



## WELCOME

We are excited to welcome you to the School of Architecture, in the College of Architecture, Planning and Public Affairs, at the University of Texas at Arlington. 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 in your academic progress as well as supporting your educational and 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 an important factor in student success.

Take time to thoroughly read this Advising Handbook in its entirety.

If you have questions, please contact our advisors for more information at [arch.advising@uta.edu](mailto:arch.advising@uta.edu).

## ADVISING MISSION STATEMENT

The School of Architecture Undergraduate Advising Office at the University of Texas at Arlington aspires to guide and facilitate architecture and interior design students to have a successful academic experience and to be a positive influence toward their academic and career paths.



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# Essential Advice for Success

- ❖ The more you see, read, write, experience, the more you know!
- ❖ Dedicate yourself to making drawing 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 architecture, interior design or landscape architecture communities.
- ❖ Maintain a clean studio environment.
- ❖ Challenge yourself to be a better designer today than you were yesterday.
- ❖ Do your BEST! Remember “C” is average.
- ❖ Collaborate. Learn how to work with others.
- ❖ Attend the lecture series offered by the School of Architecture.
- ❖ Networking is essential to securing an internship or job.
- ❖ Become a member of a professional student organization.
- ❖ Be professional!
- ❖ Set up UTA email—check inbox, spam/junk box, & clutter box regularly!

# 1<sup>st</sup> Year Students/ Incoming Freshman Students

- ⦿ --- To Do
- Ψ--- To Succeed
- Δ --- Advisor Action
- € --- University Dates

## FALL SEMESTER: FRESHMEN

- ⦿ Activate your UTA email account, and check it regularly [inbox, spam/junk box, & clutter box]
- ⦿ Know how to navigate your MyMav Student Center
- ⦿ Attend New Maverick Orientation
- ⦿ Upload your “Meningitis Vaccination” documentation
  
- € Verify important dates for Fall (first day of classes, last day of classes, final drop date)
- ⦿ Order your parking permit, read rules & regulations and identify acceptable places to park
- ⦿ Identify books, websites, study aids and classroom locations for each class
- Ψ **Enroll in ARCH 1101/INTD 1101 Academic Success Skills in Architecture/Interior Design**
- ⦿ Re-check your schedule the week before classes begin as changes can occur
- Ψ Familiarize yourself with Blackboard (if needed)
- ⦿ Check your finances/financial aid PRIOR to the start of school to avoid being dropped from your classes for non-payment
- Ψ Know how your courses fit into your degree plan
- Ψ Meet with your University Advising Center Advisor, if needed, during the first week of school
- Ψ Attend School of Architecture lecture

## SPRING SEMESTER: FRESHMEN

- ⦿ Check your UTA email regularly [inbox, spam/junk box, & clutter box]
- € Verify important dates for Fall (first day of classes, last day of classes, final drop date)
- ⦿ Identify books, websites, study aids and classroom locations for each class
- Ψ Join Freshman Interest Group (FIG) as space is available **or**
- ⦿ Re-check your schedule the week before classes begin as changes can occur
- Ψ Familiarize yourself with Blackboard (if needed)
- ⦿ Check your finances/financial aid PRIOR to the start of school to avoid being dropped from your classes for non-payment
- Ψ Know how your courses fit into your degree plan
- Ψ Attend School of Architecture lectures
- Ψ Meet with your University Advising Center (UAC) Advisor, if needed, during the first week of school
- Δ Meet with UAC advisor to understand process for transitioning from UCOL into the intended program
- Ψ Join a student organization with the School of Architecture

# 1<sup>st</sup> Year Students/ Incoming Transfer Students

- ⦿ --- To Do
- Ψ--- To Succeed
- Δ --- Advisor Action
- € --- University Dates

## FALL SEMESTER: TRANSFERS

- ⦿ Check your UTA email regularly **[inbox, spam/junk box, & clutter box]**
- € Verify important dates for Fall (first day of classes, last day of classes, final drop date)
- ⦿ Know how to navigate your MyMav Student Center
- ⦿ Attend New Maverick Orientation
- ⦿ Upload “Meningitis Vaccination” documentation
- € Verify important dates for Fall (first day of classes, last day of classes, final drop date)
- ⦿ Order your parking permit, read rules & regulations and identify acceptable places to park
- ⦿ Identify books, websites, study aids and classroom locations for each class
- Ψ **Enroll in ARCH 1101/INTD 1101 Academic Success Skills in Architecture/Interior Design**
- ⦿ Re-check your schedule the week before classes begin as changes can occur
- Ψ Familiarize yourself with Blackboard (if needed)
- ⦿ Check your finances/financial aid PRIOR to the start of school to avoid being dropped from your classes for non-payment
- Ψ Know how your courses fit into your degree plan
- Ψ Meet with your SoA Academic Advisor for questions or help understanding the program or UTA rules and regulations, if needed, during the first week of school (see page 9)
- Ψ Check Transfer Equivalency Chart
- Ψ Join a student organization with the School of Architecture

## SPRING SEMESTER: TRANSFERS

- ⦿ Check your UTA email regularly **[inbox, spam/junk box, & clutter box]**
- € Verify important dates for Fall (first day of classes, last day of classes, final drop date)
- ⦿ Identify books, websites, study aids and classroom locations for each class
- ⦿ Re-check your schedule the week before classes begin as changes can occur
- Ψ Familiarize yourself with Blackboard (if needed)
- ⦿ Check your finances/financial aid PRIOR to the start of school to avoid being dropped from your classes for non-payment
- Ψ Know how your courses fit into your degree plan
- Ψ Meet with your SoA Academic Advisor, if needed, during the first week of school
- Ψ Expect email from advisor regarding Spring Advising and Registration info
- Ψ Attend School of Architecture lectures

- ⦿ --- To Do
- Ψ--- To Succeed
- Δ --- Advisor Action
- € --- University Dates

## FALL SEMESTER: 2<sup>ND</sup> YEAR STUDENTS

- ⦿ Check your UTA email regularly [inbox, spam/junk box, & clutter box]
- € Verify important dates for Fall (first day of classes, last day of classes, final drop date)
- ⦿ Identify books, websites, study aids and classroom locations for each class
- ⦿ Re-check your schedule the week before classes begin as changes can occur
- Ψ Familiarize yourself with Blackboard (if needed)
- ⦿ Check your finances/financial aid PRIOR to the start of school to avoid being dropped from your classes for non-payment
- Ψ Know how your courses fit into your degree plan
- Ψ Attend School of Architecture lectures
- Ψ Meet with your SoA Academic Advisor, if needed, during the first week of school
- Δ Meet with your SoA Academic Advisor to understand process for Declaring Major (entering 3<sup>rd</sup> year) and make sure you are on track to Declare Major at the end of the Spring semester
- Ψ Expect email from advisor regarding Spring Advising and Registration info

## SPRING SEMESTER: 2<sup>ND</sup> YEAR STUDENTS

- ⦿ Check your UTA email regularly [inbox, spam/junk box, & clutter box]
- € Verify important dates for Fall (first day of classes, last day of classes, final drop date)
- ⦿ Identify books, websites, study aids and classroom locations for each class
- ⦿ Re-check your schedule the week before classes begin as changes can occur
- Ψ Familiarize yourself with Blackboard (if needed)
- ⦿ Check your finances/financial aid PRIOR to the start of school to avoid being dropped from your classes for non-payment
- Ψ Attend School of Architecture lectures
- Ψ Know how your courses fit into your degree plan
- Ψ Meet with your SoA Academic Advisor, if needed, during the first week of school
- Δ Meet with your SoA Academic Advisor to understand process for Declaring Major (entering 3<sup>rd</sup> year) and make sure you are on track to Declare Major at the end of the semester
- Ψ Expect email from advisor regarding Spring Advising and Registration info

## 2<sup>nd</sup> year Students

# PREPARING TO DECLARE MAJOR

### Major Declaration Policy

Students who are declaring major (entering 3<sup>rd</sup> year) within the upcoming academic year should meet with a departmental advisor in-person to review their degree progress, requirements and ensure possible acceptance into the Major Studies program.

**At the end of the Spring semester**, after grades have posted, if you meet all of the requirements to enter 3<sup>rd</sup> year of the program, you will receive an email from the advising office with a link to the online major declaration form.

The form will need to be filled out in completion and submitted for processing **no later than 5pm on the Department specified deadline** for consideration for the FALL semester.

**After that deadline, the next opportunity to declare major will occur at the end of the following SPRING semester.**

### REQUIREMENTS TO ENTER 3<sup>RD</sup> YEAR:

1. Completion of final pre-arch or pre-intd classes (all core & all 1<sup>st</sup> & 2<sup>nd</sup> year arch classes).
  - **NOTE:** *If you completed a core class elsewhere, you will need to submit proof to the ARCH office – the School of Architecture will accept an unofficial transcript; however, an official transcript must be sent to the Office of Admissions to post to your account.*
  - **It is your responsibility to provide us with the necessary verification by the deadline!**
  - Letters from instructors do not serve as verification.
2. Minimum **2.8 GPA** both overall at UTA and within the major.
3. **SPACE AVAILABILITY**

**NOTE: IT IS THE STUDENT'S RESPONSIBILITY TO CONTACT THE ADVISING IN A TIMELY MANNER – DELAYS CAN RESULT IN YOU NOT DECLARING MAJOR**

**\*\*\*Students meeting the final requirements to declare major in the May Intersession or a Summer session**, would only be considered for the current Fall major declaration if there is still space available, and not until all summer grades have officially posted; on a department specified date.

### Laptop Policy

Upon entering 3<sup>rd</sup> year of the program, students are expected to have a laptop to use in design studios as well as in elective coursework in: energy analysis, history and theory, technology and the development of technical skills in animating graphics, rendering graphics, and in making three-dimensional digital models.

# 3<sup>RD</sup> year Students DECLARED MAJORS

- ⦿ --- To Do
- Ψ --- To Succeed
- Δ --- Advisor Action
- € --- University Dates

## FALL SEMESTER: 3<sup>RD</sup> YEAR STUDENTS

- ⦿ Check your UTA email regularly **[inbox, spam/junk box, & clutter box]**
- € Verify important dates for Fall (first day of classes, last day of classes, final drop date)
- ⦿ Identify books, websites, study aids and classroom locations for each class
- ⦿ Re-check your schedule the week before classes begin as changes can occur
- Ψ Familiarize yourself with Blackboard (if needed)
- ⦿ Check your finances/financial aid PRIOR to the start of school to avoid being dropped from your classes for non-payment
- Ψ Know how your courses fit into your degree plan
- Ψ Attend School of Architecture lectures
- Ψ Meet with your SoA Academic Advisor, if needed, during the first week of school
- Ψ Expect email from advisor regarding Spring Advising and Registration info

## SPRING SEMESTER: 3<sup>RD</sup> YEAR STUDENTS

- ⦿ Check your UTA email regularly **[inbox, spam/junk box, & clutter box]**
- € Verify important dates for Fall (first day of classes, last day of classes, final drop date)
- ⦿ Identify books, websites, study aids and classroom locations for each class
- ⦿ Re-check your schedule the week before classes begin as changes can occur
- Ψ Familiarize yourself with Blackboard (if needed)
- ⦿ Check your finances/financial aid PRIOR to the start of school to avoid being dropped from your classes for non-payment
- Ψ Know how your courses fit into your degree plan
- Ψ Attend School of Architecture lectures
- Ψ Meet with your SoA Academic Advisor, if needed, during the first week of school
- Ψ Attend interest meeting regarding Summer Study Abroad opportunities
- Δ **Meet with graduate advisor to discuss requirements for entering Grad School**
- Ψ Expect email from advisor regarding Spring Advising and Registration info



# 3<sup>RD</sup> year Students

## PREPARING FOR SENIOR YEAR

### Graduating Senior Policy

Students who are graduating within the upcoming academic year should meet with a departmental advisor in-person to review their degree progress, requirements and ensure possible graduation. This should be done two semesters prior to graduating.

- Check your UTA email regularly **[inbox, spam/junk box, & clutter box]**
- Meet with your SoA Academic Advisor, if needed, during the first week of school
- Meet with graduate advisor to discuss requirements for entering Grad School
- Verify important dates for Fall (first day of classes, last day of classes, final drop date)
- Identify books, websites, study aids and classroom locations for each class
- Re-check your schedule the week before classes begin as changes can occur
- Familiarize yourself with Blackboard (if needed)
- Check your finances/financial aid PRIOR to the start of school to avoid being dropped from your classes for non-payment
- Know how your courses fit into your degree plan
- Meet with graduate advisor to discuss requirements for entering Grad School
- Visit Office of Records and Registration website for graduation checklist to prepare for upcoming year: <https://www.uta.edu/records/graduation/>

# 4<sup>TH</sup> year Students

## GRADUATING SENIORS

- ⦿ --- To Do
- Ψ--- To Succeed
- Δ --- Advisor Action
- € --- University Dates

### FALL SEMESTER: 4<sup>TH</sup> YEAR STUDENTS

- ⦿ Check your UTA email regularly **[inbox, spam/junk box, & clutter box]**
- € Verify important dates for Fall (first day of classes, last day of classes, final drop date)
- ⦿ Re-check your schedule the week before classes begin as changes can occur
- ⦿ Check your finances/financial aid PRIOR to the start of school to avoid being dropped from your classes for non-payment
- Ψ Know how your courses fit into your degree plan
- Ψ Attend School of Architecture lectures
- Ψ Meet with your SoA Academic Advisor, if needed, during the first week of school
- Δ Meet with your SoA Academic Advisor in-person to ensure you enroll in final classes required to graduate
- ⦿ Visit Office of Records and Registration website for graduation checklist to prepare for upcoming year: <https://www.uta.edu/records/graduation/>
- ⦿ **APPLY FOR GRADUATION IN MYMAV**
- Ψ Expect email from advisor regarding Spring Advising and Registration info

### SPRING SEMESTER: GRADUATING SENIORS – FINAL SEMESTER

- ⦿ Check your UTA email regularly **[inbox, spam/junk box, & clutter box]**
- € Verify important dates for Fall (first day of classes, last day of classes, final drop date)
- ⦿ Re-check your schedule the week before classes begin as changes can occur
- ⦿ Check your finances/financial aid PRIOR to the start of school to avoid being dropped from your classes for non-payment
- Ψ Attend School of Architecture lectures
- Ψ Know how your courses fit into your degree plan
- Ψ Meet with your SoA Academic Advisor, if needed, during the first week of school
- Δ Meet with your SoA Academic Advisor in-person to ensure you are enrolled in final classes required to graduate
- Δ **Meet with graduate advisor to discuss requirements for entering Grad School**
- ⦿ UTA Commencement website for important information:  
<http://www.uta.edu/commencement/>
- ⦿ **Expect emails regarding Commencement & important deadlines**
- ⦿ Attend Commencement Ceremony – CONGRATULATIONS!!

# ACADEMIC ADVISING BREAKDOWN

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

- ❖ **New Incoming Freshmen:** Please read Freshman Advising
- ❖ **New Incoming Transfers:** Please read Transfer Advising
- ❖ **Current Students:** Please read Advising Appointment policy
- ❖ **Graduating Seniors:** Please read Graduating Senior policy

Students from any of the above categories who have NOT been advised for the upcoming semester will NOT have Academic Department HOLDS removed from their account and will not be given permission for ARCH or INTD classes.

**ALL students should review “Preparing for your Advising Session”.**

## GPA, Degree and Course Restrictions

ARCH\_UCOL and INTD\_UCOL (Freshmen) students are REQUIRED to have a minimum 2.5 OVERALL GPA in at least 24-30 hours completed at UTA and a minimum 2.5 MAJOR GPA to qualify to transition from University College (UCOL) to into the Intended program.

ARCH\_intended and INTD\_intended (2<sup>nd</sup> year) students are REQUIRED to have a minimum 2.8 GPA both OVERALL at UTA as well as within the MAJOR to qualify to Declare Major (enter 3<sup>rd</sup> year). To Declare Major, students must also have completed all Basic Studies (1<sup>st</sup> & 2<sup>nd</sup> year program courses) and all Core Curriculum courses required for the degree.

**Major Declarations are for the Fall semester only.** Upon meeting the requirements to Declare Major at the end of the Spring semester, students must contact the advising office within dates that will have been previously specified to receive access the online Major Declaration Request Form. The form must then been completed and submitted within the pre-specified dates and requests will be processed in the order received.

Students taking summer classes or meeting the requirements to Declare Major during the Summer, will have an opportunity to request to Declare Major for the Fall semester after Summer 11 week grades have posted as seats remain available. Should space no longer be available, the next opportunity to request to declare major would be at the end of the following Spring semester, given all requirements are still met.

Once admitted into the Major Studies program, students must maintain the minimum GPA requirements for continuance in the program. **If at any time either GPA falls below the minimum required, student will become on probation in the major and only allowed to take electives until the minimum requirements are once again met for continuance in the program.**

## Freshman Student Advising

New incoming freshman students are required to attend Freshman Orientation and are advised by a University College (UCOL) advisor. You will continue to meet with your UCOL advisor in Ransom Hall while you remain in freshman standing and until you have met the requirements to transition into the intended program. For more information, please call 817.272.3140.

## Transfer Student Advising

New incoming transfer students are required to attend Transfer Orientation, at which time you will have an opportunity to meet with a SoA advisor. If you have previously attended another Architecture or Interior Design program, you are welcome to present a portfolio for review for possible credit of courses in our program. Portfolios should be submitted to the School of Architecture prior to orientation, so that the advisors can advise you on the proper courses to take at orientation.

## International Student Advising

New incoming international students are required to attend International Student Orientation, where you will meet with an International advisor and then Freshman International students will go to the University Advising Center to also meet with a University College advisor; Transfer International students meet with a SoA advisor. For more information, please contact the Office of International Education: <http://www.uta.edu/oie/?page=home>, 817.272. 3252

## Major Change

Students who wish to change into one of the School of Architecture undergraduate programs, must have completed at least 12 hours of coursework at UTA with a minimum 2.5 GPA, have a minimum 2.5 GPA in any program courses taken, attend a SoA college session and space available.

Major changes can occur for a Fall semester only, after Spring semester grades have posted, and are not done in the middle of a semester.

Current ARCH/INTD students in one of the programs who wish to change into a program outside of the School of Architecture would need to meet with an advisor in the new department for possible acceptance.

## UARCH / UINTD: Undeclared Architecture / Undeclared Interior Design

Sophomore students wishing to change into the program but do not meet the major change requirements are offered the option of UARCH or UINTD. Under these designations, students are not officially in the SoA and must meet with a SoA advisor regularly to be advised toward entering the program, are only allowed to be in designations for a maximum of **2 long semesters** (Fall, Spring), only given permission for program courses if prerequisite met and with advisor permission. Students not meeting the requirements to officially enter program within **2 long semesters** must choose a major outside of the School of Architecture and are no longer given permission for any program courses.

## Advising Appointment Policy and Procedures

Every semester, the Undergraduate Advising Office will send out an email with information on the receiving academic advising for the upcoming semester. The email will include a link to the advising calendar, which the student would need to access and schedule an appointment as fits their schedule.

In this advising session, we will discuss course options, address academic problems or concerns, make decision about the upcoming semester and discuss classes required for your degree plan.

Your advisor will then grant you permission for the applicable ARCH/INTD classes and remove your Academic Advising HOLD. It will then be the student's responsibility to enroll for the courses through the MyMav Student Center.

### Scheduling Your Appointment

Appointments are scheduled by contacting the Undergraduate Advising Office at [arch.advising@uta.edu](mailto:arch.advising@uta.edu) to receive the link to the advising calendar.

When scheduling an appointment with an advisor, please provide the following information:

- ❖ Full name, Maverick ID# & Phone Number
- ❖ Reason for appointment (advising, general questions, GPA, etc.)
- ❖ Status (Current, Prospective)
- ❖ Area of Concentration (ARCH, INTD)
- ❖ UTA email address (or personal email, if not a current student)

The following items MUST be brought to EVERY appointment:

- ❖ SCHOOL OF ARCHITECTURE ADVISING PACKET AND CONTENTS
- ❖ Appointment Confirmation Page
- ❖ Course Load Planning Form

**Students on Academic Probation will need to schedule an appointment prior to the final drop date.**

### Walk-In Appointments

At this time, walk-in advising is not available. Please send an email to [arch.advising@uta.edu](mailto:arch.advising@uta.edu) to schedule an appointment.

### Cancellation of Appointments

We recognize that situations can arise that may create a need to reschedule or cancel an appointment. Please email [arch.advising@uta.edu](mailto:arch.advising@uta.edu) or visit the appointment scheduler to cancel and/or reschedule an appointment. If you are going to be more than 10 minutes late for an appointment, you will need to cancel and reschedule your appointment.

Should the advisors need to cancel an appointment, you will be notified by UTA email and the phone number provided when you scheduled your appointment. (See NO SHOW Policy, pg 14)

## Long-Distance Appointments

The general School of Architecture advising policy is that we advise students exclusively in-person or through UTA email. That being said, if a student has an extenuating circumstance (similar to those listed below), we will then discuss other options, usually amounting to advising the student via video conferencing if advising by email is ineffective. If you feel your situation is in need of an exception to the rule, please contact the advising office and we can discuss further.

- ❖ Study Abroad
- ❖ Active Military Duty (out of State or Country)
- ❖ Internship or Job Relation reason (out of State or Country)

*\* Please Note: All long-distance advising appointments/requests will be approved at the discretion of the SoA Undergraduate Advisors; this policy is subject to change at any time.*

## Telephone Appointments

The general School of Architecture advising policy is that we will not advise by telephone under any circumstances.

## Preparing for your Advising Appointment

- ❖ Please read the “Advising Policy and Procedures” prior to your advising appointment.
- ❖ Bring the most recent degree plan copy received in your previous appointment.
- ❖ Make a list of potential courses you are interested in taking for the upcoming semester.
- ❖ Arrive for your appointment on time. If you arrive more than 10 minutes late for your appointment, you will be documented as a NO SHOW and would need to access the advising calendar to reschedule your appointment.
- ❖ Please be aware that due to FERPA regulations, the School of Architecture only allows individual appointments. The academic advisor will ONLY meet with the student. If relatives have questions, they must accompany the student.
- ❖ Turn off your cell phone or place it on silent. No texting or phone calls during the advising session. If this should occur, the student will be asked to leave and reschedule an appointment for a time when they will be available to dedicate to the appointment.

## 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 1<sup>st</sup> – December 15<sup>th</sup> & March 1<sup>st</sup> – May 5<sup>th</sup>), appointment times are premium! If you do not notify the office that you are unable to keep an appointment or show up more than 10 minutes late for an appointment, your absence will be noted as a “NO-SHOW”.

**After two documented NO-SHOWS during a peak period, you will not be able to schedule an appointment until after the peak advising period or during Late Registration Date.**

## Registration Holds

The University, as well as the Departments, may place holds on your account at any time...these hold can restrict enrollment, inform you of past-due amounts on your account, or any other academic issues. You can see if your account has any hold by looking at 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 academic advisor.
- ❖ BMN: Bacteria Meningitis Requirement
  - ALL incoming students (transfer, freshman, or returning) under the age of 30 years old 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>
- ❖ MJ1: CAPP Major Change Enrollment Hold
  - This hold, which prevents enrollment, is placed on a student's account if they are no longer eligible to remain in the School of Architecture.
  - This hold will not be removed until the student has officially changed into a new major and then contact the SoA advising office to request to have the hold removed.
  - This hold is accompanied with an MJB Indicator
- ❖ MJB: CAPP Change of Major Indicator
  - This indicator is placed on student's account if they are no longer eligible to remain in the School of Architecture
  - This indicator does not prevent enrollment, but remains on the student's account for reference.
- ❖ Past Due Account
  - Your account most likely has a 'balance due' or 'past due' status that can be viewed in your Student Center in MyMav.
  - This hold can prevent enrollment.
  - Please contact the Bursar's Office for more information.
- ❖ Registration Agreement Hold (**each semester**)
  - This hold is placed on a student's account prior to enrolling each semester

## Probation Advising Policy

Students on academic probation or showing signs of struggling in major courses must meet with a SoA advisor for an Academic Success Plan prior to the final drop date of the semester. Major Exploration (See pg 16) and enrollment restrictions may also be required at the advisor discretion. Please review Probation and Dismissal link on page 20.

## Cohort / Program Sequencing

The undergraduate programs in the School of Architecture at UT Arlington are organized in a structured cohort format. A cohort is a group of students that follows the same set schedule and progresses through a program together. The sequential scheduling of the courses promotes an interactive learning environment and facilitates networking opportunities and career-strengthening relationships. **The undergraduate programs in the School of Architecture consist of a sequence of courses that takes a minimum of eight semesters (4 years) to complete for freshman, transfer and international students.** The courses are offered in specific semesters that require the students to complete the prior level before proceeding to the next level.

## Permissions

Permission for ARCH and/or INTD courses is granted by School of Architecture advisors only, during the student's advising session by appointment. This permission gives the student access to register in specific courses as applicable to the student's degree plan.

Permission given prior to grades posting will expire on the grade posting date of the current semester to ensure that prerequisite courses are successfully completed. If the student is dropped from the class, for any reason, after that expiration date, the student will need to contact the SoA advisors to be granted permission again, given the prerequisites are met.

Students dropped for non-payment or any other non-departmental reason should understand that they can lose their seat for that class or classes. If the student is dropped by the department, in error, the department will attempt to accommodate the student into a section as space availability allows.

## Waitlist

Students have the option to be waitlisted for a course for which they possess the prerequisite. Students will be placed on the waitlist for each class according to their waitlist submission. Students are cleared for seats when advisors review enrollment numbers and have ensured that the students who are required to take the class in their current sequence in the program have been seated.

The waitlisted students will be notified by UTA email. The student must wait for that notification. Early inquiries will be disregarded.

## Major Exploration

Students who have been previously unsuccessful in their major courses or having grades that reflect that they are struggling in their major courses will be required to attend a Major Exploration seminar before being given any further permission to enroll in major courses.

## Minors

The School of Architecture offers minors in Architecture History, Environmental and Sustainable Studies, and Urban and Public Affairs. Students cannot minor in Architecture or Interior Design. For more information on the minors offered through our department, please visit our website: <http://www.uta.edu/cappa/academics/minors/index.php>



## Communication Protocol

- ❖ When emailing advisors, please include your full name and your Maverick ID#, each and every time.
- ❖ Emails should only be sent from the UTA Mavs email account, unless you are not currently a UTA student, to the [arch.advising@uta.edu](mailto:arch.advising@uta.edu) email account ONLY.
  - **Emails sent from non-UTA email accounts will not receive a response.**
  - **Emails sent to any account other than [arch.advising@uta.edu](mailto:arch.advising@uta.edu) will not receive a response.**
- ❖ Allow up to 2 business days to receive a response.
- ❖ Leaving multiple emails will only serve to delay response time and will not give your email priority.
- ❖ Use of proper and respectful language.

## Internship Protocol (INTD students)

Interior Design students entering 4<sup>th</sup> year of the program requesting credit for internship must:

- ❖ Acquire internship position working under a licensed interior designer or a licensed architect.
- ❖ Contact undergraduate advising office to receive an Internship form.
- ❖ Meet with the Interior Design Program Director to discuss possible internship.
- ❖ If approved, the Interior Design Program Director and student will complete and sign the Internship form.
- ❖ The completed and signed Internship form is then returned to the advisors to receive permission to enroll in INTD 4393.

Unfortunately, there are no opportunities to receive internship credit for undergraduate architecture students as that program is a pre-professional degree. Architecture students will have internship opportunities for credit in the graduate program.

## Independent Study Protocol

Students interested in receiving credit for an Independent Study must:

- ❖ Contact undergraduate advising office to receive an Independent Study form.
- ❖ Meet with an instructor to discuss project for independent study.
- ❖ If approved, the instructor and student will complete and sign the Independent Study form, clearly stating the parameters of the project.
- ❖ The completed and signed Independent Study form is then returned to the advisors to receive permission to enroll in the appropriate ARCH 4391 or INTD 4391 course.
- ❖ Only 2 independent study courses may be taken as an undergraduate.

## Grade Change Protocol

Students who have received a grade they feel is not correct, must meet with their instructor to verify the grade is legitimate and discuss a grade change if it is found that the grade is in error.

## COHORT COURSE SEQUENCE – ARCHITECTURE

### First Year

#### First Semester (Fall):

**ARCH 1101-** (or **UNIV-AR 1131**) Student Success  
**ARCH 1301-**Introduction to Architecture and Interior Design  
**ARCH 1341-**Design Communications I  
**ENGL 1301-**Rhetoric and Composition I  
**MATH 1303-**Trigonometry  
**POLS 2312-**State & Local Government  
**Total Credit Hours: 17 hrs.**

#### Second Semester (Spring)

**ARCH 1342-**Design Communications II  
**ENGL 1302-** Rhetoric and Composition II  
**HIST 1301-**U.S.History  
**MATH 1327-**Architectural Calculus w/Analytic Geometry  
**Social & Behavioral Sciences Elective** - 3hrs.  
**Total Credit Hours: 15 hrs.**

### Second Year

#### First Semester (Fall):

**ARCH 2303-**History of Architecture and Design I  
**ARCH 2551-**Basic Design + Draw I  
**HIST 1302-**U.S.History  
**Language, Philosophy & Culture Elective**-3hrs.  
**PHYS 1441-**General College Physics  
**Total Credit Hours: 18 hrs.**

#### Second Semester (Spring)

**ARCH 2304-**History of Architecture and Design II  
**ARCH 2552-**Basic Design + Draw II  
**Literature Elective-**3hrs.  
**PHYS 1442-**General College Physics  
**POLS 2311-**Government of the United States  
**Total Credit Hours: 18 hrs.**

### Third Year

#### First Semester (Fall):

**ARCH 3323-**Construction Materials + Structural Concepts  
**ARCH 3343-**Architecture Computer Graphics  
**ARCH 3553-**Design Studio: Architecture I  
**Advanced ARCH Elective-**3hrs.  
**University Elective-**2 hrs.  
**Total Credit Hours: 16 hrs.**

#### Second Semester (Spring)

**ARCH 3324-**Structures I  
**ARCH 3331-**Architecture & Environment  
**ARCH 3337-**Site Development  
**ARCH 3554-**Design Studio: Architecture II  
**Total Credit Hours: 14 hrs.**

### Fourth Year

#### First Semester (Fall):

**ARCH 4321-**Structural Systems in Buildings  
**ARCH 4556-**Design Studio: Architecture III  
**Advanced Arch History Elective-**3hrs.  
**Advanced Electives-**6hrs.  
**Total Credit Hours: 17 hrs.**

#### Second Semester (Spring)

**ARCH 4557-**Design Studio: Architecture IV  
**Advanced Arch Theory Elective-**3hrs.  
**Advanced Electives-**6hrs.  
**Total Credit Hours: 14 hrs.**

## COHORT COURSE SEQUENCE – INTERIOR DESIGN

### First Year

#### First Semester (Fall):

**ARCH 1301-**Introduction to Architecture and Interior Design  
**ARCH 1341-**Design Communications I  
**ENGL 1301-** Critical Thinking, Reading, Writing I  
**INTD 1101-(or UNIV-AR 1131)** Student Success  
**MATH 1303-**Trigonometry  
**POLS 2312-** State & Local Government  
**Total Credit Hours: 16 hrs.**

#### Second Semester (Spring):

**ARCH 1342-**Design Communications II  
**ENGL 1301-** Critical Thinking, Reading, Writing I  
**HIST 1301-**U.S.History  
**MATH 1327-**Architectural Calculus w/Analytic Geometry  
**POLS 2311-** Government of the United States  
**Total Credit Hours: 15 hrs.**

### Second Year

#### First Semester (Fall):

**ARCH 2303-**History of Architecture and Design I  
**ARCH 2551-**Basic Design + Draw I  
**ENGL 1302-** Critical Thinking, Reading, Writing II  
**HIST 1302-**U.S.History  
**PHYS 1301-** Physics for Non-Specialists  
**Language, Philosophy & Culture Elective**-3hrs.  
**Total Credit Hours: 17 hrs.**

#### Second Semester (Spring):

**ARCH 2304-**History of Architecture and Design II  
**INTD 2552-**Basic Design + Draw II  
**PHYS 1302-** Physics for Non-Specialists  
**Social & Behavioral Sciences Elective** - 3hrs.  
**Literature Elective** – 3hrs.  
**Total Credit Hours: 17 hrs.**

### Third Year

#### First Semester (Fall):

**INTD 3305-** History of Interior Design  
**INTD 3321-** Interior Materials I  
**INTD 3343-** Design Communications III  
**INTD 3553-** Design Studio: Interiors I  
**Total Credit Hours: 14 hrs.**

#### Second Semester (Spring):

**INTD 3322-** Interior Materials II  
**INTD 3323-** Lighting  
**INTD 3357-** Building Information Modeling  
**INTD 3555-** Design Studio: Interiors II  
**Art History-**3 hrs.  
**Total Credit Hours: 17 hrs.**

### Fourth Year

#### First Semester (Fall):

**INTD 4332-** Professional Practice  
**INTD 4345-** Architectural Graphics  
**INTD 4368-** Interior Detailing  
**INTD 4393-** Internship (*or approved advanced elective*)  
**INTD 4562-** Design Studio  
**Total Credit Hours: 17 hrs.**

#### Second Semester (Spring):

**INTD 4344-** Design Communications IV  
**INTD 4369-** Furniture Design  
**INTD 4394-** Design Research Methods and Application  
**INTD 4563-** Design Studio

## STUDENT- ADVISOR CONTRACT: Please read carefully

The School of Architecture Advisor Office 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 your education/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.
- ❖ Inform inquiring students of campus resources and special services available to you.
- ❖ Referring student appropriately if attitudinal, attendance, or personal problems require intervention by other professionals.
- ❖ Review the Advising Handbook with each student and answering any questions you might have.

I, \_\_\_\_\_, the advisee commit to:

- ❖ Understanding the COHORT and following it through to graduation.
- ❖ Regularly check, read, and respond to my UTA Student email.
- ❖ Knowing how to access and read my UMAP (Undergraduate Maverick Progress Report located in my MyMav Student Center).
- ❖ Knowing where to locate, read, and understand the Undergraduate Catalog: <http://web.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 advisor each semester.
- ❖ Attending all appointments, or I will notify advisors in advance if it is necessary to change or chance my appointment.
- ❖ Coming prepared to all Academic Advising appointment per the 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 appointment.
- ❖ Acting professionally and with respect.
- ❖ Use this handbook and program information packet as a point of reference.
- ❖ 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 I will uphold all of my responsibilities as outlined. By signing this Advising Handbook, I understand and agree to the Student – Advisor Contract.**

\_\_\_\_\_  
Student

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Date

# SCHOOL OF ARCHITECTURE ADVISING OFFICE

**Where we are located:** CAPP Building, Suite 203

**Mailing:** 601 W. Nedderman Dr., Ste 203 | Box 19108 | Arlington | TX | 76019

**Phone:** 817.272.2801

**Email:** [arch.advising@uta.edu](mailto:arch.advising@uta.edu)

## School of Architecture Advising Team

### UNDERGRADUATE - ARCHITECTURE AND INTERIOR DESIGN

Name:	Email:	Phone:	Office Hours:
Kelsey Childress	<a href="mailto:arch.advising@uta.edu">arch.advising@uta.edu</a>	817.272.2801	M-F 8am-5pm
Cheryl Donaldson	<a href="mailto:arch.advising@uta.edu">arch.advising@uta.edu</a>	817.272.2801	M-F 8am-5pm

### GRADUATE - ARCHITECTURE

Name:	Email:	Phone:	Office Hours:
Ana Peredo-Manor	<a href="mailto:ampmanor@uta.edu">ampmanor@uta.edu</a>	817.272.2801	M-F 8am-5pm

## Links

**Academic Calendar:** <http://www.uta.edu/uta/acadcal.php>

**Blackboard:** <http://www.uta.edu/blackboard/students/index.php>

**Career Center:** <http://hireamaverick.uta.edu>

**Financial Aid:** <http://wweb.uta.edu/ses/fao/>

**GPA Calculator:** <http://www.uta.edu/studentuccess/improvegpa.php>

**Health Center:** <http://www.uta.edu/campos-ops/health-services/>

**Major Exploration:** <http://www.uta.edu/universitycollege/resources/major-career-exploration.php>

**Math Aptitude Test (MAT):** <http://www.uta.edu/math/pages/main/mpt.htm>

**OIT Help Desk:** <http://www.uta.edu/helpdesk>

**Office of International Education:** <http://www.uta.edu/oie/?page=home>

**Office of Records:** <http://wweb.uta.edu/ses/recordsandregistration/>

**Office of Students with Disabilities:** <http://www.uta.edu/disability/>

**Probation and Dismissal:** <http://www.uta.edu/universitycollege/current/academic-planning/uac/policies/probation-dismissal.php>

**School of Architecture:** <http://www.uta.edu/cappa/academics/architecture/index.php>

**Study Abroad:** <http://studyabroad.uta.edu/>

**Transfer Equivalency Guide:**

<http://www.uta.edu/admissions/transfers/apply/credit/equivalency.php>

**UTA Catalog:** <http://wweb.uta.edu/catalog/>