

**McCoy College of Business Administration
Undergraduate Academic Advising Syllabus
Texas State University-San Marcos**

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Office: 115 McCoy Hall
 Regular Hours: Monday – Friday 8:00AM to 5:00PM
 Round Rock Students: One-Stop-Center, Avery 200 – Hours by Appointment

Phone: 512-245-1993 (Round Rock: 512-716-4001)
FAX: 512-245-1996

Academic Advising: Academic advising is conducted by appointment only. **All students must bring their student ID to their academic advising appointment.**
 Please call 512-245-1993 or come by 115 McCoy Hall to schedule your appointment. Please do not email your advisor to schedule an appointment.

Text/Materials: University Catalog
 Student Resources on the Advising Center Web Site
 (<http://advising.business.txstate.edu>)
 Degree Audit Report

Undergraduate Academic Advising Mission

Undergraduate academic advising at Texas State University-San Marcos is a student-centered, collaborative approach which promotes the academic success and growth of students, while respecting individuals' diverse interests, abilities, and goals.

McCoy College Advising Center Mission

In support of Texas State's undergraduate academic advising mission, the McCoy College of Business Administration Advising Center is an accessible, student-centered support service that provides official and accurate academic information, encourages students to develop educational goals, and enables students to identify strategies for success.

Academic Advising Definition and Philosophy

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).

At Texas State, academic advising provides students with the opportunity to meet with an advisor for the purpose of gaining assistance in planning their educational career, in learning the skills needed for academic success, and in learning how to access the variety of resources and services available to them on the Texas State campus.

As academic advisors at McCoy College, we adhere to key principles provided by NACADA when developing our advising philosophies. "Academic advising is a collaborative educational process whereby students and their advisors are partners in meeting the essential learning outcomes, ensuring student academic success, and outlining the steps for achievement of the students' personal, academic, and career goals. This advisor/student partnership requires participation and involvement of both the advisor and the student as it is built over the student's entire educational experience at the University. Both the student and the advisor have clear responsibilities for ensuring the advising partnership is successful" (NACADA).

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 advisor during each semester.
- Come prepared, with your student ID, and be on-time to each appointment.
- Bring questions or material 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 and McCoy College values 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.

Student Objectives (Learning Outcomes) for the Academic Advising Experience

Through academic advising experiences in the McCoy College, students will demonstrate the ability to make effective decisions concerning their degree and career goals and understand/articulate the value of their education by achieving these specific objectives.

As a result of academic advising experiences students:

- Demonstrate an understanding of actions they are expected to take as a McCoy College student in the advisor-advisee relationship.
- Know how to contact an academic advisor that can assist them with questions and planning.
- Identify policies, procedures, and degree requirements in the undergraduate catalog.
- Demonstrate knowledge of the functionality of CATSWEB as a campus technology resource.
- Register for courses their degree program requires for graduation.
- Use a degree audit report in order to track progress toward meeting graduation requirements.
- Demonstrate compliance with procedures for graduation.
- Identify their interests and abilities.
- Plan sequence of courses remaining for graduation as part of the educational plan.
- Add extra-curricular opportunities and strategies to their educational plan that will further personal goals.
- Articulate the value of their education effectively in order to meet post-graduation goals.
- Demonstrate an understanding of their responsibilities as a McCoy College student.
- Participate in university and college activities to further their goals.
- Identify academic support services on campus that can assist them when needed.
- Use campus resources to stay informed of important dates regarding their course enrollment.
- Are able to locate resources/information to assist them in setting and reaching career goals.

Assessment of Student Objectives

Advisors will directly and indirectly assess student accomplishment of objectives using a set of direct and indirect assessment measures. Results are reported annually each June.

Email Policy

All currently enrolled McCoy College students are required to have an active Texas State email address and check it regularly. McCoy College uses the email address for important announcements, some official correspondence, and newsletters. Additionally, currently enrolled students are required to use their Texas State email address when corresponding with an advisor. All correspondence with an advisor must also include the student's Texas State ID number. Students should also understand that advisors do not provide academic advising via email. At his or her discretion the advisor may require that some questions submitted on email be addressed during a scheduled appointment. Information on setting up an email address may be found here:

<http://www.txstate.edu/get-started/e-mail-setup.html>

Academic Probation

McCoy College students whose Texas State GPA falls below 2.0 are placed on academic probation by Texas State and are also placed on restricted status by McCoy College. Academic probation is an indicator that a student is not meeting the minimum academic standards set by Texas State. McCoy College has a strict probation policy that is designed to address the reasons for poor academic performance directly. In addition to the McCoy College policy, student must familiarize themselves with the Texas State policy as they must comply with those requirements in order to remain at the University.

Students on academic probation and restricted status must increase their Texas State GPA to at least 2.0 in the following semester or their McCoy College student classification will be terminated. When a student's McCoy College classification is terminated, his or her admission to the College is voided. The student must re-apply for admission to McCoy College when his or her Texas State GPA is above a 2.0 and compete with other applicants for McCoy College openings. Please take note of the following conditions affecting business students' course schedules on probation and restricted status: 1) Students on academic probation are not eligible to enroll in "new" (not previously taken) upper-division (3000-4000) business courses. 2) With permission, a student may repeat no more than six hours of upper-division courses. (students not yet admitted to the McCoy College are not eligible to repeat upper-division business courses until their GPA is above a 2.0)

A probation advising session is required for students placed on probation prior to beginning courses for the probation semester. Students are notified by mail of their probation status and are expected to follow all procedures outlined in the letter to have the probation hold lifted. A second probation hold will be placed and students will again be required to meet with an advisor prior to registering for the following semester

Planning Ahead: Suggested Advising Activities Calendar for 1 Academic Year

Date	Activities
After initial registration	<ul style="list-style-type: none"> Confirm payment and if any changes should be made to your current schedule (must meet all deadlines). Check the Registrar's website for the academic calendar. 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.
1st day of classes	<ul style="list-style-type: none"> If you are graduating this semester, the first day of classes is when you should apply for graduation via CATSWEB and complete tuition rebate application if desired.
September	<ul style="list-style-type: none"> This is a great time to begin planning ahead. Schedule an appointment with your advisor to review your progress and address any questions that may have arisen.
October	<ul style="list-style-type: none"> Advance registration for the spring semester typically begins in this month. You should have a list of classes prepared and be aware of your registration access period. Log on to CATSWEB and check registration eligibility for any holds and registration times. Registration times are also available on the Registrar's website.
November	<ul style="list-style-type: none"> You should have registered for next semester's courses and already met with your academic advisor. November is a good month to focus on the future and think about career goals. Schedule an appointment with Career Services and/or visit with your academic advisor about your long-term plans.
December	<ul style="list-style-type: none"> Review next semester's selection of courses and determine if any changes need to be made to your schedule. Update all of your tracking documentation and contact your advisor with any questions. Check the Registrar's website for the academic calendar. 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.
January & 1 st day of classes	<ul style="list-style-type: none"> If you are graduating this semester, the first day of classes is when you should apply for graduation via CATSWEB.
February	<ul style="list-style-type: none"> This is a great time to begin planning ahead. Schedule an appointment with your advisor to review your progress and address any questions that may have arisen.
March	<ul style="list-style-type: none"> Advance registration for the summer terms typically begins in this month. You should have a list of classes prepared and be aware of your registration access period. Log on to CATSWEB or check the Registrar's website for registration times. If you are taking classes over the summer at another institution be sure to verify the courses will transfer using the 'Transfer Course Information' feature on CATSWEB.
April	<ul style="list-style-type: none"> Advance registration for the fall semester typically begins in this month. You should have already met with your advisor, prepared a list of classes, and become aware of your registration access period. Log onto CATSWEB or check the Registrar's website for registration times. Check your course prerequisites and be sure nothing will prevent you from registering for your courses in the next fall. Be aware of all payment deadlines for registration for fall and summer courses.
May – July	<ul style="list-style-type: none"> If you are in the area during the summer, it is a great time to meet with your advisor about any long-term planning.