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.

Updated 8/5/22
☐ 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

TIMELINE TO CHECK-IN WITH YOUR ADVISOR

Anticipated Graduation Date:

First Year:
☐ Attend New Student Orientation and activate your Uconnect account
Meeting with your advisor and discussing 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:

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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:

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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

Updated 8/5/22
☐ 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

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
Dean San Miguel–College of Arts & Sciences csanmiguel@tamiu.edu

1 NACADA Core Values of Academic Advising: Retrieved on June 6, 2022, from https://nacada.ksu.edu/Resources/Pillars/CoreValues.aspx
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Dean Hong–University College barbara.hong@tamiu.edu