



STUDENT SERVICES DIVISION

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ACADEMIC ADVISEMENT AND REGISTRATION MANUAL



THE SCHOOL OF COMMUNICATION

STUDENT SERVICES DIVISION

“Believe in the dream and create the opportunity”

Mission: In the School of Communication, which includes the Center for Radio, Television, and Print Media Professional Studies, our mission is to educate professionals to a high level of excellence in the disciplines of human communication, ranging from human communicative interaction to digitally driven mass communication. The School’s goal is to educate individuals for strategic societal roles in the 21st century.

Within the school, the Student Services Division which houses the Student Services Center offers new student orientation, one stop shop registration, mandatory freshman, sophomore and transfer advising, retention services, recruiting and graduation assistance. The Center engages students in a developmental process which helps clarify and implement individual educational plans consistent with their skills, interests, and values. Through individual appointments, group advising sessions and presentations, the professional staff, faculty advisors, and student workers help students understand the university’s academic requirements as well as its policies and procedures.

As a result of our mission, students are better prepared to make informed decisions about their educational choices which ultimately will assist them towards a timely graduation. Our team has outlined six attainable goals that will take us to the “Next Level”.



School of Communication Academic Advising and Registration Manual

Welcome from the Student Services/Advising Services Staff!

The School of Communication Academic Advising and Registration Manual is your guide in finding the appropriate information you need in selecting your courses and achieving your academic goals. We hope you will find this tool useful in providing the information you need.

Our advisers understand that quality academic advising is a key ingredient in student learning, and are committed to assisting you throughout your time at Texas Southern University. You are encouraged to get in touch with your advisor as soon as you have declared your major.

Our advisors are committed to assisting you in accomplishing your academic goals. We hope that this manual will be a useful tool in assisting you.

Mission Statement for Academic Advising

The mission of the Academic Advising unit in the School of Communication is to assist students in relating their needs, values, abilities, and goals for preparation in majoring and minoring in departmental curricula for entry into the workforce and for graduate study. Quality advising leads students in choosing appropriate courses and majors according to their interests and skills. Successful advising leads students in gaining the maximum educational and personal benefits from programs in the School of Communication and the University.

What is advising?

There are two kinds of advising: **prescriptive** and **developmental**

Prescriptive advising is how advising may be commonly viewed as helping students select and schedule courses. With fairly brief training, advisors may become qualified to provide prescriptive advising.

Developmental advising involves helping the whole student develop and achieve his/her educational, professional and personal goals. It involves helping students become *self-aware* and to choose *goals* and enact *plans* that will help them achieve their goals.

Frequently asked questions from students about advising:

- Who is my advisor?
- When does registration open?
- How do I register for classes?
- Where is my financial aid?
- How do I drop a class?
- How do I dispute a grade?
- When do I apply for graduation?
- How do I know that I am ready for graduation?
- Who is my Dean? My Department chair?
- Which degree plan do I follow?
- Do I have to take the Freshmen Seminar?
- When do I apply for an internship course?
- How do I apply for an internship course?
- How do I declare a major?
- How do I declare a minor (secondary field of study)?
- How do I change majors?
- How do I develop an educational plan?
- How do I order an official transcript?
- How do I apply for scholarship?
- How do I become aware of available resources?
- How do I register for a leave of absence?
- How do I join a group for various activities?
- How do I transfer to another university?
- How do I transfer from another university?

Goals of Advising for the School of Communication:

1. To assist students in identifying and clarifying their educational goals;
2. To assist students in developing an educational plan, college program, and selection of courses consistent with the student's ability, goals and objectives;

3. To assist students in evaluation or re-evaluation of progress toward established goals and educational plans;
4. To provide accurate information about institutional policies, procedures, resources, and programs;
5. To make student aware of available resources within and outside the college; and
6. To empower and encourage students to be self-directed learners.

Advisor Responsibilities

You can expect your advisor to:

- Communicate degree and graduation requirements effectively;
- Provide you with information for locating and utilizing campus resources and services;
- Assist you in developing clear and realist educational goals;
- Provide guidance in course selection and study plan;
- Elaborate TSU policies and procedures in a manner that you can understand and follow;
- Maintain confidentiality as defined by TSU policies and procedures, as well as FERPA guidelines;
- Create an environment of mutual respect and trust;
- Encourage and empower you to take responsibility for your educational plans and decisions;
- Encourage and guide you in getting involved in group activities for social and personal development; and Be available to you either by email, phone, or appointments during operational hours of the Advising Office.

Student Responsibility

As students, you are responsible in making decisions about your educational plans and life goals. You are expected to:

- Schedule regular appointments with your advisor;

- Come prepared to each appointment with any questions you might have and bring your degree plan to each advising session;
- Know the name and office location of your assigned advisor;
- Know the type of degree you are seeking and acquire a basic understanding of the degree requirements;
- Become familiar with the TSU and the School of Communication academic calendar;
- Monitor your progress toward degree completion;
- Become knowledgeable of TSU resources and access them when needed
- Maintain a positive academic status, by learning how to calculate overall grade point averages (GPA); and
- Accept responsibility for your decisions and actions that affect your educational progress and goals.

Expected Student Learning Outcomes

Through the academic advising experience in the School of Communication, you will:

- Develop an educational plan for successfully achieving your educational goals;
- Read and utilize your degree plan accurately;
- Select and register for courses that will lead to graduating in a timely manner;
- Identify and utilize campus resources and services available to assist you in achieving your educational goals;
- Develop an understanding of how your grade average (GPA) impacts your future goals;
- Demonstrate an understanding of academic advising by articulating the purpose and benefit, as well as your responsibility in the relationship and process; and
- Demonstrate an ability to find information using the online schedule and TSU catalog.