Texas A&M International University
Advising & Mentoring Center

Diana Blackwell
Athletics Academic Coordinator
Office Hours: Monday-Friday 8:00am-5:00pm

Email: diana.blackwell@tamiu.edu
Office Phone: 956-326-2992
Office Location: ZSC 222D

Academic Advising Syllabus

Advising Mission: The Advising & Mentoring Center engages, challenges, and supports freshmen, sophomores, and student-athletes to achieve their educational goals.

Academic Advising is a shared responsibility between the student and advisor which includes student learning outcomes as well as expectations for both the student and advisor.

Student Learning Outcomes: Students who participate in academic advising will:

- Identify where to find their program requirements and registration procedures:
  - DegreeWorks and www.tamiu.edu/catalog
- Use the class schedule on Uconnect to select and register for appropriate classes.
- Identify the services offered by various departments on campus.
- Contact their advisor via email, in person, or phone.

Expectations for Student-Athletes:

- Schedule and attend advising appointments each semester.
- Be prepared for advising sessions by researching degree requirements, pre-requisites, co-requisites, and transfer information.
- Actively participate in advising by asking questions and by sharing and clarifying goals.
- Follow through on advising recommendations in a timely manner.
- Submit progress reports when they are due.

Checklist for Student-Athletes:

- I will:
  - Check my TAMIU Dusty Email daily.
  - Read Uconnect announcements.
  - Turn in my progress reports by the due dates.
  - Periodically view my DegreeWorks and Catalog.

- During early registration, I will:
  - Clear or waive my holds.
  - Use my DegreeWorks to determine what classes I can take.
  - Have my class schedule ready before I meet with my advisor.

- Prior to my final semester, I will:
  - Set up an appointment with my advisor to find out what the process is to apply for graduation.
  - Meet with my Faculty Advisor to discuss my graduation plans.
  - Apply for graduation.
**Expectations for Advisors:**

- Be knowledgeable about programs and graduation requirements, policies, and procedures.
- Refer students to appropriate campus resources.
- Be accessible via email, phone, and in person.
- Recommend appropriate classes as per degree plan and graduation requirements.
- Encourage and guide students to set personal and academic goals.
- Maintain Confidentiality.*

**Considerations for Academic Success:**

- Go to class every day.
- Get to know your professors.
- Balance school with the rest of your life.
- Manage your time wisely and use a planner.
- Have good academic study habits and get academic assistance early if needed.
- Understand the impact of dropping classes academically, financially, and on eligibility.

**Assistance with Issues Involving Disabilities:**

Texas A&M International University is dedicated to providing equal opportunity and access for every student. It is important that if you feel you need accommodations for a learning or physical disability that you make your advisor aware of these accommodations. In some cases, your advisor may refer you to the Office of Student Counseling & Disability Services for assistance. The staff of Disability Support Services (DSS) provides a broad range of supportive services in an effort to ensure that the individual needs of each student are met. In addition, the staff functions as an advocate for students with disabilities on the TAMIU campus. Through active involvement with all areas of the University, the office is able to monitor conditions relevant to students with disabilities and to provide help with decisions affecting their quality of life.

**Contact Numbers you might find useful:**

<table>
<thead>
<tr>
<th>Office</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advising and Mentoring Center</td>
<td>956-326-2886</td>
</tr>
<tr>
<td>Athletics Department</td>
<td>956-326-3000</td>
</tr>
<tr>
<td>Bookstore</td>
<td>956-326-2080</td>
</tr>
<tr>
<td>Business Office</td>
<td>956-326-2140</td>
</tr>
<tr>
<td>Career Services</td>
<td>956-326-3010</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>956-326-2225</td>
</tr>
<tr>
<td>Information/ Main Number</td>
<td>956-326-2001</td>
</tr>
<tr>
<td>Killam Library</td>
<td>956-326-2400</td>
</tr>
<tr>
<td>Office of Information Technology (OIT)</td>
<td>956-326-2310</td>
</tr>
<tr>
<td>Office of Student Counseling &amp; Disability Services</td>
<td>956-326-2230</td>
</tr>
<tr>
<td>Office of the Registrar</td>
<td>956-326-2250</td>
</tr>
<tr>
<td>Police Department</td>
<td>956-326-2100</td>
</tr>
<tr>
<td>Rec Sports</td>
<td>956-326-3015</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>956-326-2235</td>
</tr>
<tr>
<td>Testing Center</td>
<td>956-326-2131</td>
</tr>
<tr>
<td>University Learning Center (Tutoring)</td>
<td>956-326-2722</td>
</tr>
<tr>
<td>Writing Center</td>
<td>956-326-2885</td>
</tr>
</tbody>
</table>

*Confidentiality is always maintained unless a student grants permission that issues discussed during their sessions may be shared with other individuals or if the student might be threatening to harm themselves or others.