Biology Undergraduate Programs Office
Advising Syllabus

Location: 107 Butler Hall
Phone: 979.845.3116
Hours: Monday – Friday 8am-5pm
Website: https://www.bio.tamu.edu/

Advising Staff
Christine Farris   Director   cfarris@bio.tamu.edu
Vanessa Nordell   Senior Academic Advisor   vnordell@bio.tamu.edu
Jill Lyster       Academic Advisor   jlyster@bio.tamu.edu
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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.

Appointment Policies
Scheduling appointments is highly encouraged.
• Call the Biology Undergraduate Advising office at 979-845-3116 or schedule through the Navigate system.
• Advising appointments are scheduled for 30 minutes.
• All students will be required to check-in upon arrival; please bring your TAMU ID.
• Walk-in appointments are typically available, but at certain times during the semester such as pre-registration, Q-drops, etc., wait times may be long. In order to address your concern in a timely manner, we encourage scheduling an appointment.

Virtual appointments:
• Zoom appointments will be available on a limited basis. If scheduling through Navigate you will see the options or if you call for an appointment, we can provide that information to you. All appointments will be considered to be in person UNLESS noted otherwise.

No shows and cancellations:
• If you fail to show up for your scheduled appointment, it will be recorded as a “No Show.”
• If you arrive more than ten (10) minutes past your scheduled appointment, you will have to reschedule your appointment.
• If you cannot make it to your scheduled appointment, please call the advising office as far in advance as possible.

Key Dates
Go to https://registrar.tamu.edu/Academic-Calendar for information regarding:
• Registration dates
• Drop and withdrawal deadlines
• Campus holidays
• Final exams
• Grade postings
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: https://catalog.tamu.edu/
TAMU Student Rules: https://student-rules.tamu.edu/
Texas Common Course Numbering System: https://www.tccns.org/
Academic Calendar: https://registrar.tamu.edu/Academic-Calendar
Final Exam Schedule: https://registrar.tamu.edu/Courses,-Registration,-Scheduling/Final-Examination-Schedules
Free on-campus Tutoring:
   Academic Success Center: https://asc.tamu.edu/
   Study Hub: http://tutor.tamu.edu/
   Science Peer Learning Center (SPLC): https://www.bio.tamu.edu/science-peer-learning-center/
   Math Learning Center: http://mlc.tamu.edu/
Professional School Advising: http://careercenter.tamu.edu/Resources/Professional-School-Advising
Career Center: http://careercenter.tamu.edu/
Open Access Computer Labs: https://oal.tamu.edu/
Academic Success Center: http://asc.tamu.edu/
Counseling & Psychological Services: https://caps.tamu.edu/
Office for Student Success: https://studentsuccess.tamu.edu/
Transportation Services: https://transport.tamu.edu/
Syllabi for all currently enrolled courses

Americans with Disabilities Act (ADA) Policy
Texas A&M University is committed to providing equitable access to learning opportunities for all students. If you experience barriers to your education due to a disability or think you may have a disability, please contact Disability Resources in the Student Services Building or at (979) 845-1637 or visit http://disability.tamu.edu. Disabilities may include, but are not limited to attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability related needs with Disability Resources and their instructors as soon as possible.