

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	Manager	vnordell@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. There may also be circumstances that do not allow us to accommodate walk in's at all. In order to address your concern in a timely manner, we encourage scheduling an appointment.

Virtual appointments:

- Zoom appointments are available on a limited basis. Available times and meeting information will be listed in Navigate. If you call for an appointment, we will provide the 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. During peak busy times the grace period shortens to 5 minutes late before an appointment is canceled. We will inform you of these times when you make an 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.
- 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.