Advising Syllabus

THE OFFICE FOR STUDENT SUCCESS
The Office for Student Success was created in 2019 to retain more students, increase four- and six-year graduation rates and decrease disparities.

PURPOSE OF ACADEMIC ADVISING
Your academic advisor is a partner in your academic journey as you move through and graduate from Texas A&M University. Your academic advisor is a reliable source of information about your major, one who can help you explore your interests, consider alternative majors, select courses, develop your degree plan, and meet your degree requirements. Academic advisors can connect you with academic and personal support programs, co-curricular opportunities, and career options.

Appointment Policies

APPOINTMENT SCHEDULING
• You can schedule an appointment online at Navigate (Howdy > Navigate > Get Advising)
• Appointments must be made a minimum of one (1) day in advance and no earlier than one week in advance.
• Advising appointments are scheduled for 30 minutes.
• All students will be required to check-in upon arriving at our office; please be sure to have your Student ID with you.
• If you prefer to take advantage of our walk-in hours, you can walk-in anytime on Monday between 1:30 PM and 4:00 PM or Friday between 8:30 AM to 11:00 AM.

VIRTUAL ADVISING VIA ZOOM
• Students have the option to schedule a virtual advising appointment at Navigate (Howdy > Navigate > Get Advising) and leave a comment in the “Comment Section” to request a virtual session.

NO SHOWS AND CANCELLATIONS
• If you fail to show up for your scheduled appointment, it will be recorded as a “No Show.”
• If you arrive for your appointment more than fifteen (15) minutes after your scheduled appointment, it will be recorded as a “No Show.”
• If you cannot make it to your scheduled appointment, please call the front desk or cancel through SSC. Please be sure to cancel at least 24 hours in advance to allow other students an opportunity to utilize that time-slot.

Student Success Help Desk
The Student Success Help Desk is a resource for students who encounter roadblocks or barriers to help them stay on track for graduation, preferably within four years. Some issues may be as simple as getting a required course, while others may relate to being admitted to upper-level requirements or simply knowing you are in the wrong major. The Help Desk staff will work with students, advisors, faculty, and staff to resolve these barriers and roadblocks. To contact the Help Desk, email at sshelpdesk@tamu.edu or call to schedule an appointment at (979)458-6111.

Key Dates
Search “Academic Calendar” on the Texas A&M website for information regarding:
• Registration dates
• Drop and withdrawal deadlines
• Campus holidays
• Final exams
• Grade postings
Email Etiquette
E-mail is the primary method of communication utilized by your academic advisor; therefore, we ask that you consider the following when sending an e-mail:

- Always include your first & last name and UIN
- Include a brief reason for your e-mail in the subject
- Do not reply to a mass email, begin a new email
- Do not forward your email to another account (i.e. yahoo, g-mail, etc.)
- Only email advisors from your TAMU account
- Please allow at least 24-48 hours for a response
- Do not use abbreviated texting language
- Use appropriate, professional language
- Do not resend the same email multiple times

Advisor Responsibilities
WHAT YOU SHOULD EXPECT FROM YOUR ADVISOR
Provide accurate and up-to-date information about Texas A&M regulations, policies, and procedures.
Correctly interpret degree and major requirements, including those regarding the core curriculum.
Maintain confidentiality and be knowledgeable of the Federal Educational Rights and Privacy Act (FERPA).
Help students define and develop realistic goals.
Assist students with developing educational plans consistent with their abilities and interests.
Be knowledgeable about Texas State resources and make appropriate referrals.
Provide a safe space in which you can share your thoughts, aspirations, concerns, and interests.

Student Responsibilities
WHAT YOUR ACADEMIC ADVISOR EXPECTS FROM YOU
Attend academic advising appointments prepared.
Bring all advising related materials and questions.
Clarify personal values and goals.
Activate and regularly check your TAMU e-mail account for communications from the University faculty, staff, and administration.
Check for registration holds and eligibility in HOWDY and know the academic calendar.
Use campus resources.
Ask questions if you do not understand an issue or have a concern.
Accept responsibility for your decisions and actions that affect your educational progress and goals.

Campus Resources
Students are encouraged to take advantage of these additional resources:
- Academic Success Center (ASC) – successcenter.tamu.edu
- Career Center - careercenter.tamu.edu
- Counseling & Psychology Services (CAPS) - caps.tamu.edu
- Department of Multicultural Services (DMS) – dms.tamu.edu
- Disability Resources - disability.tamu.edu
- Education Abroad - abroad.tamu.edu
- International Student Services - iss.tamu.edu
- Math Learning Center (MLC) - mlc.tamu.edu
- Money Education Center - money.tamu.edu
- Professional School Advising (OPSA) – careercenter.tamu.edu/Resources/Professional-School-Advising
- Scholarships & Financial Aid - financialaid.tamu.edu
- Student Activities - studentactivities.tamu.edu
- Student Assistance Services (SAS) - studentlife.tamu.edu/sas/
- Student Health Services – shs.tamu.edu
- Transition Academic Programs (TAP) - tap.tamu.edu
- University Writing Center (UWC) - writingcenter.tamu.edu
- Veteran Resource & Support Center - aggieveterans.tamu.edu
- Veteran Services - veterans.tamu.edu

OSS Academic Advising Staff
Mr. Andy Armstrong, Director of University Advising
Andyarmstrong01@tamu.edu | (979) 458-6294 | Hotard 312
tamu.zoom.us/my/andyarmstrong01

Mr. Rafael Almanzar, Academic Advisor III
r.almanzar1@tamu.edu | (979) 458-6404 | Hotard 317
tamu.zoom.us/my/r.almanzar1

Mr. Edgar Morales, Academic Advisor III
e.morales15@tamu.edu | (979) 458 - 6403 | Hotard 318
tamu.zoom.us/my/ossadvisingemorales15

Mrs. Tabitha Foreman, Academic Advisor IV
tforeman@tamu.edu | (979) 458-6391 | Hotard 313
tamu.zoom.us/my/tabitha.foreman

Ms. Dallas Reyes, Academic Advisor III
Dallasreyes13@tamu.edu | (979) 458 - 6400 | Hotard 308
tamu.zoom.us/my/dallasreyes

Mrs. Pamela Williams, Administrative Coordinator
ppwilliams@tamu.edu | (979) 458 – 6391 | Hotard 316