



Appointment Scheduling: my.advising.ttu.edu or call (806) 742-2189
Main Office: 79 Holden Hall, Monday – Friday (8:00 a.m. – 5:00 p.m.)

ADVISING PHILOSOPHY

Academic advisors are committed to **engaging, encouraging, equipping, and empowering** students to explore and excel in the university environment and beyond. This means that you are the captain of the ship, and we are the map and compass that will help you find your way. Your advisor will not “prescribe” answers or courses for you. We will encourage you to find academic areas and courses that are the **best fit** for you. Extracurricular experiences are integral to career and academic development; we also encourage you to seek learning opportunities outside the classroom. We believe academic advising is a collaborative process, and ultimately, **you – the student – are responsible** for your educational experience.

ADVISING PROCESSES

This document outlines the process by which students assigned to be advised by Texas Tech University Advising explore, prepare for, and transition to the major of their choice. Discussion and activities will include steps necessary to determine an academic major or reinforce decisions made regarding an academic major, a review of appropriate and available resources, instruction on mapping a personal degree plan, and exploring means of ensuring academic and personal success at Texas Tech University.

EXPECTATIONS OF STUDENTS

You are responsible for each of these items:

- Schedule regular appointments and/or contacts during each semester
- Come to appointments prepared with questions and/or topics to discuss
- Accept responsibility for your decisions and actions
- Be open to developing and clarifying your personal values and goals
- Research college programs, policies, procedures, and opportunities as appropriate
- Keep a record of your academic progress and goals
- Be courteous and plan ahead (schedule appointments early and reschedule if necessary)

EXPECTATIONS OF ADVISORS

Your advisor is responsible for each of these items:

- Understand Texas Tech degree requirements and effectively communicate them
- Provide a safe place in which to share your thoughts, aspirations, concerns, and interests
- Refer you to quality resources
- Listen carefully to your questions, concerns, and points of confusion
- Maintain confidentiality
- Encourage and support you as you gain the skills and knowledge necessary for success
- Assist you in making course and major decisions

The student will be able to

as determined by

Articulate an informed choice of major	CDM, Major Map, independent research
Create a personalized degree plan	Course outline; transcripts
Register for classes	Advance registration for next semester
Assess available resources	Overview of handouts, information with advisor
Utilize available resources	Emails, referrals, personal testimony
Calculate GPA (current, needed)	Academic Physical; hands-on; grades
Analyze transcripts and degree audits	Meetings with advisor, course selections
Converse with academic instructors	Conversations with advisor
Understand requirements for chosen major	Course selections, communication with advisors, independent research
Create a personal support network	Student organizations, friends, faculty & staff connections

RECOMMENDED ADVISING & SUCCESS RESOURCES TO REVIEW

Campus Resource Guide advising.ttu.edu/resources Tutoring & Supplemental Instruction j.mp/ttulearning
Discovery online: discovery.ttu.edu University Career Services www.careercenter.ttu.edu
University Catalog: j.mp/ttucatalog Important University Dates www.calendar.ttu.edu

SAFE ZONE

The University Advising Center actively creates an open, respectful, and supportive environment for all people. We serve students of all abilities, sexual orientations, genders, races, cultures, and socio-economic statuses.

YOUR TWO-YEAR ADVISING CALENDAR

Year 1: First Summer

At RRO	Meet your Advisor and plan for Fall Semester. www.admitted.ttu.edu advising.ttu.edu/guide j.mp/tturro Register online. raiderlink.ttu.edu
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Year 1: Fall Semester

Corridor Week	Academic Physical (discovery.ttu.edu)
Corridor Week	Walk-in advising is available for quick questions.
September	Discovery! Major Map (discovery.ttu.edu/go)
September	Meet with your Academic Advisor to discuss Discovery! Schedule your appointment online at my.advising.ttu.edu .
October	October is Advising Month! Make an advising appointment for major discussions and course planning my.advising.ttu.edu . Advance Registration Advising begins in October.
Early November	Register online. raiderlink.ttu.edu (advising.ttu.edu/12steps)

Year 1: Spring Semester

1 st School Week	Walk-in advising is available for quick questions.
February – April	Meet with a career advisor in University Career Services to explore your career interests and options.
March	March is Advising Month! Make individual advising appointment to discuss areas of interest, strengths, & goals. Schedule your appointment online at my.advising.ttu.edu . Advance Registration Advising begins in March.
Early April	Register online. raiderlink.ttu.edu (advising.ttu.edu/12steps)
April	Declare your best fit major when appropriate.

Year 1: Summer

Research, experience, and explore: considering your first-year outcomes, what else do you need to know to move forward? Consider internships, employment, travel, reading, informational interviews, volunteering, and more to clarify your interests and goals. Need Ideas? Visit advising.ttu.edu

Year 2: Fall Semester

Corridor Week	Walk-in advising is available for quick questions.
September	Develop a tentative timeline for gathering information and making decisions. Start narrowing your options.
September	Make individual advising appointment to discuss strengths, goals, and additional research needs. Come up with an action plan. Schedule online at my.advising.ttu.edu .
September – October	Schedule an advising appointment at my.advising.ttu.edu to complete course selection for the spring semester.
October	October is Advising Month! Advance Registration Advising begins in October.
Early November	Register online. raiderlink.ttu.edu (advising.ttu.edu/12steps)

Year 2: Spring Semester

1 st School Week	Walk-in advising is available for quick questions.
February	Declare your best fit major! j.mp/ttumajorchange
March	March is Advising Month! Make an appointment with the academic advisor of your newly declared major. Find your advisor online at: advising.ttu.edu/whoismyadvisor
April	Register online. raiderlink.ttu.edu (advising.ttu.edu/12steps)

A Student's Advising Objectives & Expected Outcomes

Below are broad issues students typically face during college. Discuss ways you can achieve these outcomes with your advisor.

First Semester

- Explore your academic and career interests
- Explore values, skills, and interests related to academic and career goals
- Make sound decisions regarding campus choices
- Use multiple resources to maximize your undergraduate experience (advisors, student orgs, study groups, etc.)
- Clarify your personal values, especially as they relate to academic and career choices

Second Semester

- Discover how your interests and skills apply to the world of work
- Consider narrowing your interests or studying one of them in more depth
- Meet with an advisor in the one or two majors you're considering
- Continue assessing your skills, strengths, and interests
- Explore connections between your interests, strengths, and potential careers
- Arrange for experiences that will help you clarify your goals and interests, including working part-time, meeting with faculty and staff, job shadowing, studying abroad, volunteering, or working as an intern

Third Semester

- Research multiple career options to find the best fit
- Network with at least three people who work in a field of interest to you
- Identify education and/or additional skills you will need to attain employment or training in your field (is graduate school for you?)
- Be able to articulate what you are studying and why

Fourth Semester

- Make decisions – it is a lifelong skill!
- Research employment or grad school options
- Understand skills employers and grad schools seek.