

**Academic Advisors:**

Charles Evers – Director, College Academic Advising (AG 201)  
Stacy Doran – Academic Advisor II - Agriculture (AG 201)

Alex Harlan – Applied Arts and Sciences (PED 110)  
Eddie Hernandez – Majors within the School of Family and Consumer Sciences (FCS 101)  
Jesus Huerta - Criminal Justice (AG 201)  
Taylor Masias - Social Work (ENC 207)  
Melanie Psencik - Criminal Justice (AG 201)  
TBD – Majors within the School of Family and Consumer Sciences (FCS 101)

**Office:**

Agriculture Building, Room 201  
Hours: Monday - Friday 8:00 a.m. to 5:00 p.m.  
Gisselle Hernandez - Administrative Assistant

**Email:**

[appliedartsadvising@txstate.edu](mailto:appliedartsadvising@txstate.edu)

**Phone:**

512-245-1490

**Fax:**

512-245-1627

**Academic Advising:** Academic Advising appointments can be scheduled by calling 512-245-1490.

**On Call Advisor:**

The advising center typically has an “on call” advisor to assist with quick questions, check your schedule, sign forms, and to lift advising holds when appropriate. If it is determined you need assistance which will require more than 10 minutes, you will be required to schedule a traditional academic advising appointment.

**\*The advising center will attempt to have an “on call” advisor each day, but the availability of the on-call advisor is not guaranteed.\***

**Text/Materials:**

[Undergraduate Catalog](#)

[Degree Audit Report](#)

[Applied Arts Advising](#)

[Degree Check Sheets](#)

[CatsWeb](#)

[Academic Calendar](#)

## **Additional Resources:**

[Career Services](#)

[Financial Aid and Scholarships](#)

[Student Learning Assistance Center \(SLAC\)](#)

[Writing Center](#)

[Math CATS \(Computer and Tutoring Service\)](#)

## **Undergraduate 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 (National Academic Advising Association, 2004).

### **Purpose**

As an integral part of teaching and learning at Texas State academic 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.

Academic advising is essential to student success and fosters the retention and graduation of undergraduate students. In consultation with an advisor, students establish and refine educational and career goals that align with their individual aspirations and skills. Professional academic advisors are available to assist students throughout the year. Students are encouraged to meet with advisors on a regular basis for assistance selecting semester courses, understanding curriculum information, and planning for graduation. Additional advising resources include the undergraduate catalog and the university's official degree audit system, Degree Works.

Academic advisors at Texas State University adhere to the standards and guidelines published in *CAS Professional Standards for Higher Education* by the Council for the Advancement of Standards in Higher Education (CAS). Advisor membership in the National Academic Advising Association (NACADA) provides professional guidance in campus-wide advising philosophies.

In order for the advising partnership to be successful, students and advisors have a shared responsibility in the academic advising process.

### **Student Responsibilities**

- Identify personal values and academic goals related to your degree program
- Schedule timely, regular appointments with your academic advisor
- Prepare for your appointment by reviewing your degree audit and identifying specific questions for your advisors
- Arrive to advising appointments on time and bring any identification or documentation as required by your college advising center
- Participate fully in the advising experience by asking questions, seeking clarification, and

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providing accurate information regarding your interests and abilities

- Review curriculum requirements for your degree program (e.g., required courses, prerequisites, minimum GPAs) and select courses that are degree applicable
- Follow through with all advisor recommendations and keep a personal record of progress toward meeting goals
- Comply with all university and college policies, procedures, and deadlines
- Apply for graduation at the beginning of the semester you intend to complete all degree requirements

### **Advisor Responsibilities**

- Encourage students to develop clear and attainable goals
- Ensure advising services remain accessible and available throughout the year
- Understand and effectively communicate curriculum information, graduation requirements, and university and college policies and procedures
- Provide clear and accurate information in all advising correspondence and documentation
- Help students understand the purpose of higher education and its effects on academic and personal development
- Foster a supportive and inclusive environment for all students
- Encourage students to think critically and make independent decisions regarding their education and career
- Maintain confidentiality as required by the Family Educational Rights and Privacy Act (FERPA)
- Provide students with information on campus resources and refer to campus partners as needed

### **Change of Degree Plan**

Deciding on a major, minor, concentration, or certification is an important step in a student's academic career. The process for changing the curriculum that makes up a degree plan varies by college; therefore, professional academic advisors are available for consultation throughout the year. It is suggested that students research any curriculum changes and then schedule an appointment with an academic advisor to discuss the change in detail.

We encourage students to make informed decisions concerning interests, abilities, values, and future goals. Students should be aware that changing their degree plan can have potential implications related to financial aid, tuition, and anticipated graduation.

### **Helpful Resources**

- Texas State [academic 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.
- The [University Advising Center](#) offers major exploration guidance for students who are still in the process of exploring majors or are unsure about their current major.
- Browse the [Undergraduate Catalog](#) for Texas State majors, minors, and their requirements.

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- [Career Services](#) is available to help you research majors, study your options, and plan and implement your professional future.
- [The Office of Financial Aid and Scholarships](#) can assist with any questions you may have related to the impacts a change of degree plan can have on your financial aid package.
- [The Office of Veterans Affairs](#) at Texas State University assists veterans in pursuing their educational, professional, or vocational objectives. They are available to answer questions concerning veteran educational benefits, certify enrollments for the Department of Veterans Affairs, and monitor students' degree plans and academic progress.
- Students are encouraged to review the [Tuition for Excessive Undergraduate Hours](#) policy prior to making a change to their degree plan.
- Students are encouraged to review the [Tuition Rebate](#) policy prior to making a change to their degree plan.

### **Email Policy:**

All Texas State University students are required to utilize their Texas State email account when corresponding with Texas State faculty and staff. Information on setting your Texas State NETID and Texas State email account can be found on the [IT Assistance Center](#) (ITAC) website.

The College of Applied Arts Academic Advising Center will send important announcements and correspondence to your Texas State email account. Emails sent to Texas State faculty and staff utilizing a non-Texas State email address may never be received. Your academic advisor may require that some questions submitted via email be addressed during a scheduled academic appointment due to the complexity of some questions.

**No Show Policy:**

Students who do not reschedule or cancel their academic advising appointments within one hour of the scheduled start time will be considered a “no show”. Students who “no show” three (3) appointments in an academic year will have a hold placed on their account until they attend an appointment with their academic advisor. A student who fails to keep their fourth scheduled appointment must meet with the Director of the Advising Center.

**Late Arrivals:**

Academic advising appointments are typically scheduled for 30 minutes. If you arrive more than 10 minutes late to your academic advising appointment you will still be seen, but will only have the amount of time remaining for your scheduled appointment. For example, if you arrive 15 minutes late to a 30 minute appointment you will only have 15 minutes to meet with your advisor. Your academic advisor typically has appointments scheduled back to back and will be unable to take time from another student’s scheduled appointment.

**Academic Probation:**

Academic probation is an emphatic warning that the quality of the student’s work has not met Texas State’s minimum academic standards and that the quality must improve during the probationary semester in order for the student to continue at Texas State. A student will be placed on academic probation at the end of the fall or spring semester in which the Texas State GPA is less than 2.00. A student will be removed from academic probation at the end of any long semester or summer term if the Texas State GPA is 2.00 or higher.

Students placed on academic probation are given two probationary semesters (fall or spring terms) to raise their Texas State GPA to 2.00. For example, if a student is placed on academic probation because the Texas State GPA has fallen to 1.85, then at the end of the two following probationary semesters the Texas State GPA must be 2.00 or higher, or the student will be placed on first academic suspension. Grades earned in developmental coursework, in which neither hours nor grades are calculated toward the GPA, will not affect a student’s academic standing.

**Planning Ahead:**

Date	Activities
<b>After initial registration</b>	<ul style="list-style-type: none"> <li>• <a href="#">Payment</a></li> <li>• Check the Registrar’s website for the <a href="#">academic calendar</a>. Familiarize yourself with the calendar for the upcoming semester. Specifically, look for any upcoming payment deadlines, drop/withdrawal from course dates, and schedule change access periods.</li> </ul>
<b>1<sup>st</sup> week of classes</b>	<ul style="list-style-type: none"> <li>• If you are graduating this semester, the first week of classes is when you should apply for graduation via <a href="#">self-service banner</a> and complete tuition rebate application if eligible.</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>• This is a great time to begin planning ahead. Schedule an academic advising to discuss spring courses, call 512-245-1490.</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• To find out if you have any holds blocking your registration, you need to access your View Holds page located in <a href="#">Self-Service Banner</a>.</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Registration for the spring semester typically begins this month. You should have a list of classes prepared and be aware of your registration access period. You can view registration access periods via the <a href="#">Office of the University Registrar</a>.</li> <li>• You should have registered for the spring semester. November is a good month to focus on the future and think about your goals. Schedule an appointment with <a href="#">Career Services</a> to discuss your long-term career plans.</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>• Review next semester’s selection of courses and determine if any changes need to be made to your schedule.</li> <li>• Check the Registrar’s website for the <a href="#">academic calendar</a>. Familiarize yourself with the calendar for the upcoming semester. Specifically, look for any upcoming payment deadlines, drop/withdrawal from course dates, and schedule change access periods.</li> </ul>
<b>January</b>	<ul style="list-style-type: none"> <li>• If you are graduating this semester, the first week of classes is when you should apply for graduation via <a href="#">Self-Service banner</a>.</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• This is a great time to begin planning ahead. Schedule an academic advising to discuss summer and fall courses, call 512-245-1490.</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Registration planning for the summer and fall semester typically begins this month. You should have a list of classes prepared and be aware of your registration access period. You can view registration access periods via the <a href="#">Office of the University Registrar</a>.</li> <li>• To find out if you have any holds blocking your registration, you need to access your View Holds page located in <a href="#">Self-Service Banner</a>.</li> </ul>