



## ADVISING SYLLABUS

### MISSION STATEMENT

Our mission is to **educate, empower and equip** students with timely information, resources, and skills in making decisions that will help them progress toward their degree.

Through professional **competency, student-centered** mindset, and mutually **respectful** communication, we advocate for every student to receive optimal support in their learning experiences.

Our advising team maintains the highest **quality of service** through **shared responsibility, data-informed** practices, and **collaborative** partnerships.

### STUDENT LEARNING OUTCOMES

1. Students will identify whom to **contact** for academic advising help, including booking an appointment with and the location of the advisor.
2. Students will know the **requirements** and **expectations** for their major/degree.
3. Students will complete the **core curriculum** in a timely manner.
4. Students will understand **course loads** necessary for timely progress toward their degree.
5. Students will take action to maintain or improve their [GPA](#).
6. Students will know when and how to **remove holds and register** for classes.
7. Students will take advantage of **Registration Hub, DegreeWorks, SchEDUler, UCONNECT, INSPIRE, and ACE tools**.

### STUDENT RESPONSIBILITIES

- Find out who is my academic advisor (Academic Success Coach) on [DegreeWorks](#).
- Build a strong personal relationship with my advisor.
- Study my [DegreeWorks](#) and ask my advisor about identifying which classes I should be taking toward my degree.
- Discuss with my advisor what I [plan to study](#) so I can clearly understand the expectations and challenges.
- Learn how to use [SchEDUler](#) and be prepared to ask my advisor about which class combination is a good fit for me.
- Check "[Holds](#)" to understand which office is the "Originator" so these "[Holds](#)" can be removed.
- Be patient and respectful in my interaction. My advisor sees many students and strives to give everyone the time and attention they need.

- Take responsibility and be proactive in my advising meetings by being prepared and bringing something to write on.
- If I experience any difficulties in class, I will speak to my advisors before I drop, withdraw, or skip class.
- Pay attention to TAMIU [Academic Calendar](#) for important dates and deadlines, including first day of class, add/drop, tuition payment, priority registration, open registration, withdrawal, etc.
- Reflect on my advisor's counsel and take actions in a timely manner, including attending [ACE tutoring](#), [meeting with my professors](#), visiting [career services](#), etc.
- Read the [Student Handbook](#) so I may understand TAMIU's policies and my rights as a student.
- Seek out my professors and TAMIU staff who can assist me with my academic plans.

### **ADVISOR RESPONSIBILITIES**

- Build a strong professional relationship with your advisee and communicate frequently with each of them.
- Maintain confidentiality and follow FERPA when working with advisee.
- Audit each advisee frequently regarding courses, at-risk factors, and major selection.
- Assist advisee early in identifying their interests, strengths, and field of study.
- Remain current with [TAMIU's Catalog](#), policies, deadlines, and advising updates.
- Attend advisor training and meeting and transmit pertinent information to advisee in a timely manner.
- Show advisee how to access [ACE Self-Help](#) resources as soon as possible.
- Refer advisee to appropriate campus resources that will enhance their capacity to advance in their degree plan.
- Employ [My Academic Achievement](#) form as talking points with each advisee.
- Empower advisee in making informed decisions and taking charge of their education

## ADVISOR INFORMATION

**Your advisor is available to see you in-person and online.**

To find your current Academic Advisor, log-in to [Uconnect](#) to access your DegreeWorks and locate the "Advisor" field. If no name is listed, complete the [Academic Advising Request Form](#) so an advisor will be assigned to you.

**My advisor is:** \_\_\_\_\_

**My advisor's office is:** \_\_\_\_\_

**My advisor's hours are:** \_\_\_\_\_

**If I have questions but cannot reach my advisors, I can contact:** \_\_\_\_\_

\_\_\_\_\_

If you have any questions, contact [ACE-Advising & Retention](#)

**Location: Zaffirini Student Success Center (ZSC) 101**

**Main phone: 956-326-2886**

**Operating Hours:**

**Monday - Thursday: 8 a.m. - 7 p.m.**

**Friday: 8 a.m. - 5 p.m.**

**Saturday: 9 a.m. - 1 p.m.**

[advising@tamiu.edu](mailto:advising@tamiu.edu)

### TIMELINE TO CHECK-IN WITH YOUR ADVISOR

**Anticipated Graduation Date:**

**First Year:**

- Attend New Student Orientation and activate your [Uconnect](#) account

- Meet with your advisor and discuss your field of study and any academic concerns
- Plan a tentative outline of which classes to take each semester for the next 4 years with your advisor
- Carefully study course and program restrictions and prerequisites
- Locate the [Academic Center for Excellence](#) (ACE) to take advantage of FREE tutoring
- Obtain a copy of the M.A.P. Workbook to learn how to select a major; manage your time, work, and outside activities; overcome test anxieties and much more.
- Learn how [University College](#) can support you throughout your education
- Join [TAMIU clubs and leadership organizations](#) to maximize your college experience
- Explore about [Common Read](#) and [Reading The Globe](#) programs
- Visit [Career Services](#) and take assessments to explore major/career options
- Meet with your [ACE advisor](#) before dropping any classes or changing major

**College/Program requirements:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Second Year:**

- Assess your academic standing and progress toward graduation with your college advisor
- Enroll in a [Signature Course](#)
- Confirm your major choice or [change majors](#) if necessary
- Explore [Study Abroad](#) opportunities
- Seek our [University Honors & Undergraduate Research](#) program
- Explore [Community Engagement](#) opportunities
- Utilize Career Services to build a resume and find an on-campus job through [Handshake](#)
- Check out [Student Counseling](#) services to manage stress and personal challenges

**College/program requirements:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Third Year:**

- Meet with professionals in your field of study
- Complete Graduate Exams (if applicable)
- Approach faculty for letters of recommendation for Graduate Programs
- Attend Career Day
- Explore internship options
- Experience [student leadership](#) opportunities

- Attend special [speaker series](#) and outside events to engage with others outside your discipline

**College/Program requirements:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Fourth Year:**

- Apply for [graduation](#)
- Update resume, complete application to [Graduate School](#) (if appropriate), learn about interviewing skills from [Career Services](#)
- Complete graduation advising

**College/Program requirements:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**CONGRATULATIONS ON FOLLOWING YOUR ADVISING SYLLABUS  
TOWARD GRADUATING IN A TIMELY MANNER!**

## CORE VALUES<sup>1</sup>

**Every TAMIU advisor strives to practice these core values in their interaction with students, colleagues, and fellow advisors.**

### **Caring**

Academic advisors respond to and are accessible to others in ways that challenge, support, nurture, and teach. Advisors build relationships through empathetic listening and compassion for students, colleagues, and others.

### **Commitment**

Academic advisors value and are dedicated to excellence in all dimensions of student success. Advisors are committed to students, colleagues, institutions, and the profession through assessment, scholarly inquiry, life-long learning, and professional development.

### **Empowerment**

Academic advisors motivate, encourage, and support students and the greater educational community to recognize their potential, meet challenges, and respect individuality.

### **Inclusivity**

Academic advisors respect, engage, and value a supportive culture for diverse populations. Advisors strive to create and support environments that consider the needs and perspectives of students, institutions, and colleagues through openness, acceptance, and equity.

### **Integrity**

Academic advisors act intentionally in accordance with ethical and professional behavior developed through reflective practice. Advisors value honesty, transparency, and accountability to the student, institution, and the advising profession.

### **Professionalism**

Academic advisors act in accordance with the values of the profession of advising for the greater good of students, colleagues, institutions, and higher education in general.

### **Respect**

Academic advisors honor the inherent value of all students. Advisors build positive relationships by understanding and appreciating students' views and cultures, maintaining a student-centered approach and mindset, and treating students with sensitivity and fairness.

**If you have any concerns about your advisors, feel free to email the college Dean**

Dean Sears–A.R. Sanchez, Jr. School of Business [steve.sears@tamiu.edu](mailto:steve.sears@tamiu.edu)

Dean San Miguel–College of Arts & Sciences [csanmiguel@tamiu.edu](mailto:csanmiguel@tamiu.edu)

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<sup>1</sup> NACADA Core Values of Academic Advising: Retrieved on June 6, 2022, from <https://nacada.ksu.edu/Resources/Pillars/CoreValues.aspx>

Dean O'Meara–College of Education [james.omeara@tamiu.edu](mailto:james.omeara@tamiu.edu)

Dean Torregosa–College of Nursing [mtorregosa@tamiu.edu](mailto:mtorregosa@tamiu.edu)

Dean Hong–University College [barbara.hong@tamiu.edu](mailto:barbara.hong@tamiu.edu)