

PACE ADVISING

Academic Advising Syllabus

Academic Advising at Texas State

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.

Your PACE Academic Advisor

You will be introduced to your academic advisor for the year at the beginning of your first semester.

Learn more about our academic advisors by visiting pace.txstate.edu/advising and clicking on the “About” tab.

Visit Your Advisor When You ...

- Have questions about majors, minors, or certificate programs
- Want to plan a schedule for the current or future semester
- Have questions about the registration process
- Have questions about University procedures and resources, such as “How do I drop or add classes?”
- Are having academic difficulties and need guidance
- Need someone to talk to about personal issues that impact your academic success

How To Meet with an Advisor

- You can schedule your appointment via phone 512-245-PACE (7223), in-person at UAC 122, or online at pace.txstate.edu/advising
- Appointments are made a minimum of 30 minutes in advance
- Advising appointments are scheduled for 30 minutes
- All students will be required to present/confirm their Texas State Student ID when they check-in for their appointment
- If you arrive more than 10 minutes late to your appointment, you will be asked to reschedule
- Read more about our Appointment Policies on our website under the “Resources and Policies Tab”



The PACE Advising Center

The mission of the PACE Advising Center is to provide comprehensive and proactive academic advising and programs to first-year students at Texas State University.

We are committed to partnering with academic colleges and campus resources, fostering a collaborative environment that engages students in their educational journeys, understanding and honoring the diverse needs of our students, and promoting student empowerment and self-advocacy.

Learning Outcomes

Summer

- How to contact PACE Advising
- When to schedule your next appointment
- How to prepare for your next appointment

Fall

- How to connect to campus resources
- Where to find degree information
- Where to find academic policies
- How to register for courses

Spring

- How to contact your next advising center

FALL		SPRING	
AFTER NSO	<p>Activate your Texas State e-mail address. This will be the primary way to contact your academic advisor.</p> <p>Confirm payment/apply financial aid with Student Business Services and the Office of Financial Aid & Scholarships.</p>	JANUARY	<p>If you're on academic probation, you are eligible to participate in our Resiliency program. This program exists to help you return to good academic standing.</p>
SEPTEMBER	<p>Schedule your first 30-minute advising appointment to discuss spring courses. To best prepare for this appointment, fill out our pre-advising worksheet on our website under the "Appointments" tab.</p>	FEBRUARY	<p>Schedule an appointment with your advisor to review your progress and address any questions that may have arisen.</p>
OCTOBER	<p>Registration for Spring courses begins on _____</p> <p>Check your registration access by checking "Registration Status" in Self-Service.</p> <p>The drop deadline for fall courses occurs in this month. Talk to an advisor if you need to drop a course.</p>	MARCH	<p>Registration for the Summer and Fall typically begin in this month. You should have a list of classes prepared and be aware of your registration access period.</p>
NOVEMBER	<p>The deadline to withdraw from all courses is typically in this month. Withdrawal means going to zero hours. See an academic advisor if you are considering withdrawing from the university.</p>	APRIL	<p>You should have already met with your advisor, prepared a list of classes, and become aware of your registration access period.</p>
DECEMBER	<p>Your Fall grades will post during this month. Check your academic progress by checking "Degree Audit" in Self-Service.</p> <p>Review next semester's selection of courses and determine if any changes need to be made to your schedule.</p>	MAY	<p>Your Spring grades will post during this month. Check your academic progress by checking "Degree Audit" in Self-Service.</p> <p>Confirm your new advising center with your academic advisor.</p>

Search "Academic Calendar" on the Texas State website for information regarding registration dates, drop and withdrawal deadlines, campus breaks, final exams, and grade postings.

On-Call Advising: How to Best Utilize PACE Advising Outside of an Advising Appointment



Visit our office in UAC 122

On-call advisors are available to answer general questions in-person.
Available 8:00 AM - 4:00 PM,
Monday - Friday



Give us a Call 512-245-PACE (7223)

Speak to an on-call advisor to assist with questions. Available by phone 8:00 AM - 4:30 PM,
Monday - Friday



Email an advisor paceadvising@txstate.edu

Email questions to our advising inbox.
8:00 AM - 5:00 PM,
Monday - Friday



Search FAQ's on our website

Use our FAQ page to find answers to common questions.
pace.txstate.edu/advising/faq

We do not advise for courses during on-call advising. To plan a schedule or discuss course options for the current or future semesters, please schedule a full 30-minute advising appointment. Note: on-call times may vary.

Your PACE Success Team

PACE is here to assist you during your first year at Texas State. Outside of academic advising, there are additional PACE resources to support your transition to Texas State.

PACE Peer Mentoring provides support to help students socially and academically integrate to Texas State

PACE Academic Coaching empowers students to be active and productive in their own learning

PACE Career Services explore the future of the work world and help students choose appropriate pathways and opportunities

University Seminar (US1100) is a course designed to help meet the transitional needs of new Texas State University students

Learn more about these resources at pace.txstate.edu

