Freshman Year Checklist

☐ Register your campus address (this is where you will receive mail while school is in session). You can change/update your address at the Office of Admissions and Records in Davis Hall, Suite 129 or via the web using your MyMav Portal at www.uta.edu.

☐ Check that all high school/college transcripts have been received by UT Arlington’s Office of Admissions and Records. Make sure any courses you take at another college or university are transferable BEFORE you take them.

☐ Review the required core curriculum, major and minor requirements in the Undergraduate Catalog at www.uta.edu/catalog.

☐ Register and attend UT Arlington’s Orientation. Freshman Orientation is an important first step in your UT Arlington career. Attendance at one of the Orientation programs is required for all freshmen. You will become more familiar with the layout of the University, receive academic advising, meet faculty and staff, hear from various panels, and build school pride.

☐ Enroll in classes. Registering for your classes is part of the orientation process. Before you leave campus, every incoming student will have the opportunity to register for their classes with the assistance of UT Arlington staff.

☐ Access your UT Arlington e-mail account (MavMail) at www.uta.edu/email and select your personalized address 24 hours after registering for classes. The University will use this account for official communication with you. Check MavMail weekly for important dates, deadlines, events, and activities. Over time, certain business practices will be conducted exclusively by email.

☐ Check in with Financial Aid at www3.uta.edu/fao/portal. Review procedures for financial aid and scholarship renewal with this important office located in Davis Hall, 252.

☐ Visit the Student Activities and Student Governance & Organizations Offices in the lower level of the University Center, to explore different ways to get involved on campus and build your resume. You can also visit them online at www.uta.edu/stuact and www.uta.edu/studentgovernment.

☐ Meet with your Academic Advisor once a semester. To prepare for your advising appointment: use the Four-Year Plan worksheet on page seven of this guide. List the courses you plan to take in the Spring, Summer, and Fall semesters. (Be sure to also consider at least two alternate courses.) Then, review your options with your academic advisor. Talk with faculty in the department(s) or school(s) of potential interest. To make an appointment with your academic advisor, go to www.uta.edu/studentsuccess/advising for contact information.
Sophomore Year Checklist

☐ Update your campus address through the Office of Admissions and Records in Davis Hall, 1st floor, or use your MyMav Portal online at www.uta.edu.

☐ Begin preparation to declare your major before the second semester of your sophomore year. You will declare your major within the corresponding department. See www.uta.edu/studentsuccess for a list of academic departments and their contact information. Remember... if you do not declare your major by the time you have earned 75 total credit hours, you will not be able to register for further coursework at UT Arlington. This is known as the “75-Hour Rule.”

☐ Meet with your Academic Advisor. Main advising begins in October for Spring enrollment and early March for Summer and Fall enrollment. Begin to make your advising appointment a few weeks before the main advising period. Make your advising appointment early! Prepare for your advising appointment by using the 4-year plan work sheet in this booklet. List the courses you plan to take in the Spring, Summer, and Fall semesters. (Be sure to list at least two alternate courses.) As sophomores, you are encouraged to meet with the advisors and faculty in your major department.

☐ Enroll in classes. After carefully reviewing the Undergraduate Catalog schedule of classes, and meeting with your academic advisor, UT Arlington sophomores may register for classes using the MyMav Portal. Make sure any courses you take at another college or university are transferable BEFORE you take them.

☐ Check in with Financial Aid. Review procedures for financial aid and scholarship renewal with Student Financial Aid and Scholarships, located in Davis Hall, 252 or visit them online at www3.uta.edu/fao/portal.

☐ Study Abroad. Contact the Study Abroad Office at 817-272-1120 to explore possibilities.

☐ Get Involved! If you were waiting to get involved in extracurricular activities to see how you did your Freshman year, now is definitely the time to explore all the UT Arlington student organizations and what they have to offer. Remember, college is about the whole student, not just attending lectures.

☐ Feel confident that you can succeed in your classes this year knowing all you learned about college your Freshman year. You know UT Arlington and are familiar with its services, go for it!

☐ Continue to check your UT Arlington e-mail account (MavMail) weekly.
Junior Year Checklist

☐ Update your campus address through the Office of Admissions and Records in Davis Hall, 1st floor, or use your MyMav Portal online at www.uta.edu.

☐ Declare your major if you haven’t done so already! If you are still undecided, talk with an academic advisor from the University Advising Center, Davis Hall, Suite 214 and visit Career Services, Davis Hall, Suite 216, for help in researching and choosing a major.

☐ Schedule an advising appointment with an advisor in your major department. (If you are undeclared, see a advisor in the University Advising Center for information on major exploration.) Make sure any courses you take at another college or university are transferable BEFORE you take them.

☐ Review your degree plan to clarify all of the remaining requirements and confirm that any applicable transfer course work has been received.

☐ Check the number of junior and/or senior credit hours (courses numbered 3000 +) you have earned. All UT Arlington undergraduate degrees require a minimum of 36 hours of junior/senior credit.

☐ Visit Career Services in Davis Hall 216 for assistance with developing your professional resume. Career Services can also help Junior year students find paid and unpaid internships. Get ready for your future NOW! You can also visit Career Services online at careers.uta.edu.

☐ Check in with Financial Aid. Review procedures for financial aid and scholarship renewal with Student Financial Aid and Scholarships in Davis Hall, Suite 252. Or visit them online at www3.uta.edu/fao/portal.

☐ Get Involved on campus. Compliment your major area of study by taking on various leadership roles in organizations on campus or in the community.

☐ Begin considering your options after graduation. Are you looking to find a job in sales? What about teaching? Do you need additional instruction? Perhaps you would like to pursue a graduate degree? What are you passionate about?

☐ Consider graduate school. Make plans to take graduate school admission tests. Research graduate and professional schools.

☐ Feel confident that you can succeed in your classes this year with two years under your belt and only one year to go! You’re almost there!!!

☐ Check your MavMail frequently since certain business transactions are conducted exclusively through email.
Senior Year Checklist

☐ Update your campus address through the Office of Admissions and Records in Davis Hall, 1st floor, or use your MyMav Portal on line at www.uta.edu.

☐ Make an appointment with your academic advisor to verify your degree plan and share your intent to graduate. Note: this appointment needs to be made early in your Senior year.

☐ Apply to graduate in the first semester of your senior year with the Department of Admissions and Records.

☐ Make an appointment in your minor department to confirm that you have and are continuing to meet all of your minor requirements, if applicable. Note: this appointment needs to be made early in your Senior year.

☐ Visit Career Services in Davis Hall, suite 216 to complete and update your professional resume or curriculum vitae and cover letter to prepare for your job search. Be sure to sign up for on-campus interviews while you’re there. You can also visit them online at careers.uta.edu.

☐ Plan to attend any and all Career Fairs sponsored by your college, school, or department.

☐ Attend Career Services’ Career Fair in the Fall and Spring semesters. For more information about times and locations, contact Career Services at 817-272-2932, or stop by their office in Davis Hall, suite 216.

☐ Conduct a mock interview to practice your interviewing skills. Make an appointment for a mock interview in Career Services, Davis Hall, suite 216, 817-272-2932.

☐ Consider graduate school. Make plans to take graduate school admission tests. Research graduate and professional schools.

☐ Order your graduation regalia and announcements/invitations. Make hotel arrangements for family members for graduation weekend. Arlington books up FAST!