

Texas State University  
College of Fine Arts and Communication  
Academic Advising Syllabus

**Advisors:** Advisors who can assist you are located in the College of Fine Arts Advising Center. Art majors can see an advisor in the Advising Center or in the School of Art and Design.

**Location:** College of Fine Arts and Communication Advising Center – Room 118, Old Main  
School of Journalism and Mass Communication  
School of Music  
Department of Communication Studies  
Department of Theatre and Dance

School of Art and Design – Room 2112, JC Mitte Building

**Office Hours:** Monday-Friday 8:00 a.m. to 5:00 p.m.

**Internet:** <http://advising.finearts.txstate.edu/>

**Resources:** Undergraduate Catalog, Department/School Materials, Advising Notebook, CATSWEB, TRACS Sites, CFAC: Advising, Twitter, FaceBook, Tumblr, Google.

**Texas State University Mission Statement:** *“Texas State University is a public, student-centered, doctoral-granting institution dedicated to excellence in serving the educational needs of the diverse population of Texas and the world beyond.”*

**Academic Advising Mission Statement:** *“Undergraduate Academic Advising at Texas State University is a student-centered, collaborative approach, which promotes the academic success and growth of students, while respecting individuals’ diverse interests, abilities and goals.”*

**Definition of Academic Advising:** “Academic advising is an educational purpose 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)

### **Purpose of Advising for the College of Fine Arts and Communication:**

Academic advisors in the College of Fine Arts and Communication are here to assist students with developing and implementing educational planning to support them in attaining their educational goals. During the students’ tenure at Texas State, advisors want to foster the advising relationship to ensure students are aware of the resources and opportunities available to them at the University.

**Academic advising requires participation by both the advisor and the student. Active involvement by both parties will ensure students achieve the expected learning outcomes in order to develop a clear educational plan. Advising is used as a means to teach students the components needed to successfully attain their educational goals while at Texas State. Advising should not be viewed as a one-time encounter, but as an ongoing process that helps the student develop both academically and personally throughout their academic career. Throughout this process, both the student and the advisor will have specific responsibilities.**

## **Student Responsibilities:**

As a student you have clear responsibilities in the advising process

- Know the requirements of your degree program
- Know University policies, procedures and deadlines
- Follow the student code of conduct: Students shall conduct themselves in a manner consistent with the university's mission as an educational institution.
- Participate proactively in the decision-making process
- Schedule timely, regular appointments with an advisor during each semester
- Keep a personal record of your academic progress in your advising notebook
- Ask questions--be an information seeker
- Clarify personal goals and values
- Accept responsibility for academic decisions and performance

## **Advisor Responsibilities:**

You can expect an advisor to

- Assist students in understanding the purpose and goals higher education and its effects on their lives and personal goals
- Encourage and guide students to define and develop realistic educational goals
- Listen carefully to students' questions and concerns
- Communicate the University curriculum, requirements, and procedures
- Provide students with information and strategies for using available recourses and services on campus
- Provide a professional and confidential environment
- Accurately document students' progress toward meeting their goals

## **Delivery of Academic Advising**

You have chosen a major in the College of Fine Arts and Communication. We have advisors located in a centralized Advising Center and advisors who are stationed in the Department/School offices of our majors. This allows our students multiple avenues to obtain information regarding their academic plans.

Our advising system is set up to allow students to have multiple ways to build relationships with advisors.

- We have standard individual advising sessions which are best suited for short-term academic planning.
- We have small group advising sessions during peak times that allow for just-in-time information to be provided.
- We also have larger group sessions that are designed to provide general information regarding University and degree-specific policies and requirements.
- We also provide sessions where long-term degree goals can be discussed.

## **“No Show” Advising Policy**

Students will be considered a “no-show” if they arrive to an appointment more than ten minutes late, or if they do not cancel by phone or in person at least one hour prior to the scheduled start time of the appointment.

Students are allowed three (3) no-shows for an academic year. Students who exceed the maximum number of no-shows will lose their ability to schedule an advising appointment and will be required to attend a walk-in day in order to access our services.

The goal of walk-in advising is to confirm planned schedules for the next term and the meeting will be limited to 15 minutes. Long term planning is best suited for a standard advising appointment.

Open walk-in days are held monthly on the third Monday of the month from 9:00-3:00.

# Checklist to a Successful Advising Experience

_____	<p>Activate and check your Texas State email account. Current students will be contacted through the Texas State email system.</p>
_____	<p><b>In mid-September</b> you should call and make an appointment with an advisor in your Department/School or in the College Advising Center to discuss your Spring course selection.</p> <p>Registration for Spring is in mid to late October.</p> <p><b>In mid-February</b> you should call and make an appointment with an advisor in your Department/School or in the College Advising Center to discuss your Summer and Fall course selection.</p> <p>Registration for Summer and Fall is in mid to late March.</p> <ul style="list-style-type: none"> <li>○ <b>Make sure to notate in your personal calendar the date and time of the appointment.</b></li> </ul>
_____	<p>Check CATSWEB to determine when your registration eligibility is for the upcoming semester.</p>
_____	<p>Prepare for the Advising Session by developing the following:</p> <ul style="list-style-type: none"> <li>○ A Degree Audit Report <b>Catsweb/Students/Academic Records/Degree Audit</b></li> <li>○ A rough schedule of the courses you believe you need to take in the next semester.</li> <li>○ A notebook or folder to keep all your advising documents. This will be referred to as your Advising Notebook.</li> <li>○ Any questions you may have regarding courses, degree requirements, or any other services that may be available.</li> </ul>
_____	<p>Attend the advising session.</p> <ul style="list-style-type: none"> <li>○ Bring your Advising Notebook to take notes during the session.</li> <li>○ Arrive promptly.</li> <li>○ Be an active part of the advising session by asking questions and paraphrasing.</li> <li>○ Ask your advisor to check if you have any holds and to verify your advising date and time. <b>You should notate this time in your personal calendar. However, you should also check your status before your registration time. Registration times and hold status can change.</b></li> </ul>
_____	<p>Register for your classes at your first access time.</p> <ul style="list-style-type: none"> <li>○ Print your schedule.</li> <li>○ Check your schedule against the course suggestions of your advisor.</li> <li>○ Be sure to know the payment deadline in order to avoid your courses being dropped.</li> </ul>
_____	<p>Follow up with your advisor if needed.</p>
_____	<p>Check your grades on CATSWEB, as well as TRACS.</p>

# Student Acknowledgement of Understanding

I have received and read a copy of the College of Fine Arts and Communication Advising Syllabus.

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Signature

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ID#

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Date

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Print Name

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Major

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