ACADEMIC ADVISING SYLLABUS

Studio, Media Arts + Art History

WELCOME

We are excited to welcome you to the Studio, Media Arts + Art History Department! We look forward to getting to know you and your individual interests within your specific degree plan. As your academic advisors, we are committed to guiding you through important decisions related to your academic progress as well as supporting your educational/career goals from your first day on campus until the day you graduate! It has been proven that increased frequency of student-advisor contact is a positive factor during your time at UTA and should be taken into consideration each semester. Take time to thoroughly read the Advising Syllabus in its entirety. If you have questions please contact an advisor for more information.
Essential Advice for Success

- The more you see, read, write, experience, the more you know!
- Dedicate yourself to making studio art a daily practice, keep a sketchbook!
- Introduce yourself to your professors.
- Ask Questions!
- Utilize university facilities and resources.
- Practice effective time management.
- Know that mistakes are part of the learning process
- Participate and volunteer in the local art, film, or design community.
- Maintain a clean studio environment
- Challenge yourself to be a better artist today than you were yesterday.
- Do your BEST! Remember ‘C’ is average.
- Secure an internship.
- Collaborate. Learn how to work with others.
- Attend lectures on subjects and artists that interest you.
- Networking is essential to secure a job
- Be professional.
Freshman/ Incoming Transfer Students

**Fall Semester:**

**July/August**
- Activate your UTA email account
- Know how to navigate MyMav Student Center
- Attend New Maverick Orientation – offered June thru August
- Be sure to upload your ‘Meningitis Vaccination’ documentation to Magnus Health so as not to be dropped from classes
- Review contents of Essential Advising Folder
- Verify the start date, end date and add/drop deadline for each FALL class
- Identify books, websites, study aids, and classroom location for each class
- Check your class schedule PRIOR to school starting
- Familiarize yourself with Blackboard (if needed)
- Check your finances PRIOR to school starting to avoid being “dropped for non-payment” – has your Financial Aid processed, do you need to make payments?
- Know how your courses fit into your degree plan
- Meet with your Academic Advisor, if needed, during first week of school.
- Expect an email from your Academic Advisor – A+AH Calendar

**September**
- Attend CPR Info-Session
- Participate in local art community. Go to museums/galleries
- Explore scholarship & internship opportunities
- Expect an email from your Academic Advisor – Spring Advising & Registration Info
- Connect with tutoring services if needed

**October**
- TRANSFER STUDENTS: Call to set advising apt. in the ART OFFICE ASAP!
- Check MyMav for academic progress reports
- Last day to drop a class, if needed
- Attend openings at the Gallery at UTA & Gallery West throughout the semester

**November**
- FRESHMAN: Set advising apt. with University College Advisor!
- FRESHMAN: Mini-Advisathon
- TRANSFER STUDENTS: GO! To your advising apt in the Art Office.
- Enroll for all courses BEFORE enrollment deadline!
- Expect an email from your Academic Advisor – Waitlist for Art Majors!
- Thanksgiving Break – Art Office CLOSED

**December/Winterbreak**
- Prepare for Finals – know when & where they will take place
- Check your grades in MyMav. They will NOT be mailed to you.
- Verify the start date, end date, and add/drop deadline for each SPRING class
Spring Semester:

January
✓ Be sure to upload your ‘Meningitis Vaccination’ documentation to Magnus Health so as not to be dropped from classes
✓ Verify the start date, end date and add/drop deadline for each SPRING class
✓ Identify books, websites, study aids, and classroom location for each class
✓ Check your class schedule PRIOR to school starting
✓ Familiarize yourself with Blackboard (if needed)
✓ Check your finances PRIOR to school starting to avoid being “dropped for non-payment” – has your Financial Aid processed, do you need to make payments?
✓ Know how your courses fit into your degree plan
✓ Meet with your Academic Advisor, if needed, during first week of school.

February
❖ Attend CPR Info-Session
❖ Participate in local art community. Volunteer at a local museum or arts organization
❖ Explore scholarship & internship opportunities
❖ Expect an email from your Academic Advisor – Fall/Summer Advising & Registration Info
❖ Connect with tutoring services if needed

March
✓ TRANSFER STUDENTS: Call to set advising apt. in the ART OFFICE ASAP!
✓ Join a campus organization!
❖ Applications DUE on Slideroom.com for Ideas in Art competition
❖ Spring Break
✓ Check MyMav for academic progress reports
❖ Applications DUE to Art Office for Arlington Arts League Scholarship competition
❖ Last day to drop a class, if needed
❖ Attend openings at the Gallery at UTA & Gallery West throughout the semester

April
✓ FRESHMAN: Set advising apt. with University College Advisor!
✓ FRESHMAN: Mini-Advisathon
✓ TRANSFER STUDENTS: GO! To your advising apt in the Art Office.
❖ Submit artwork for Arlington Arts League Scholarship competition
✓ Enroll for all courses BEFORE enrollment deadline!
❖ Expect an email from your Academic Advisor – Waitlist for Art Majors!

May
✓ Prepare for Finals – know when & where they will take place
✓ Check your grades in MyMav. They will NOT be mailed to you.
✓ Verify the start date, end date, and add/drop deadline for each SUMMER/FALL class
Sophomore

Fall Semester:

August/September
- Expect an email from your Academic Advisor – A+AH Calendar
- Expect an email from your Academic Advisor – CPR Info
  (if you have completed or are enrolled in your 21st Studio Hour). If you do not receive this email please contact the office ASAP.
- ✔ Attend CPR Info-Session
- ✔ CPR Applications DUE to Art Office
- 🎨 Organize or participate in a Gallery West Exhibition
- 🎨 Explore scholarship & internship opportunities
- 🆕 Expect an email from your Academic Advisor – Spring Advising & Registration Info

October
- 🆕 Expect an email from your Academic Advisor – CPR Reminder
- ✔ Attend Concentration Portfolio Review (CPR)
- ✔ Sign up for ADVISATHON ASAP! (if you passed CPR)
- ✔ GO! To ADVISATHON
- ✔ GO! To your advising apt. in the Art Office (if not eligible for CPR)
- ☑ Last day to drop a class, if needed

November
- ✔ Enroll for all courses BEFORE enrollment deadline!
- 🆕 Expect an email from your Academic Advisor – Waitlist for Art Majors!
- ☑ Thanksgiving Break – Art Office CLOSED

Spring Semester:

January/February
- 🎨 Explore creative ideas for “Ideas in Art” scholarship/competition
- 🆕 Expect an email from your Academic Advisor – Fall/Summer Advising & Registration Info

March
- 🎨 Applications DUE on Slideroom.com for “Ideas in Art” scholarship/competition
- ☑ Spring Break
- ✔ Sign-Up for ADVISATHON ASAP! (if you passed CPR)
- 🎨 Applications DUE to Art Office for Arlington Arts League Scholarship competition
- ✔ GO! To ADVISATHON
- ☑ Last day to drop a class, if needed

April
- 🎨 Submit artwork for Arlington Arts League Scholarship competition
- ✔ Enroll for all courses BEFORE enrollment deadline!
- 🆕 Expect an email from your Academic Advisor – Waitlist for Art Majors!

*All Students are responsible for understanding and following the general “To Do + To Succeed” items that are listed in the freshman check-list.
Junior/Senior*

Fall Semester:

August/September
- Expect an email from your Academic Advisor – A+AH Calendar
- Expect an email from your Academic Advisor – 36 hour review (if you have completed or are enrolled in your 36th Studio Hour) If you do not receive this email please contact the office ASAP.
- Research spring internship opportunities
- Set 5 year goals – If graduate school is your next step, begin research & application process
- Expect an email from your Academic Advisor – Spring Advising & Registration Info

October
- Prepare portfolio for 36 hour review (if eligible)
- GRADUATING in 2 semesters? – Set an apt. to meet with an Art Advisor ASAP to review degree plan and make sure you’re on track!
- Sign up for ADVISATHON ASAP!
- GO! To ADVISATHON
- Last day to drop a class, if needed

November
- Enroll for all courses BEFORE enrollment deadline!
- Expect an email from your Academic Advisor – Waitlist for Art Majors!
- Thanksgiving Break – Art Office CLOSED
- Secure a spring Internship / explore career options

Spring Semester:

January/February
- Expect an email from your Academic Advisor – 36 hour review (if you have completed or are enrolled in your 36th Studio Hour) If you do not receive this email please contact the office ASAP
- Explore creative ideas for “Ideas in Art” scholarship/competition
- Expect an email from your Academic Advisor – Fall/Summer Advising & Registration Info

March
- Prepare portfolio for 36 hour review (if eligible)
- Applications DUE on Slideroom.com for “Ideas in Art” scholarship/competition
- GRADUATING in 2 semesters? – Set an apt. to meet with an Art Advisor ASAP to review degree plan and make sure you’re on track!
- Spring Break
- Sign-Up for ADVISATHON ASAP!
- Applications DUE to Art Office for Arlington Arts League Scholarship competition
- GO! To ADVISATHON
- Last day to drop a class, if needed

April
- Submit artwork for Arlington Arts League Scholarship competition
- Enroll for all courses BEFORE enrollment deadline!
- Expect an email from your Academic Advisor – Waitlist for Art Majors!

*All Students are responsible for understanding and following the general “To Do + To Succeed” items that are listed in the freshman check-list.
### Graduating Senior (Final Semester)*

**Fall or Spring Semester:**
- Review your 5 year goals – finalize preparations for your next step (graduate school paperwork, secure an internship, job applications, etc.)
- **GO!** To your “graduating senior” advising apt. in the Art Office (During 1st few weeks of your final semester)
- **APPLY** to graduate – after “graduating senior advising apt.”
- Attend Commencement Ceremony – CONGRATULATIONS!
- **REMEMBER** – If transferring in final grades from community college, you MUST submit final transcripts ASAP to receive your diploma.

*All Students are responsible for understanding and following the general “To Do + To Succeed” items that are listed in the freshman check-list.

<table>
<thead>
<tr>
<th>To Do</th>
<th>To Succeed</th>
<th>Advisor Action</th>
<th>University Dates</th>
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Academic Advising Breakdown

Please see the below breakdown for the policies that pertain to your current student status.

- **New Student Transfer**: Please read General Appointment Policy
- **New Incoming Freshman**: Please read Freshman Advising
- **Current Students who have passed CPR**: Please read ADVISATHON Policies
- **Current Students who have NOT passed CPR**: Please read General Appointment Policy
- **Graduating Seniors**: Please read Graduating Senior Policy

Students from any of the above categories who have NOT met with an academic advisor for advising of the upcoming semester will not have Academic Departments HOLDS removed from their account and will not be given permission for ART classes. **ALL students should review “Preparing for your Advising Session.”**

GPA, Degree and Course Restrictions

Art students are **REQUIRED** to maintain their UTA and Departmental GPA. A 3.0 Art GPA is required for all BFA and BA Art History majors. A 2.5 Art GPA is required for all BA Studio Art majors. In addition, **ALL** Art students MUST maintain a 2.0 Cumulative UTA GPA to remain in the department. If not maintained, students are REQUIRED to go UNDECLARED and may have restrictions/limitations to Art courses in later semesters.

Due to the time commitments needed for a BFA/BA degree, Studio, Media Arts + Art History majors are restricted from double majoring. If it is discovered that an ART student has added a different major with their Art degree, they will be notified by an advisor and/or removed as an ART major.

Students who opt to switch out of ART must follow the Non-Major Waitlist Policy set forth by the department if the student desires to take additional Art courses.

General Appointment Policy

New students will be assigned to an Art Advisor based on last name breakdown (listed under contact info). All Studio, Media Arts + Art History students are required to meet with an Academic Advisor each semester BEFORE registering for courses OR attend ADVISATHON if eligible. In this advising appointment we will discuss course options, address academic problems or concerns, make decisions about the upcoming semester and select your semester schedule of ART courses. Your advisor will then grant you permission for ART courses and will remove your Academic Advising Hold. It will then be the student’s responsibility to enroll for those selected classes through the MyMav student center.

Scheduling Your Appointment

Appointments are scheduled by calling the Art Office telephone number: 817-272-2891
To set an advising appointment to meet with an academic advisor please have the following information on hand.

- Name
- Student ID # (1000xxxxxx)
- Reason for Appointment (Advising, General Questions, Internship, etc.)
- Status (Current, Transfer, Prospective Student)
- Area of Concentration
- Phone Number
- UTA E-mail Address (or personal email if not a current student)

(Note: Emailing your advisor to set up an appointment can result in lost time and inefficiency.)
Walk-In Appointments

Walk-In advising appointments are only available on Friday's from 1:00pm – 5:00pm. This is not in effect during our peak advising season (October 1st – December 15th & March 1st – May 31st). This policy is subject to change.

Cancellation of Appointments

We recognize that situations can arise that may create a need to reschedule or cancel an appointment. Please call 817.272.2891 to cancel or reschedule an appointment. A two-hour prior notification is requested. Reciprocal courtesy will be extended to students should advisors need to cancel.

Appointment No-Show Policy

This policy is not meant to be punitive, but to be fair and equitable to all students. During peak advising periods (October 1st – December 15th & March 1st – May 31st), appointment times are premium! If you do not notify the office two hours in advance that you are unable to keep an appointment, your absence will be noted as a “no-show.” After two documented no-shows, you will not be able to schedule an appointment until after the Late Registration Date.

Freshman Advising

New incoming freshman students will be required to attend Freshman Orientation where you will meet with a University College advisor as well as an ART advisor. You will continue to meet with a University College advisor in Ransom Hall while you remain in freshman standing. For more information please call 817-272-3140

ADVISATHON Policies

Studio majors who have successfully passed CPR (per approval letter) or Art History students who are taking upper level Art History courses are REQUIRED to attend ADVISATHON (our mass advising event) instead of setting an individual advising appointment. Students must follow procedures outlined for ADVISATHON as distributed by departmental advisors. If a student knows ahead of time that they will not be able to attend, they MUST contact their area faculty BEFORE ADVISATHON takes place to discuss possible advising methods (this will be subject to the guidelines that follow).

If a student misses ADVISATHON, he/she will need to be prepared for the following:

- Student must supply the faculty of their area of concentration with appropriate documentation for missing ADVISATHON (doctor’s note, information that supports reason for missing, etc.).
- Student will need to schedule a ONE on ONE appointment with their AREA faculty member to be advised for classes, bringing all required documents needed as with ADVISATHON.
- Student will then need to schedule an appointment with a DEPARTMENTAL advisor to be cleared for classes, if available, and to have degree plan updated accordingly. This appointment to meet with a departmental advisor may be scheduled 1-3 weeks later than expected due to peak advising season.
- Student understands that missing ADVISATHON will not guarantee seats in any of their required courses and they may be required to WAIT LIST for courses in their area of concentration or other courses needed.

Students attending ADVISATHON are expected to attend ALL STATIONS to be properly cleared for classes. Students should read all signs and ask questions for guidance through this process. Please refer to “ADVISATHON 1-2-3,” an outline of ADVISATHON procedures. It is located on page 14 of the Advising Syllabus.
Graduating Senior Policy

Students who are graduating within the upcoming academic year should meet with a departmental advisor to review their degree progress, requirements and ensure possible graduation. This should be done two semesters prior to graduating as well as the student’s prior and final semester.

Students graduating the following semester will be advised by their area faculty advisor in a ONE on ONE appointment scheduled PRIOR to ADVISATHON. This will ensure that the student can be cleared for classes that are required to graduate. Students are REQUIRED to submit their advising form in the Art Office as well as schedule their appointment with a departmental advisor. This final step is CRUCIAL. If the advising form is not brought into the office then the student’s seat in that class will not be reserved and academic advising holds will not be removed preventing the student from enrolling for courses and possibly placing graduation in jeopardy.

Students who are expecting to graduate within one academic year (not in the upcoming semester) may meet with their area faculty advisor if they approve. This can also ensure the student will be cleared for required courses that lead up to graduation.

Long-Distance Appointments

The general Art Office advising policy is that we advise students exclusively in person for all advising appointments. That being said, if a student has an extenuating circumstance (similar to those listed below) then we will discuss other options, usually amounting to advising our students via email. If you feel your situation is in need of an exception to the rule please contact an Art Advisor and we can discuss further.

- Study Abroad
- Active Duty (out of state or country)
- Illness or death in the family
- Internship or Job related reason (out of state or country)

*Please Note: All long distance advising appointment requests will be approved at the discretion of the Art Advisors, this policy is subject to change at any time.

Preparing for your Advising Session

- Be prepared to make decisions regarding your upcoming semester schedule DURING your advising appointment. Take into consideration your work schedule, vehicle situation, full-time vs. part-time enrollment, etc.
- Please read our ‘advising policy and procedure’ document prior to your advising appointment. (Can be found on the Advising Board, 3rd Floor in the Fine Arts Building or on our website).
- Bring your “My Essential Advising Folder,” containing all of your previous documents to every appointment. (I understand that I will not be advised without it.)
- Bring all required documents to your advising appointment pre-filled out.
  - Advising Form
  - Schedule of Classes
  - Declare Major Form (if changing majors)
  - Unofficial Transcripts (if NEW transfer student)
- Make a list of potential courses for the upcoming semester you are interested in taking.
- Arrive for your appointment on time. If you arrive more than 15 min late for your advising appointment we will have to reschedule for a different day due to your academic advisor having 6+ appointments a day.
- Please be aware that due to FERPA regulations, the Studio, Media Arts + Art History department has a strict policy helping create individual and private appointments. The academic advisor will ONLY meet with the advisee during all advising appointments. If relatives have questions and would like to be a part of the student’s appointment they are welcome to come and will be invited back after advising is concluded if time permits. We are more than happy to address any concerns or questions at that time. (If you feel your individual situation needs an exception, please contact an advisor BEFORE your appointment to discuss other arrangements.) Thank you for understanding.
- Turn off your cell phone or place it on silent. NO texting or incoming calls allowed.
Registration Holds

The University as well as Departments may place holds on your account at any time...these holds can restrict enrollment, inform you of past due amounts on your account, or any other academic issues. You can look to see if your account has any holds by looking in your student center on the right hand side. Please reference the types of advising registration holds listed below:

- **Academic Department Hold (each semester)**
  This hold prevents registration and can only be removed by meeting with your departmental academic advisor.

- **BMN: Bacteria Meningitis Requirement**
  ALL incoming students (transfer, freshman, or returning) under the age of 30 are required to have had the Meningitis Vaccination as well as submit proof to Magnus Health in order to be allowed to register for any semester at UT Arlington. http://www.uta.edu/news/info/meningitis.php

- **LART Major Change**
  This hold is placed on a student’s account if they fail to participate in their required Concentration Portfolio Review semester or no longer meet the department’s requirements as a major. Registration for ART courses will be prevented until the student has met with their ART advisor to discuss alternative options.

- **Past Due Account**
  Your account most likely has a “balance due” or “past due” status that can be viewed in your student center through MyMav. This hold can prevent you from registering for classes. Please call the Bursars Office for more information: 817.272.2172

- **75 Hour**
  This hold is placed on a student’s account if listed as Undeclared and currently has more than 75 hours completed. Please contact the University Advising Center (UAC) for more information: 817.272.3140

Permissions

Permission for ART courses is granted by Art Advisors during the student’s advising appointment. A permission is authorization or a saved seat in a particular course NUMBER & SECTION. This permission gives the student access to register for that specific course.

Permission given for classes will have an EXPIRATION date, or DEADLINE. If students do not enroll BY MIDNIGHT on the date given, they will lose their seat for that class or classes. Their seat will then be subject to the waitlist policy and procedures.

Permission dates can be extended due to unforeseen circumstances or academic holds that are preventing the student from enrolling in their classes. In order to process the extension the student MUST CONTACT their ART ADVISOR on or before their expiration date.

Waitlist

Students have the option to wait list for an Art course that has been previously advised as full during advising sessions. The departmental advisors will distribute an email outlining procedures. Students should follow these procedures accordingly to be eligible for the wait list.

Students will be placed on the wait list for each class according to their wait list submission. Students are cleared for seats when advisors review enrollment numbers and permission expirations for classes to determine availability. Advisors will call students and give a deadline to respond with acceptance into the class they have requested before moving to the next person on the list.

If a student does not respond prior to the deadline, that student may lose their chance for a seat in the class they have wait listed for or be placed after other students.
Communication Protocol

E-mail communication via a student’s UTA email account is the OFFICIAL method of communication at UT Arlington. Due to privacy regulations, your advisor will communicate solely through the university-issued account. While some inquiries may be resolved through email correspondence, most situations benefit from scheduling a face-to-face appointment for further discussion.

Internship and Independent Study Guide

Students requesting credit for either an Internship or Independent Study for their area must follow the guidelines outlined in the online forms at www.uta.edu/art.

General procedures are:

- Discuss possible opportunities with your area faculty. The area faculty should also agree to be the student’s sponsor. If for an Independent Study, the area faculty may agree to allow the student to complete an Independent Study under a different instructor, but may also oversee completed work.
- Go online, read, complete and print forms required.
- The student, area faculty, supervisor (if Internship) should all sign the documents as needed. Final approval of Independent Study forms will be given to the Department Chair.
- Completed forms for Internships should be submitted to departmental advisors at least TWO weeks prior to the beginning of classes. Once all documents have been reviewed, students will be contacted for enrollment.
- Completed forms for Independent Study should be submitted to departmental advisors at least THREE weeks prior to classes. Students are required to remain in contact with their faculty prior to the beginning of the semester to schedule critique dates and any other requirements outlined by that faculty.

Early submission of forms is required, as departmental advisors often need to create and open these courses. Late submissions may place the student at risk for late enrollment, where the student is responsible for any fees.

Art Minors

Students who are not Art majors but have been previously approved for an Art minor must also abide by the Non-Major Waitlist Policy.
Concentration Portfolio Review (CPR) 1-2-3

(For more information please refer to the ART Website: http://www.uta.edu/art/index.php/advising/concentration_portfolio_review_cpr/)

In accordance with National Association of Schools of Art and Design (NASAD) accreditation, students within the Studio, Media Arts + Art History Department at UTA with the intent of pursuing a B.F.A., B.F.A with Art Certification or a B.A. in Studio Art degree are required to participate in a Concentration Portfolio Review. The Concentration Portfolio Review is a method of assessing art students’ artistic progress and their preparedness to enter advanced classes in the B.F.A. or B.A. program. The review will enable acceptance into either the B.F.A. or B.A. program based on the potential to excel in the intended area of study. The following information will help to prepare you for your CPR semester.

- The semester you are enrolled in your 6th or 7th Foundation Art Course (18th or 21st hour), you should receive an email indicating that it is time for you to go through CPR. If you do not receive an email, contact the Studio, Media Art + Art History Department 817-272-2891.
- At the beginning of every semester, there is an informational meeting outlining in full the CPR process.
- During your CPR semester, turn in your CPR Application by the deadline.
- Have two works from each foundation course available (14 to 17 altogether).
- If available, have work made outside of class (this should not REPLACE foundation work but be in addition to the foundation work, not to exceed 17 pieces altogether).
- Adhere to SPECIFIC guidelines on presentation of work, located at the website above.
- There will be a day designated for your concentration (BA students must attend on the designated BA day).
- Plan to come in between 8:00am and 9:30am to set up your work. At this time, you will be assigned a room to set up your work on a drafting table.
- Your work is reviewed anonymously and by your intended area faculty. (Photo faculty review BFA photo intended students, etc.)
- Plan to pick up your work the same day between 3:30pm and 4:30pm.
- You will be notified when CPR results are available in the Studio, Media Art + Art History Office for pickup.
- Students are allowed two attempts to pass their Concentration Portfolio Review – your letter will specify what your individual score means.
**ADVISATHON 1-2-3**

(For more information please refer to the ART Website: http://www.uta.edu/art/index.php/advising/advisathon/)

Studio majors who have successfully passed CPR (per approval letter) or Art History students who are taking upper level Art History courses are REQUIRED to attend ADVISATHON (our mass advising event) instead of setting an individual advising appointment. Students must follow procedures outlined for ADVISATHON as distributed by departmental advisors. If a student knows ahead of time that they will not be able to attend, they MUST contact their area faculty BEFORE ADVISATHON takes place to discuss possible advising methods (this will be subject to the guidelines that follow).

**SIGN UP**
1. To be allowed to signup for ADVISATHON, you MUST bring PROOF of eligibility (1 of the following 2 options)
   - CPR approval letter
   - UMAP (Printed version OR on a laptop/smart phone)
2. **Sign Up BEGINS** on a specific DATE for that semester. (Please refer to the ART calendar & emails from your Art Advisor)
3. You should locate your AREA (in the signup binder) for the specific day and time slots available. (A preview of dates will be sent via email.)
4. Sign Up will require that you know or have your STUDENT ID NUMBER with you. DO NOT cross off any other student’s name.

**REQUIRED DOCUMENTS**
1. **UMAP** – YOU MUST PRINT this and bring to ADVISATHON.
2. **DEGREE PLAN** – You can pick this up in the Art Office by showing your ID.
3. **ADVISING FORM** – Should be completed prior to advising. Classes can be listed directly on the form OR written on a separate sheet for easy transfer.
4. **ART SCHEDULE OF CLASSES** – Bring a copy to review/select courses with your Advisor.

**AT ADVISATHON**

Students attending ADVISATHON are expected to attend ALL STATIONS to be properly cleared for classes. Students should read all signs and ask questions for guidance through this process. **You MUST follow all instructions and attend EACH STATION.**

1. **CHECK IN:** You MUST show ALL required documents at Check In.
   - You will be asked to wait until your name is called to continue to the next station.
2. **STATION 1: ADVISING**
   - When your advisor is available, you will meet with them and discuss your schedule. All required documents should be readily available.
3. **STATION 2: PERMISSIONS**
   - Once you’re advised, you MUST go to this station to get approval for advised classes.
   - Missing this station means you will NOT have a confirmed seat in your classes.
4. **STATION 3: DEGREE PLAN (updates)**
   - Your degree plan will be updated with the courses you plan to take for the next semester.
5. **STATION 4: SUBMIT FORMS**
   - You MUST submit your ADVISING form for all processes to be COMPLETED. You may also be asked to complete a survey at this time to let us know how your experience was at ADVISATHON.
Student + Advisor Contract: (please read carefully)

The Art Office Advising Team commits to:

- Developing a purposeful relationship with you, the advisee.
- Being honest and relaying all available information to you, the student.
- Assisting students in preparing a program that is consistent with your abilities and interests.
- Assisting students in defining and developing their desired educational, career, and life plans.
- Monitoring and accurately documenting your progress toward educational/career goals.
- Listening and helping YOU develop a realistic plan of action to meet your individual goals.
- Clearly interpreting and communicating to you the rationale for institutional and departmental policies, procedures and requirements.
- Informing students of campus resources and special services available to you.
- Referring students if attitudinal, attendance, or personal problems require intervention by other professionals.
- Reviewing the Advising Syllabus with each student and answering any questions you might have.
- Being accessible during office hours for brief questions.

I, __________________________________________________________, the advisee commit to:

- Regularly check, read, and respond to my UTA Student Email.
- Knowing how to access and read my UMAP (Degree Progress Report-located in your MyMav Student Center.)
- Knowing where to locate, read, and understand the Undergraduate Catalog: http://www3.uta.edu/catalog/
- Learning and understanding UTA and Departmental policies, procedures, and requirements. If I am not clear regarding these policies, I know I can trust an academic advisor to point me in the right direction.
- Setting timely advising appointments to make regular contact with an academic advisor during each semester.
- Attending all appointments or I will call in advance if it is necessary to change or cancel an appointment.
- Coming prepared to all Academic Advising sessions per advising policy.
- Respecting my advisor and his/her time during all appointments by being fully engaged and not answering phone calls, texting, etc.
- Providing accurate and truthful information when being advised.
- Being open to new possibilities that my advisor may suggest. I will follow through on plans-of-action identified during my advising sessions.
- Understanding and accepting that I am ultimately responsible for my education and my own decisions!

I have read and understand the content of this contract, and will uphold all of my responsibilities as outlined. By signing the Advising Syllabus, I understand and agree to the Student + Advisor Contract.

_________________________________________  __________________________________________
Advisor                                          Date

_________________________________________  __________________________________________
Student                                         Date
Notes
Art Office

Where we're at: Fine Arts Building #335 (Upstairs from Einstein Bagels)

Mailing: 502 S. Cooper St. #335 | Box 19089 | Arlington | TX | 76019

Phone: 817.272.2891 (Call to set your advising appointments!)

Email: art@uta.edu

Art Advising Team

Name: Email: Phone:
Christine Pierce pierce@uta.edu 817.272.0311
Jess Betancourt jbetancourt@uta.edu 817.272.0968
Jessica Rose jsrose@uta.edu 817.272.2115

Office Hours:
Mon Wed & Fri 8:30am – 5pm
Mon-Fri 8:30am - 5pm
Mon-Fri 8am - 4:30pm

Links

ART Advising: http://www.uta.edu/art/index.php/advising/
  • Transfer Student Advising
  • Degree Plans
  • Concentration Portfolio Review
  • ADVISATHON
  • Important Documents (Calendar)
Blackboard: http://www.uta.edu/blackboard/students/index.php
The Career Center: http://hireamaverick.uta.edu/
College of Education: http://www.uta.edu/coehp/
Faculty Profile Pages: www.uta.edu/ra/real
Financial Aid: http://www.uta.edu/ses/fao/
GPA Calculator: http://www.uta.edu/studentsuccess/improvegpa.php
Health Center: http://www.uta.edu/campus-ops/health-services/
OIT Help Desk: www.uta.edu/helpdesk
Office of Records: http://www.uta.edu/ses/recordsandregistration/
  • Graduation Application
  • Grade Exclusions
  • Transcripts
Office of Students with Disabilities (OSD): http://www.uta.edu/disability/
Study Abroad: http://studyabroad.uta.edu/
UTA Catalog: wweb.uta.edu/catalog/
University College: www.uta.edu/universitycollege/
  • Freshman Advising
  • Counseling
  • Testing Services
Veterans Affairs: http://www.uta.edu/ses/vets/

MyMav
you portal to the university
www.uta.edu/mymav

Net ID
activate your Net ID
https://webapps.uta.edu/oit/selfservice/