



Advising Appointments, Expectations, and Policies

Students and advisors assume shared responsibility in the advising process. The ultimate responsibility for making decisions about educational plans and life goals rests with the student. Advisors in the College of Professional Education provide a host of services including information about program options and requirements and assist with short and long-term academic plans.

Advisors in the Office of Student Support Services offer personalized guidance to students in the College of Professional Education, as well as to students in other colleges who are pursuing careers in teaching. From advising prospective and current students to explaining degree options to unraveling the complexities of the certification process, the Office of Student Support Services staff help individuals achieve their educational goals.

The Office of Student Support Services is located in Stoddard Hall (SH), Room 211.

Monday - Friday

8:00am - 5:00pm

Phone: 940-898-2829

Email: copeadvising@twu.edu

Web: <http://www.twu.edu/teacher-certification/>

Advising sessions by appointment only.

Appointments may be scheduled up to 2 weeks in advance.

Services

- Provides academic advising and guidance for incoming teacher education freshman
- Prepares degree plans for interdisciplinary studies majors
- Assigns faculty advisors for interdisciplinary studies majors
- Monitors admission to the Teacher Education Program
- Verifies completion of program requirements and recommends candidates for certification
- Prepares deficiency plans for initial, additional and advanced certificates
- Determines student eligibility to take TExES exams and posts approvals on the SBEC website
- Screens applications for Master of Arts in Teaching program
- Serves as an information clearinghouse for all TWU students seeking teacher certification
- Administers TExES practice exams



Advising Expectation and Policy

All admitted undergraduate and graduate students are encouraged to visit with an advisor to develop their degree plans and discuss their path to academic success.

Advisors can provide direction with:

- Academic Planning
- Course Selection
- Major & Degree Requirements
- Dropping/Adding Classes
- Setting up your Degree Plan
- Graduation Checking
- Registration
- Campus Resource Referral

Required Advising

Any First Time in College Student or a student with certain holds is required to make an appointment to meet with an advisor prior to registration.

Expectations of Students in Preparation for your Advising Appointment

1. Review your documents and information on the student advising website.
2. Review your major degree planning sheet.
3. Review course options, schedules, rotations, and pre-requisites.
4. Review and run your online audit as it is a useful tool to see grades, GPA, and coursework.
5. Bring your list of questions and bring any documents that you want to discuss.
6. Be on time for your appointment and if you can't make it, call and cancel.

Advisor-Student-Parent Interactions

Family Educational Rights and Privacy Act (FERPA) was enacted to protect the privacy of student records. Under FERPA, except for “directory information” about a student, a student’s records may be released without his or her prior written consent only to other school officials, including teachers, who have “legitimate educational interests,” or if other exceptions to FERPA apply. The FERPA protects your student's privacy. We are always available to speak generally with concerned parties about university and college requirements and policies, academic standing, and campus resources.

Communication between the university and parents/guardians can be complicated due to confidentiality laws. The university is bound to keep student information confidential and cannot be shared with parents without the student’s permission. The FERPA dictates that the university must have a student’s written consent to release information from the student’s educational record.

If a parent/guardian would like to sit in on a student’s appointment at the Office of Student Support Services, the student must complete an [FERPA Release Form](#). Parents are encouraged to keep the lines of communication open with their student and to ask their student directly how he/she is doing.



College is a time for students to make decisions on their own, to learn about resources and options. As advisors we do not make decisions for them; we provide information so that students can make their informed decisions. We all want to prepare students for a lifetime of success. The Office of Student Support Services staff encourages you to support your son/daughter by empowering them to seek assistance when they need it. It is far more useful for students to talk with an advisor than for parents to talk on behalf of them. The advisor should be the first person a student turns to when there is an academic issue.

Appointment Policies

- Advising sessions are made by appointment from 9:00-4:00 and appointments are booked up to two weeks in advance.
- Appointments are scheduled for 30 minutes to one hour. Students are welcome to book double appointments or additional time. Please let the desk staff know your request when scheduling an appointment.
- If you are more than 15 minutes late to your advising appointment, you will be asked to reschedule your appointment.

No-Show Policy

The Office of Student Support Services currently serves undergraduate and graduate students seeking educator licensure. Our intention is ensuring that we maximize our ability to see students in a limited number of available advising appointment times.

We understand that circumstances can change unexpectedly, which is why our policy allows for three (3) unattended appointments without notice. A student that has scheduled three (3) appointments and failed to attend or provide sufficient notice of the need to cancel all three appointments, however, has demonstrated a pattern that is resulting in wasted University and Office of Student Support Services resources.

Students that call or come to the Office of Student Support Services to cancel or reschedule an appointment at least 24 hours in advance do not receive any consequence for doing so. Students needing to cancel or reschedule an appointment should do so by calling (940.898.2829) or in person (SH 211) as far in advance as possible so that we can make our best effort to utilize that appointment time by offering it to another student.

Students who fail to give notice and do not attend their appointment OR arrive to check in more than 15 minutes after the scheduled appointment time will have their appointment recorded as a No-Show.

Students with three No-Shows may forfeit the right to schedule appointments in the future. Students are responsible for reviewing and tracking their progress toward a degree and/or educator licensure.



Professional Dispositions Policy

Professional dispositions are consistent patterns of behavior or habits that may impact teaching effectiveness. At the time of entry to the Teacher Education Program, all students are asked to sign a dispositions statement that fully identifies and describes behavior patterns that are appropriate and inappropriate in professional conduct. Prospective teachers at Texas Woman's University are expected to develop and practice these attitudes, values, and beliefs throughout their preparation as professional educators and are expected to demonstrate professional dispositions in all of their university activities (advising, courses, field experiences, etc.). For more information on TWU College of Professional Education's Professional Dispositions, [click here](#).