

## Advising Syllabus

**Location:** 750 HRBB

**Website:** <http://engineering.tamu.edu/aerospace>

**Hours:** **Advising Hours:** Monday – Friday 8:30 a.m.-10:30 a.m. and 1:30 p.m.-4 p.m.

**Walk-ins:** Monday 1:30 p.m. - 4:00 p.m., Friday: 8:30a.m. - 11:00 a.m.

### Making an Appointment with an Advisor:

- Use the Navigate online scheduling system through My Record on HOWDY
- Appointment schedule available one week at a time
- Please do not email advisors about scheduling appointment times
- Advising and walk-in hours remain the same every week unless otherwise specified by your advisor

**Statement on Academic Advising:** The primary purpose of academic advising at Texas A&M University is to assist students in their development of meaningful educational plans that are compatible with their personal abilities and goals. The ultimate responsibility for making decisions about personal goals and educational plans rests with the individual student.

### What Advisors expect from Students:

- Students are responsible for knowing their degree requirements, relevant rules, policies and deadlines, and for consulting with their advisors and the degree evaluation system
- Contact advisor when first experiencing difficulty (i.e. academics, personal, financial)
- Plan ahead when scheduling an advising appointment
- Read your TAMU e-mail daily
- Be open and willing to consider advice from faculty, academic advisors and other university resources
- Call ahead to cancel or reschedule an appointment
- Be respectful of the advisor's time; silence any electronic devices while waiting to see an advisor and during the advising appointment
- Keep up with your academic progress and take notes during the advising meetings and keep written record of the sessions (bring pen and paper!)
- Be prepared with questions and ideas for possible future coursework, internships, study abroad, etc.

### Advising Information:

- Advising is only required of students when they are to attend an "Incoming Student" mandatory meeting, to review your schedule if you are on academic probation and to declare a minor.
- It is recommended you see your advisor two semesters prior to graduation
- Students can use materials provided by their advisor to graduate
- By organizing your degree information, students can take ownership of their education
- Advisors will not advise on which instructors to take
- Students must read all e-mails sent to their TAMU e-mail account

*\* New students must attend a mandatory meeting with their advisor during a specified period of time at the beginning of the first semester of attendance. You will receive an email before the semester begins with more information. If you do not attend this meeting you will be BLOCKED from registration for the next semester*

### Advisor's role:

- Encourage and guide students toward completion of an Aerospace Degree
- Give advice on course load, electives, and transfer courses from other institutions
- Assist students in understanding rules, regulations, and procedures of the university and the AERO Department
- Monitor and accurately document students' progress toward their degree
- Assist students in gaining decision-making skills
- Maintain confidentiality
- Refer students to specialized campus services and resources
- Send notices to and respond to correspondence from a student's TAMU e-mail address
- Process Q-drops and refer Withdrawals to the Dean's Office
- Sometimes it is the Academic Advisors job to say "no" or to present alternatives

**What Students Can Expect from Academic Advisors - Advisors are:**

- Knowledgeable about the AERO degree plan
- Familiar with rules and regulations
- Experienced with designing balanced course loads
- Here to listen to students' concerns and respect individual student values and choices
- Knowledgeable in helping students fulfill educational goals

**Busy Times of the Year**

The advising staff strives to see each student who needs an appointment. Please understand that there are times when we are extremely busy and therefore it might be difficult to see and/or communicate with an advisor the same day. Busy times of the year are:

- The week before school starts
- The first week of school
- Q-Drop Deadline
- Pre-registration
- Departmental deadlines
- End of semester processing

**Email Etiquette:**

- When emailing an advisor please include your UIN in the email (do not put UIN in the subject line)
- Choose professional sounding email addresses (real names are appropriate, cutesy nicknames are not appropriate)
- List brief reason for the email in the subject line
- Do not reply to a mass email, begin a new email
- Do not forward your email to another email account (e.g yahoo, hotmail, gmail)
- Email advisors from your TAMU account
- Please allow at least 24 hours during normal business hours for a response
- Do not use abbreviated texting language
- Use appropriate and professional language when addressing faculty, advisors and other university officials

**Americans with Disabilities Act (ADA) Policy –**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Resources, in the Student Services Building (SSB), or call 979-845-1637. For additional information, visit <http://disability.tamu.edu>.

**Family Educational Rights and Privacy Act (FERPA)**

FERPA stands for Family Educational Rights and Privacy Act of 1974, as Amended. It is commonly known as FERPA, the *Privacy Act* or the *Buckley Amendment*. It is a federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. For further and current information about FERPA, please click on the following hyperlink: <http://admissions.tamu.edu/Registrar/General/FERPA.aspx>

**Aggie Code of Honor** – An Aggie does not lie, cheat, or steal or tolerate those who do.

**Useful Websites and Resources:**

Texas A&M University homepage: <http://www.tamu.edu>

Texas A&M University Course Catalog: <http://catalog.tamu.edu>

Academic Calendar: <http://registrar.tamu.edu/Catalogs,-Policies-Procedures/Academic-Calendar>

Student Rules: <http://student-rules.tamu.edu/>

Texas Common Course Numbering System: <http://www.tccns.org>

Virtual College of Texas: <http://www.vct.org>