

ADVISEE RESPONSIBILITIES – WHAT YOU ARE EXPECTED To Do

As an advisee, you have clear responsibilities in the advising partnership in order to be successful:

- Know the requirements of your degree program and make sure that you are taking the courses your program requires for graduation.
- Ensure compliance with all University and College policies, procedures, and deadlines.
- Gather all relevant decision-making information (i.e.: deadlines, prerequisites, policies).
- Organize official documents in a way that enables you to access them when needed.
- Schedule timely, regular appointments with an advisor during each semester.
- Come prepared, with your student ID, and be on-time to each appointment.
- 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.
- Be an active learner by participating fully in the advising experience.
- Ask questions if you do not understand an issue or have a specific concern.
- Follow through with all recommendations from your advisor.
- Clarify personal values and goals and provide your advisor with accurate information regarding your interests and abilities.
- Keep a personal record of your progress toward meeting your goals.
- Adhere to the Texas State honor code when interacting with others.

ADVISOR RESPONSIBILITIES – WHAT YOU CAN EXPECT

You can expect your advisor to:

- Assist students in understanding the purposes and goals of higher education and its effect on their lives and personal goals.
- Assist students in gaining decision making skills and assuming responsibility for their educational plans and achievements.
- Encourage and guide students as they define and develop realistic goals.
- Encourage and support students as they gain the skills to develop clear and attainable educational plans.
- Maintain confidentiality
- Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures.
- Provide students with information and strategies for using the available resources and services on campus.
- Accurately document students' progress toward meeting their goals.
- Be accessible for meeting with advisees.

Using the Undergraduate Catalog

Glossary of Terms

Academic Advising Center:

Located in each College, the Academic Advising Center houses most of the undergraduate advisors for that College.

Classification:

Academic level based on hours earned: 1–29 freshman, 30–59 sophomore, 60–89 junior, and 90–senior.

Contact Hours:

Clock hours spent each week in the instruction process. Contact hours are not course credit hours. Lecture contact hours are the hours per week students are required to spend in contact with faculty in a lecture setting, e.g., class, conference, seminar, individual instruction, private lesson, thesis or dissertation discussion, or independent study. Laboratory contact hours are the number of hours per week that students are required to spend in contact with faculty in an experiential situation, e.g., laboratory clinical, practicum, internship, or student teaching.

Core Curriculum:

Serves as the common foundation for all majors and accounts for about 38 percent of the approximately 120 semester credit hours required for a bachelor's degree. See the University College section of the catalog for more detailed information.

Corequisite:

A directive from a School or Department that requires a certain action be taken while enrolled in a certain course. A corequisite may be a course, permission from a faculty member, a specified classification, or additional requirements as seen fit by the School Director or Department Chair.

Course Description:

Summarize the content of the course. Will include repeatability information as well as prerequisites or corequisites.

Course Number:

Follow a four-digit numbering system and include an alphabetical course prefix that is offered in a single academic administrative unit. The first digit indicates the level of the course: 1-freshman, 2-sophomore, 3-junior, 4-senior, 5 and 6-post-baccalaureate and masters, and 7-doctoral. The second digit indicates the number of semester credit hours the course carries. The last two digits usually indicate the sequencing of the course in the curriculum.

Course Prefix:

Letters preceding the course number that indicate the subject of the course. For example, CJ = Criminal Justice; ANTH = Anthropology.

Degree Plan:

Set of courses that a student may follow in order to achieve the desired bachelor's degree. Degree plans are located in School and Department sections of the catalog.

Grade Point Average (GPA):

Texas State utilizes the four-point system. The GPA is the total number of grade points earned divided by the number of semester hours attempted. Semester grade symbols have the following values: "A" = 4 points; "B" = 3 points; "C" = 2 points; "D" = 1 point; "F" = 0 points. Neither hours nor grades are calculated for "I", "CR", "PR", or "W".

Graduate Student:

A student who has graduated with a bachelor's degree and is returning to the university to pursue either a master's or doctoral level degree.

Graduation with Honors:

Students earning a GPA of 3.40-3.59 will graduate cum laude; 3.6-3.79 will graduate magna cum laude; 3.8-4.0 will graduate summa cum laude. To be eligible for graduation with honors a student seeking a baccalaureate degree must have completed a minimum of 60 semester credit hours preceding graduation at Texas State.

Multicultural Course:

Course identified in the catalog and schedule of classes that offers students an opportunity to enhance their multicultural competence.

Post Baccalaureate Student:

Student who has completed a bachelor's degree and returned to the university to take additional course work that will not count towards a second bachelor's degree.

Prerequisite:

A directive from a School or Department that requires a certain action be before enrolling in a certain course. A prerequisite may be a course, permission from a faculty member, a specified classification, or additional requirements as seen fit by the School Director or Department Chair.

Probation, Academic:

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.

SLAC:

The Student Learning Assistance Center provides a wide range of academic support programs. Whether students are seeking help with course content, study skills, or test preparation, SLAC provides a walk-in tutoring lab, Supplemental Instruction, campus presentations, and online services.

Suspension, Academic:

Instated on a student who failed to raise their GPA higher than a 2.00 at the end of the second probationary semester.

Transcript:

Official Texas State transcripts bear the University Seal and the Registrar's signature. The transcript is an official record of a student's academic course work.

Transfer Student:

Student who has attended an institution prior to enrollment at Texas State.

TSIP:

The Texas Success Initiative program is a legislatively mandated program for certain college freshmen and transfer students, and is located within the University College. Additional information about this program and its requirements can be found in the Academic Policies section of this catalog.

Undergraduate Student:

Student enrolled in course work with the intent of receiving a bachelor's degree at Texas State.

Writing Intensive:

Undergraduate courses for which at least sixty five percent of the grade must be based on written exams or assignments, and at least one assignment must be 500 words or more in length. Writing intensive is a designation intended to address the writing policy for undergraduate degree programs.

HOW TO INTERPRET A COURSE ENTRY IN THE CATALOG

Academic courses are located alphabetically by course prefix within the School or Department in which they are taught. Within each prefix, the courses are listed numerically beginning with freshman level and proceeding through senior level course work. Graduate courses may be found in the Graduate Catalog.

Texas State reserves the right to withdraw courses at any time, to change its fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective whenever authorities determine and will apply to both prospective students and those already enrolled. Questions regarding current information should be addressed to the Office of the Provost and Vice President for Academic Affairs. This catalog becomes effective with the beginning of the fall semester, 2010.