

REGISTRATION ADVISING WORKSHEET FOR SPRING 2012 REGISTRATION

Before you can register, you must have your advising/registration bar cleared by following these steps:

- Complete the following *Registration Advising Worksheet*. Please print legibly or word-process.
- Meet with your academic advisor in person if required. **ON THE DAY THAT YOU COME TO GET ADVISED:** Please bring this completed worksheet and your UT Austin student ID card to your advising session. I will advise students according to the schedule listed in your advising email and posted in the ART Building. There will be a sign-up sheet. Sign-in and wait in the hallway until called. This is not an appointment sheet, merely a sign-in sheet to keep the order of students who are lining up. If you are being advised by SAN please email this worksheet to apaterra@austin.utexas.edu no later than the date specified in the advising email.

Note about Email and Telephone Contact: You can expect a 24 to 48 hour response time to any telephone message or email request that you send me during the hectic advising period/registration period. Please keep in mind that I cannot answer questions via telephone or email that require us to open your academic records; please visit me in person about such questions or requests.

STEP 1: _____
↑ Last Name ↑ ↑ First Name ↑ ↑ Middle Name ↑ ↑ UT EID ↑

STEP 2: Review your on-line [Registration Information Sheet \(RIS\)](#):

- A. Review your local contact information (email, postal, telephone). Is it correct? If not, follow the web link provided by the on-line RIS to update them! Incorrect contact information will result in a dean's office registration bar!
- B. Review your registration bars. Do you have any? If so, clear them prior to your primary registration access period!
- C. Make note of your Registration Access Periods or print off your Registration Information Sheet.

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STEP 3. Review your on-line [Interactive Degree Audit \(IDA\)](#):

A degree audit has been generated on your behalf. A copy of the paper advising audit will be available for your advising session, but you must preview the on-line *IDA* prior to meeting with your academic advisor. **Make note of any specific questions or issues that need to be answered or addressed during your individual academic advising session.**

Check your catalog year. (The year you first entered UT Austin must fall within the range of years. For example, if you first entered into UT Austin Fall 2005, you are in the 2004-2006 academic catalog.) Select one catalog range:

2004 to 2006		2006 to 2008		2008 to 2010		2010 to 2012	
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STEP 4. List your planned courses & use the [Course Schedule Planner](#) (second page) to assist with scheduling days/times. Review the on-line [Fall 2012 Course Schedule](#) and record your selections:

Unique Number	Dept Prefix & Course Number	Course Title	Class Days	Class Times

STEP 5. Get advised in the following manner: NOTE: The academic advising period ends Wednesday, October 26, 2011. No one can be advised for pre-registration for spring after this date!

Art History, Design Studio Art, and Visual Arts Studies Majors:	Will be advised by Ann Paterra. Read your advising email for instructions, location, dates, times.
Current Teacher Certification Apprenticeship in the Field or Studying abroad?	Complete the worksheet and send it back as an email attachment or provide the information the form asks for in the body of an email to Ann Paterra (apaterra@austin.utexas.edu).

STEP 6. Pay your Spring 2012 tuition/fee bill by the deadline: 5:00PM, Thursday, January 5, 2012. For information on Payment Deadlines, How to Pay, and Tuition/Fee Rates, see [Student Accounts Receivable](#). **Non-payment of your tuition/fee bill will result in registration cancellation. DO NOT FORGET TO PAY YOUR TUITION/FEE BILL!**

SCHEDULE OPTION A (This grid is for your own use in planning your schedule; you do not need to bring this to advising unless you want to!)					
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
6:00 PM					
7:00 PM					
8:00 PM					
9:00 PM					
10:00 PM					

SCHEDULE OPTION B (This grid is for your own use in planning your schedule; you do not need to bring this to advising unless you want to!)					
TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 AM					
9:00 AM					
10:00 AM					
11:00 AM					
12:00 PM					
1:00 PM					
2:00 PM					
3:00 PM					
4:00 PM					
5:00 PM					
6:00 PM					
7:00 PM					
8:00 PM					
9:00 PM					
10:00 PM					