

Texas State University
College of Health Professions
Academic Advising Syllabus

Advising Center Staff:

- Sara Boysen; Supervisor (sboysen@txstate.edu) –Pre-Clinical Laboratory Science
- Ashley Hulme, *M.H.R.*; Academic Advisor II (ah36@txstate.edu) –Pre-Nursing (A-C)
- Leslie Sanchez; Academic Advisor I (ls1303@txstate.edu) – Pre-Nursing (D-M)
- Justin Lewandowski; Academic Advisor I (jl1607@txstate.edu) – Pre-Nursing (N-Z)
- Laura Daniels; Academic Advisor I (ld04@txstate.edu) – Pre-Communication Disorders and Pre-Radiation Therapy
- Alyssa Ellis; Academic Advisor I (ae21@txstate.edu) – Pre-Respiratory Care and Pre-Health Information Management
- Angela Clark; Administrative Assistant II (ac1312@txstate.edu)
- *Healthcare Administration students contact the department at 512-245-3556 for an advising appointment.*

Location: Health Professions Building, Room 207

Office Hours:

- Monday—Friday 8:00 am to 5:00 pm,
- Students should schedule an appointment a minimum of 24 hours in advance to meet with an academic advisor.
- Appointments must be scheduled by calling the Advising Center. Please do not email your advisor to schedule an appointment.
- During peak times of the year (i.e., registration), students should call well in advance to schedule an appointment prior to their first registration access time.

Phone: 512-245-3506

Fax: 512-245-1615

Internet: www.health.txstate.edu/advising

Resources: Things you can utilize to prepare for an advising appointment, to assist you in long-term academic planning, and to gain access to various services available on campus.

- Undergraduate Catalog—online at:
<http://www.txstate.edu/curriculum/services/catalogs/undergraduate/catalogs.html>
- Texas State Homepage: www.txstate.edu
- College of Health Professions Advising Center Website:
www.health.txstate.edu/advising
 - Important announcements
 - Program Information
 - Program Admission Profiles
- Student Information System (Banner)
 - Check your schedule
 - View your degree audit report (Degree Works)
 - Register for classes
 - Financial Aid information
 - Payment information
- Department Websites
- Academic Calendar:
<http://www.registrar.txstate.edu/persistent-links/academic-calendar.html>
 - Find registration deadlines
 - Important dates for each semester

Email Policy:

All Texas State students are provided with an email address. Students must use their Texas State email address in all email communications with the College of Health Professions Academic Advising Center. Emails from other accounts will not be answered, due to confidentiality regulations. Additionally, the Texas State email address will be used as an official means of communication between various University offices and students. Therefore, students are required to activate and regularly check the email account provided. Students should also include their Texas State student ID number in all communications with the Advising Center.

No-Show Policy:

If you need to cancel or reschedule an appointment, you must notify the Advising Center by phone or in person prior to your appointment time. If you fail to cancel your appointment and do not attend your scheduled time, your absence will be recorded as a no-show. Please call the main office at 512-245-3506 in advance to cancel. If you are late for your appointment, you will be marked as a no-show. After three no-shows, you will forfeit the right to schedule appointments in advance and will only be seen as a drop-in appointment. The number of drop-in appointments will be limited and dependent upon advisor availability.

Texas State University Mission Statement:

Texas State University is a public, student-centered, Emerging Research University dedicated to excellence in serving the educational needs of the diverse population of Texas and the world beyond.

Undergraduate Academic Advising Mission Statement:

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.

College of Health Professions Academic Advising Center Mission Statement:

In the College of Health Professions Undergraduate Academic Advising Center, we are student-centered, supportive, and welcoming to all. We strive to empower students to be successful in their academic and life goals.

We pledge to be accurate, encouraging, sincere, realistic, approachable, and non-judgmental in our interactions to provide guidance and direction to the University community, including students, faculty, staff, and members of students' support systems.

Definition and Purpose of Academic Advising:

“Academic advising is an educational process 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)

Academic advisors in the College of Health Professions assist students with developing and implementing educational planning to support them in attaining their educational goals. Advisors want to foster the advising relationship to ensure students are aware of and using the resources and opportunities available to them at Texas State.

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 necessary components 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.

The advisor will: (What students can expect from their advisors.)	The student will: (What the advisor will expect from the student.)
<ul style="list-style-type: none"> Assist students in understanding the purposes and goals of higher education and its effect on their lives and personal goals. 	<ul style="list-style-type: none"> Know the requirements of your degree program and make sure that you are taking the courses your program requires for graduation.
<ul style="list-style-type: none"> Assist students in gaining decision making skills and assuming responsibility for their educational plans and achievements. 	<ul style="list-style-type: none"> Ensure compliance with all University and College policies, procedures, and deadlines.
<ul style="list-style-type: none"> Encourage and guide students as they define and develop realistic goals. 	<ul style="list-style-type: none"> Gather all relevant decision-making information (i.e.: deadlines, prerequisites, policies.)
<ul style="list-style-type: none"> Encourage and support students as they gain the skills to develop clear and attainable educational plans. 	<ul style="list-style-type: none"> Keep a personal record of your progress toward meeting your goals. Organize official documents in a way that enables you to access them when needed.
<ul style="list-style-type: none"> Maintain confidentiality. 	<ul style="list-style-type: none"> Schedule timely, regular appointments with an advisor during each semester. Come prepared, with your student ID, and be on-time to each appointment.
<ul style="list-style-type: none"> Understand and effectively communicate the curriculum, graduation requirements, and University and College policies and procedures. 	<ul style="list-style-type: none"> Bring questions and material for discussion, such as a degree audit report (DAR), degree work sheet, or other relevant documents for discussion to your appointment.
<ul style="list-style-type: none"> Provide students with information and strategies for using the available resources and services on campus. 	<ul style="list-style-type: none"> Be an active listener by participating fully in the advising experience, and ask questions if you do not fully understand an issue or have a specific concern.
<ul style="list-style-type: none"> Accurately document students' progress toward meeting their goals. 	<ul style="list-style-type: none"> Follow through with all recommendations from your advisor.
<ul style="list-style-type: none"> Be accessible for meeting with advisees. 	<ul style="list-style-type: none"> Clarify personal values and goals, and provide your advisor with accurate information regarding your interests and abilities.

(Adapted from the Texas State University Undergraduate Catalog)