

Undergraduate Advising Syllabus 2007-2008

DEPARTMENT OF PSYCHOLOGY

244 Psychology Building
(979) 845 – 7146

<http://psychology.tamu.edu>

Office Hours: Monday-Friday
8am-12pm (walk-ins)
1pm-5pm (by appointment)

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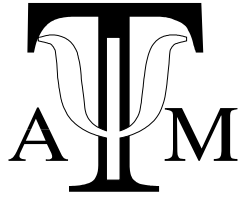
Academic advising is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning. (NACADA, 2004)

Advising Objectives: Academic advisors have the responsibility to uphold the integrity and value of your degree by maintaining the standards and policies of the University.

- ❖ Be accessible via meeting or walk ins, emails, and telephone
- ❖ Communicate psychology degree requirements
- ❖ Assist and collaborate with academic decisions and goals
- ❖ Listen carefully and respect student questions, concerns, and problems
- ❖ Maintain confidentiality with the student
- ❖ Direct students to additional resources, when appropriate
- ❖ Offer potential alternatives if academic goals change

Student Responsibilities: Students are expected to know their degree requirements and relevant University and Departmental policies, to meet deadlines, and to consult with their advisors and the degree audit system at <https://myrecord.tamu.edu/>

- ❖ Know your degree requirements - use the resources provided for you
- ❖ Research courses, programs, and services
- ❖ Ask questions if you do not understand
- ❖ Be on time to appointments and prepared with material for discussion
- ❖ Accept responsibility for your decisions
- ❖ Keep your contact info up-to-date
- ❖ Be professional- treat your advisors, professors, and other students with respect
- ❖ Be honest and open – this is your future



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Student and Parent Resources

Psychology department and Advising homepage:

<http://psychology.tamu.edu>

At left, click on the "Undergraduate Program" link
Then click on the "Advising" link to access tools such as:

- Critical deadlines, policies, and contact information
- Psychology department listserve registration instructions
- [Online advising appointment system](#)
- Degree Plans
- Texas Common Course Numbering System

University links to registration answers, maps, services, academic policies, term calendars, exam schedules, financial aid, parking, and much more!

<http://courses.tamu.edu/>

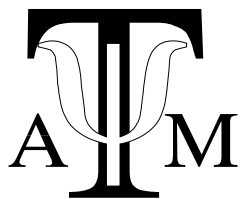
- Printable Trial Schedule
- Undergraduate Registration Schedule
- Web Registration and Add/Drop
- Academic Calendar
- Final Exam Schedule
- Q-Drop

Your personalized degree audit and student information system:

<https://myrecord.tamu.edu/>

Click on "Current Students"
Login using your TAMU NetID and password (same as for your NEO account)
This secure site allows access to numerous essential functions, such as:

- ACADEMIC
Pre-registration Date and Time
Registration/Add/Drop - College Station
Registration/Add/Drop - Galveston
Online Course Schedule
Check for Blocks
Student Schedule
Graphic Student Schedule
Degree Audit Request
- PERSONAL
Address Change
Transcript Order
Upper Level Business Application
Verification of Enrollment
Application for Graduation
Excess Credit Hours Rule
Academic Integrity - Aggie Honor System
Tuition Rebate
First Year Grade Exclusion GPR Calculator
- FINANCIAL
AggiE-Pay - College Station
AggiE-Refund (ACH refund)
Financial Aid Portal
MyAggieLoans
Aggie Bucks Tracker and Reload



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Useful Phone Numbers

Bus Operations/Handicapped Shuttle	979-847-RIDE
Campus Information/Student Locator	979-845-3211
Career Center	979-845-5139
College of Liberal Arts	979-845-5143
College of Liberal Arts Career Advisor	979-845-5381
Counseling & Referral, Alcohol & other Drugs	979-845-4427
Disability Services	979-845-1637
Degree Audit	979-845-1089
Emergency (Emergency Numbers)	9-911
Financial Aid	979-845-3236
Fiscal Office	979-845-8127
Health Center	979-845-1511
Helpline	979-845-2700
Honors Scholarship Office	979-845-1957
Measurement and Research MARS	979-845-0532
Multicultural Services	979-845-4551
Registration	979-845-7117
Student Record	979-845-1003
School of Professional Advising	979-847-8938
Student Activities	979-845-1133
Student Conflict Resolution Services	979-847-7272
Student Counseling Service	979-845-4427
Transportation Services	979-862-PARK
Transcript	979-845-1066
Transfer Credit	979-845-7387
University Police Department	979-845-2345

Useful University Websites

Academic Calendar: <http://admissions.tamu.edu/Registrar/General/Calendar.aspx>
Financial Aid: <https://financialaid.tamu.edu/>
Registration: <http://register.tamu.edu/>
Career Center: <http://careercenter.tamu.edu/>
Professional School of advising: <http://honors.tamu.edu/opsa/default.aspx>
Honors: <http://honors.tamu.edu/honors/about.aspx>
Measurement and Research: <http://www.tamu.edu/marshome/>
College of Liberal Arts: <http://ccla.tamu.edu/>
Student Counseling Services: <http://www.scs.tamu.edu/>
Disability Services: <http://disability.tamu.edu/>
Registrar: <http://admissions.tamu.edu/registrar/>
Multicultural Services: <http://aggieculture.tamu.edu/>