


# Biology Advising

## Frequently Asked Questions

### 1. How often must I see an advisor?

You are required to make an appointment with your advisor any time there is a hold placed on your account and at the beginning of your senior year.

### 2. How do I know if there is a hold on my account?

There will be a hold symbol  above your ID number on your MyMav Student Center. Clicking on the symbol will provide you with more information about the hold. Only see your advisor regarding 'advising' holds. Holds from other departments, such as the Bursar's Office, will need to be cleared by that department.

### 3. How do I make an appointment with my advisor?

Students are assigned to advisors based on the first letter of their last name:

A-F	Linette Tucker	<a href="mailto:ltucker@uta.edu">ltucker@uta.edu</a>
G-L	Alex Ferracuti	<a href="mailto:aferracuti@uta.edu">aferracuti@uta.edu</a>
M-R	TBA	TBA
S-Z	Jane Pugh	<a href="mailto:jpugh@uta.edu">jpugh@uta.edu</a>

### 4. Can I come in as a 'walk-in'?

Appointments are *required* for removing holds, getting help with class selections, and for degree plan audits. Walk-in advising is *only available* for submitting forms (such as drop forms) and for help with registration problems (error messages received when trying to enroll in a class).

### 5. How do I drop a class?

You can drop a class through MyMav until the end of the late registration period (generally through the first week of classes). After that time, you *must* complete a drop form (found in the waiting area of the Biology Advising offices) and turn it in to an advisor. You *do not* need an appointment to do this! Classes *cannot* be dropped after the last drop date of a semester. The last drop date (and other important dates) can be found on the UTA Academic Calendar <http://www.uta.edu/uta/acadcal.php>.

### 6. How many classes can I drop?

If you took your first college course at a Texas public college or university in or after the Fall 2007 semester, you are limited to 6 "W"s throughout your college career. If you began taking classes before Fall 2007, you are not limited to any number of "W"s. Please note that if you drop a class *before census date*, you will not incur a "W" for the course. For more information about this policy, please see <http://www.uta.edu/uac/studentsuccess/implications-of-dropping-a-class>

### 7. What if a class I want is full?

There are no waiting lists for full classes, and we cannot add seats to full classes. You should continue to watch MyMav to see if a seat opens. To avoid this problem, we recommend that you *enroll in classes as soon as possible after registration opens* (your registration date is listed on your MyMav Student Center).

**8. I can't pay my tuition by the due date. What will happen?**

Generally, you will be dropped from all of the classes you are enrolled in. However, you should check your MyMav Student Center to be sure that the classes were actually dropped. If not, you will still be liable for payment, and you should drop them yourself through MyMav if you don't think you will be able to pay for them before the first day of classes. The Bursar's Office has different payment options for those having trouble meeting the deadline.

**9. What is grade exclusion and how do I apply for it?**

You may exclude 3 grades of "D" or "F" from your grade point calculation (only one of these grades may be from an upper level course). However, the original grade will remain on your transcript. Please see <http://www.uta.edu/uac/studentsuccess/grade-exclusion-policy> for more information about grade exclusions. If you would like to discuss with your advisor whether or not you should file a grade exclusion request, you must make an appointment.

**10. What is a grade of "Incomplete"?**

This is generally only given by a professor to a student who had extenuating circumstances that made completion a course impossible during the semester. If you are given an "I", you *must* complete the course during the next long semester in which it is offered. Do Not re-enroll in the course in the semester you are completing it! Simply make arrangements with the professor to attend classes and complete the work you are lacking. For more information about Incompletes, please see <http://www.uta.edu/uac/studentsuccess/grade-of-incomplete-x>

**11. Can my advisor help me with Financial Aid?**

Sorry, but you must contact the Financial Aid Office 817-272-3561 with all questions regarding financial aid.

**12. I am an International Student. Who is my advisor?**

Your biology advisor will help you with degree plan issues. However, it is *vital* that you remain in close contact with your advisor in the International Office about issues concerning scholarships and your visa status!

**13. I have a hold that says I must change my major. What should I do?**

You must make an appointment to speak to your biology advisor.

**14. What is the GPA requirement to be a Biology major?**

You must maintain a 2.25 overall GPA and a 2.25 GPA in your biology coursework to remain a biology major or pre-major. If either of these GPAs drop below this, you may be required to change your major.

**15. How can I calculate my GPA?**

Instructions for calculating your grade point average can be found here:

<http://www.uta.edu/uac/uac/how-to-determine-your-grade-point-average-gpa>

More gpa calculators are located at <http://www.back2college.com/gpa.htm>

