



The Center for Academic Excellence
Huston-Tillotson University
900 Chicon Street
Austin, TX 78702

The Center for Academic Excellence Advising Syllabus

Academic Advising Mission Statement: To help create and sustain a clear, coherent and engaging academic environment for first-time Freshman, as well as assisting all students through to graduation.

The Center for Academic Excellence Mission Statement: To provide thoughtful and quality guidance for students to cultivate effective learning paths, achieve academic goals and excel as productive global citizens.

UNIVERSITY'S ROLE - in Academic Advising

The University supports the advising process in the following ways:

- It is responsible for communicating consistent information to all students about the advising process.
- It is accountable for providing required, continuous, and accurate training for all academic advisors.
- It provides sufficient and on-going resources and support for advising services across the university.
- It conducts continuous assessment and improvement in academic advising.

ADVISOR RESPONSIBILITIES – What You Can Expect

You can expect from me as your advisor to:

- Understand and effectively communicate the curriculum, graduation requirements, and university policies and procedures.
- Encourage and guide as you define and develop realistic goals and to develop clear and attainable educational plans.
- Provide you with information about and strategies for utilizing the available resources and services on campus.
- Assist you in understanding the purposes and goals of higher education and its effects on your life and personal goals.
- Monitor and accurately document progress toward meeting your goals. Advisee will meet with advisor via office hours for advising, telephone, e-mail, or web access.
- Assist you to develop skills in decision-making so that you may assume responsibility for your educational plans and achievements.
- Maintain confidentiality.

ADVISEE RESPONSIBILITIES – What You Are Expected to Do

As an advisee, you have clear responsibilities in the advising partnership in order to be successful.

- Schedule regular appointments or make regular contacts with advisor during each semester.
- Review your degree plan prior to your appointment with the academic advisor
- Know deadlines for registration, tuition payment, drop dates, graduation application, financial aid, scholarships, etc.
- Complete required placement test(s) (Accuplacer, TSI)
- Come prepared to each advising appointment with questions or material for discussion and class choices.
- Ask questions if you do not understand an issue or have a specific concern.
- Keep a personal record of your progress toward meeting your goals.
- Clarify personal values and goals and provide advisor with accurate information regarding your interests and abilities.
- Become knowledgeable about university programs, policies, and procedures from the Huston-Tillotson University online Bulletin.
- Read all emails from Advisors in HT e-mail, and respond as needed.
- Utilize support services provided for assistance.
- Accept final responsibility for your own education.

ACADEMIC ADVISORS VS FACULTY ADVISORS

Academic Advisors:

The Academic Advisors within the Huston-Tillotson University Center for Academic Excellence are happy to assist you with the following:

- Determining requirements needed for graduation
- Scheduling, registration, and general problem solving
- Dropping or adding classes
- Declaring your major
- Deciphering university policies and processes
- Course sequencing and mapping your degree plan
- Internships, study abroad, and professional development opportunities

Faculty Advisors:

Faculty Advisors provides academic advising and support to advisees from her or his discipline or school.

- Freshmen, sophomores, juniors and seniors are encouraged to seek out faculty members for help in exploring major and career options, as well as the Career & Graduate Development Office.
- Once a student has declared their major, they will be assigned a Faculty Advisor in their major field of study.
- Faculty advisors act as a liaison to your future, working closely with you for career planning and selection of major electives. In addition, your faculty advisor is an excellent source of information about graduate study and career opportunities. Faculty advisors are available during their normal office hours or by appointment.

WALK-IN ADVISING SESSIONS VS. SCHEDULED APPOINTMENT

Walk-in Advising

- First come first served process
- Held during key points in the semester or designated days (see undergraduate programs website for designated days and times)
- 15 minutes in length
- Generally, one topic is discussed due to the timeframe.
 - Schedule changes or adjustments, university policy questions & withdrawal or drop/add processes are just a few of the topics we can cover in this timeframe.

Scheduled Advising Appointment

- Scheduled in advance via phone, online, or in person (<https://htu.edu/center-for-academic-excellence>)
- Available Monday through Friday and last approximately between 30 minutes to 1 hour
- Multiple topics are covered and vary by individual student
 - Major and minor selection and requirements, navigating Canvas or MyHTU, academic concerns, support services, understanding university policies and procedures, internship process and graduate school application.

Arrive late, canceling or not showing up for an appointment

- Giving as much advance notice if you need to cancel an appointment is a professional courtesy to the advising staff as well as to students who could utilize this appointment time.
- Show up on time! If you do not, your 30 minutes scheduled appointment will be treated as a 15-minute walk-in, and you can be rescheduled for a lengthier appointment at the earliest opportunity.
- You will receive an email if you do not show-up or fail to communicate with the office. Please be courteous to the staff and other students and cancel if you cannot make a scheduled appointment. We document all missed appointments. It is the student's responsibility if an important deadline or information was missed based on not showing up for the scheduled appointment.

Preparing for your Advising Appointment

- Review your Degree Plan and General Course Requirements.
- Generate a written list of questions to guide your conversation.
- If you are dealing with a problem, think about possible solutions to present to your Academic Advisor and don't be afraid to ask for assistance.

STUDENT SUPPPORT SERVICES:

Bursar's & Business Office, AL 206 – studentaccounts@htu.edu	Financial Aid, AL 212 – htfinancialaid@htu.edu
Campus Life, Student Union – campuslife@htu.edu	Information Technology, AL 105 – oit@htu.edu
Campus Safety, V-A 200 – llyork@htu.edu	Math Center, DL101 – cae@htu.edu
Career and Graduate Development – careerservices@htu.edu	Registrar's Office, AL 210 – recordsandregistration@htu.edu
Center for Academic Excellence, JM 101 – cae@htu.edu	Religious Life and Campus Ministry – rlcm@htu.edu
Counseling and Consultation Center – counseling@htu.edu	Residence Life – reslife@htu.edu
Disability Services – disabilityservices@htu.edu	Student Affairs Office, Student Union – studentaffairs@htu.edu
Downs-Jones Library – library@htu.edu	Writers Studio, JM 103 – cae@htu.edu
Enrollment Management/Admissions, AL 206 – admissions@htu.edu	University Athletics, Mary E. Branch Gymnasium – mvcarroll@htu.edu

SAFE ZONE

Advisors actively create an open, respectful, and supportive environment for all people. We serve students of all abilities, sexual orientations, gender, races, cultures, and socio-economic statuses.