DEPARTMENT OF PSYCHOLOGY
Undergraduate Advising Syllabus
Website: http://psychology.tamu.edu/Advising

Undergraduate Psychology Advising Office:
205 Milner Hall
Phone: (979) 845-7146
Walk- in Hrs: 8am-Noon M-F

Advising Team:
Joshua Hicks, PhD – Director of Advising
Jennifer Fleming – Senior Academic Advisor I
Stephanie Thomsen – Academic Advisor II
Lisa Bowden – Academic Advisor II
Shari Chambers – Academic Advisor II

Appointments: Schedule online at http://swan.tamu.edu/PSYC

You can expect your ADVISORS to:
- Be knowledgeable about degree requirements and University policies and procedures
- Assist you in considering academic decisions
- Help you customize your program by adding minors or a second major if desired
- Help you work research and/or study abroad experience into your program if desired
- Help you with scheduling changes (Q-drops, Freshman Grade Exclusions)
- Inform you of special events, career/research information relevant to Psychology majors

Your advisors CANNOT:
- Make academic decisions for you
- Choose your courses for you, or plan a 4-year schedule for you
- Provide you with “easy” courses or paths to a degree and/or career
- Have all the answers to all your questions without consulting other resources
- Provide in-depth answers to complex questions via email or phone
- Always be immediately available during peak times (first 2 weeks of classes, during pre-registration)

YOU are expected to:
- Know how to access your degree evaluation in Howdy and familiarize yourself with it
- Be accountable for the academic decisions you make
- Visit an advisor at least once per semester to make sure you are on track
- Come prepared to advising meetings: bring your degree plan and a list of items you wish to discuss
- Read the notices we send to your University email
- Use your undergraduate catalog and Howdy to look for prerequisites BEFORE registering for classes
- Review your degree evaluation in Howdy before and after registering for classes
- Approach us immediately if there is a problem or you need help, rather than waiting until a situation gets worse
- Check with us before making a decision based on advice from a friend or classmate

You must know how to access your degree evaluation in Howdy:
- Start by going to http://howdy.tamu.edu
- Click on the “MyRecord” tab
- Click on link that says “Degree Evaluation” then click link that says “View Degree Evaluation”
- Choose the semester that you are interested in and click “Submit”
- At the very bottom of this page, click on the center link that says “Generate New Evaluation”
- Click the button next to “Program” and select your semester again. Click button that says “Generate Request”
- Click button that says “Detail Requirements” and then click “Submit”

I have read and understand the role of the student and the advisor in academic advising with the Department of Psychology as described in this syllabus.

________________________________    ____________________________________
Student Signature       Student UIN

________________________________    ____________________________________
Student Printed Name     Advisor Printed Name     Date

Student Email Address     Advisor Signature     Date