

# Office of Undergraduate Programs & Advising

## Academic Advising Syllabus

The Office of Undergraduate Programs & Advising at the Bush School of Government & Public Service is located at the Allen Building, suite 1112. We are open Monday-Friday from 8 am-5 pm. Our phone number is 979-458-7039 and our email is [BushSchoolAdvisingUG@tamu.edu](mailto:BushSchoolAdvisingUG@tamu.edu). We provide advising to undergraduate students in Political Science, International Studies, and International Affairs. Your academic advisors are here to help you achieve your academic goals and support you on your journey toward earning a degree.

### ⇒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.

### ⇒GENERAL STUDENT LEARNING OUTCOMES

#### You will learn to

#### When

1. <i>learn about advising services offered by the Bush School and memorize your UIN</i>	<i>at completion of your new student conference</i>
2. <i>value your academic advising relationships</i>	<i>at completion of first academic advising appointment</i>
3. <i>identify campus resources for assistance</i>	<i>by the end of the first semester</i>
4. <i>familiarize yourself with your degree evaluation and planner</i>	<i>by the end of the first year</i>
5. <i>recognize high impact educational experiences, such as internship, externship, study abroad opportunities, field experience, etc.</i>	<i>by the end of the second year</i>
6. <i>take advantage of high impact experiences (e.g., study abroad, internship, volunteering, etc.)</i>	<i>by the end of your third year</i>
7. <i>adopt a lifelong commitment to the Aggie Core Values: Respect, Excellence, Leadership, Loyalty, Integrity, and Selfless Service.</i>	<i>by graduation</i>

### ⇒APPOINTMENT POLICIES



- You can schedule an appointment online at Navigate (Howdy > Navigate > Get Advising). You may choose in person or virtual appointments.
- Appointments must be made a minimum of one (1) day in advance. Advising appointments are scheduled for 30 minutes.
- If you cannot make it to your scheduled appointment, please cancel the appointment in Navigate. Please try to cancel at least 24 hours in advance to allow other students an opportunity to use that time slot.
- All students will be required to check-in upon arriving at our office; please be sure to have your Net ID with you.
- If you prefer, you can take advantage of our drop-in hours.
- Visit <https://bush.tamu.edu/advising/> to see our current office hours.



## ⇒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 along with UIN
- Include a brief reason for your email 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 resend the same email multiple times
- Do not use abbreviated texting language; use appropriate, professional language



## ⇒HOW YOUR ADVISOR CAN HELP YOU

- 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 Family 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 resources and make appropriate referrals.
- Provide a safe space in which you can share your thoughts, aspirations, concerns, and interests.



## ⇒HOW CAN YOU HELP YOUR ADVISOR

- Attend academic advising appointments prepared.
- Bring all advising related materials and questions.
- Clarify personal values and goals.
- Activate and regularly check your TAMU email 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.

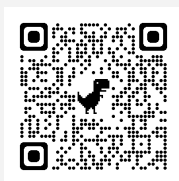
## ⇒RECOMMENDED ADVISING CALENDAR



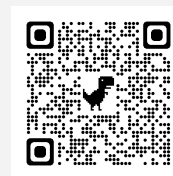
## ⇒CAMPUS RESOURCES



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Scan here ➞



## ⇒BUSH SCHOOL OFFICE OF UNDERGRADUATE PROGRAMS & ADVISING STAFF



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