Biology Undergraduate Programs Office
Advising Syllabus

Location: 107 Butler Hall
Phone: 979.845.3116
Hours: Monday – Friday  8am-5pm
Web: http://www.bio.tamu.edu/UGRADINF/Index.htm

Advising Staff:
Christine Farris  Director  cfarris@bio.tamu.edu
Vanessa Nordell  Senior Academic Advisor  vnordell@bio.tamu.edu
Clint Crampton  Academic Advisor  ccrampton@bio.tamu.edu
Tara Hardin  Academic Advisor  thardin@bio.tamu.edu
Victor Castillo  Academic Advisor  vcastillo@bio.tamu.edu

Mission:
The Biology Undergraduate Programs Office strives to help all students achieve their academic and career goals while upholding the value of the offered degrees by maintaining the standards of the University and the Biology Department. Each advising relationship is personalized and designed to support and assist students as they progress through their respective degree program. While we are happy to help students in their decision-making process, it is the student’s responsibility to make final decisions about their academic goals and educational plans.

Student Responsibilities:
- Be respectful of the student-advisor relationship.
- Know your specific degree requirements. This information is distributed at your new student conference (departmental meeting), is available in the office, can be downloaded from our website, and can also be found in the Texas A&M University Undergraduate Catalog.
- Please be on time to your advising appointment. Call the office if you need to cancel or reschedule.
- Come prepared to your appointment; write down any questions you have and take notes during the meeting.
- Please silence or shut off your cell phone/electronic device during the appointment.
- Accept responsibility for your actions and decisions.
- Keep contact information up-to-date and check TAMU email; Biology UPO advisors correspond via this official University address.
- Abide by the Aggie Honor Code: “An Aggie does not lie, cheat, or steal, or tolerate those who do.”

Advisor Responsibilities:
- Be respectful of the student-advisor relationship.
- Provide accurate information on University and departmental degree requirements.
- Encourage realistic goals and assist with the decision-making process.
- Assist with appropriate course selection to complete degree requirements.
- Maintain confidentiality.
- Refer students to other campus resources, as appropriate.
- Be accessible through meetings, email, and telephone.
- Respond in a timely manner to student inquiries.
Helpful Materials and Resources:
Texas A&M University Undergraduate Catalog: http://www.tamu.edu/admissions/catalogs
TAMU Student Rules: http://student-rules.tamu.edu
Personal Notebook
Syllabi for all currently enrolled courses
Texas Common Course Numbering System: http://www.tccns.org
Academic Calendar: http://admissions.tamu.edu/Registrar/General/Calendar.aspx
Final Exam Schedule: http://admissions.tamu.edu/Registrar/General/finalschedule.aspx
Free on-campus Tutoring:
  Student Learning Center:  http://slc.tamu.edu
  Multicultural Services:  http://tutor.tamu.edu
  Phi Eta Sigma (for Freshmen only):  http://pes.tamu.edu
Office of Professional & Graduate School Advising: http://opsa.tamu.edu
Career Center:  http://careercenter.tamu.edu/
Open Access Computer Labs:  http://cis.tamu.edu/oal/
Academic Success Center:  http://successcenter.tamu.edu
Student Counseling Center:  http://scs.tamu.edu
Transportation Services:  https://transport.tamu.edu/

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 Services, in Cain Hall, Room B118, or call 979.845.1637. For additional information, visit http://disability.tamu.edu.