

**WINTER 2009**

**Note: Please have all information filled out-- Name, MyMav ID, Phone Number, Email and Address**

<b>last name</b>	<b>m.i</b>	<b>first name</b>

<b>student i.d.</b>	<b>phone</b>	<b>email</b>
<b>1000</b>		

<b>address</b>	<b>city</b>	<b>state</b>	<b>zip</b>	<b>art gpa</b>	<b>cummulative gpa</b>

**AREA OF STUDY (circle one)**

- Art Certification
- Art History
- Drawing
- Film/Video/Screen
- Glass
- Visual Communication
- Metals
- Painting
- Photography
- Printmaking
- Sculpture
- Clay

course title	subject	number	section	days	times	faculty signature (needed for A coded courses)
	ART			MTWRFS		
	ART			MTWRFS		
	ART			MTWRFS		
	ART			MTWRFS		
				MTWRFS		
Alt.				MTWRFS		
Alt.				MTWRFS		
Alt.				MTWRFS		

Advisor Signature \_\_\_\_\_ date: \_\_\_\_\_

Student Signature \_\_\_\_\_ date: \_\_\_\_\_

**\*THIS FORM MUST BE RETURNED TO A DEPARTMENT ADVISOR FOR CLEARANCE - YOU WILL RECEIVE A COPY FOR YOUR RECORDS\***  
**\*ACADEMIC ADVISING ONLY CLEARS YOU FOR REGISTRATION. IT IS YOUR RESPONSIBILITY TO REGISTER FOR YOUR APPROVED CLASSES\***  
**DISCLAIMER: IF YOU DO NOT REGISTER BY OPEN ENROLLMENT FOR THE COURSES YOU ARE ADVISED FOR, IT IS POSSIBLE THAT YOU WILL LOSE YOUR SEAT. PLEASE REGISTER ON TIME. PLEASE ONLY REGISTER FOR THE COURSE NUMBER AND SECTION YOU ARE ADVISED FOR; REGISTERING FOR COURSES YOU ARE NOT ADVISED FOR CAN RESULT IN THE CLASS BEING DROPPED FROM YOUR SCHEDULE. IF YOU HAVE ANY REGISTRATION PROBLEMS, YOU MUST CONTACT THE MAIN OFFICE AT 817.272.2891 AS SOON AS POSSIBLE.**

# Advising Contract

## Student Responsibilities

- Understand and communicate personal values, abilities, and goals.
- Provide accurate and truthful information when being advised.
- Schedule and keep appointments or call if it is necessary to change or cancel an appointment.
- Learn and understand UTA's policies, procedures, and requirements.
- Know where to locate, read and understand the Undergraduate Catalog: <http://www3.uta.edu/catalog/>
- Come prepared to advising sessions: have a prepared list of classes you are considering, schedule of classes, the most recent copy of your tentative or official degree plan, an unofficial transcript if requested, a list of questions about resources or concerns you may have, materials gathered from a plan-of-action from a previous appointment, and keep a folder with these materials all together for easy access.
- Be open to the new possibilities that the advisor may suggest. Follow through on plans-of-action identified during advising sessions.
- Understand and accept that students are ultimately responsible for their education and their own decisions!

## Advisor Responsibilities

- Inform students of the nature of the advisor/advisee relationship.
- Develop a purposeful relationship with advisees.
- Provide contact information and posted office hours.
- Keep appointments or call if it is necessary to change or cancel an appointment.
- Inform inquiring students of campus resources and special services available to them.
- Assist students in defining and developing desired educational, career, and life plans.
- Assist students in preparing a program that is consistent with their abilities and interests.
- Monitor progress toward educational/career goals.
- Listen and help develop a realistic plan-of-action to meet student goals.
- Interpret and provide rationale for institutional policies, procedures, and requirements.
- Refer students when attitudinal, attendance, or personal problems require intervention by other professionals.

I have read and understand the content of this contract, and will uphold all of my responsibilities as outlined.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_