holds blocking your registration, you need to access your View Holds page located in Self-Service Login: <a href="https://ssb.txstate.edu/prod/twbkwbis.P_WWWLogin">https://ssb.txstate.edu/prod/twbkwbis.P_WWWLogin</a></li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• You should have registered for the spring semester. November is a good month to focus on the future and think about your goals. Schedule an appointment with Career Services to discuss your long-term career plans. <a href="http://www.careerservices.txstate.edu/">http://www.careerservices.txstate.edu/</a></li> </ul>

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December	<ul style="list-style-type: none"><li>• Review next semester's selection of courses and determine if any changes need to be made to your schedule.</li><li>• Check the Registrar's website for the academic calendar. Familiarize yourself with the calendar for the upcoming semester. Specifically, look for any upcoming payment deadlines, drop/withdrawal from course dates, and schedule change access periods. <a href="http://www.registrar.txstate.edu/persistent-links/academic-calendar.html">http://www.registrar.txstate.edu/persistent-links/academic-calendar.html</a></li></ul>
January	<ul style="list-style-type: none"><li>• If you are graduating this semester, the first week of classes is when you should apply for graduation via Self-Service banner. <a href="https://tim.txstate.edu/studentgraduationapplication/Home/Standard-Authentication">https://tim.txstate.edu/studentgraduationapplication/Home/Standard-Authentication</a></li></ul>
February	<ul style="list-style-type: none"><li>• This is a great time to begin planning ahead. Schedule an academic advising to discuss summer and fall courses: <a href="http://advising.appliedarts.txstate.edu/">http://advising.appliedarts.txstate.edu/</a></li></ul>
March	<ul style="list-style-type: none"><li>• Registration for the summer and fall semester typically begins this month. You should have a list of classes prepared and be aware of your registration access period. You can view your registration access period here: <a href="http://www.registrar.txstate.edu/registration/access-periods.html">http://www.registrar.txstate.edu/registration/access-periods.html</a></li><li>• To find out if you have any holds blocking your registration, you need to access your View Holds page located in Self-Service Login: <a href="https://ssb.txstate.edu/prod/twbkwbis.P_WWWLogin">https://ssb.txstate.edu/prod/twbkwbis.P_WWWLogin</a></li></ul>