

REGISTRATION ADVISING WORKSHEET FOR SPRING 2010 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 type, or word-process.
- Meet with your academic advisor in person. **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 on a 'first-come, first-serve' basis according to the schedule outlined in the instructional advising email. 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.

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 me 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
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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 in 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 registration access periods!

STEP 3. Review Access Periods via on-line Course Schedule:

Record primary registration <i>dates and times</i> for Access Period 1 (Registration Period) :	Record additional registration <i>dates and times</i> for Access Period 2 (Add/Drop Period) :

STEP 4. Review your on-line [Interactive Degree Audit \(IDA\)](#):

We have generated a degree audit 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 that need to be 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 2006, you are in the 2006-2008 academic catalog.) Select one catalog range of years:

2002-2004	2004-2006	2006-2008	2008-2010
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STEP 5. List your planned courses & use the Course Schedule Planner (second page) to assist with scheduling days/times. Review the on-line [Spring 2010 Course Schedule](#):

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

STEP 6. Get advised on these dates and times: 10/15/09 to 10/28/09 (Weekdays Only) • 8:30-11 AM and 12:00-5:00 PM

Advising populations have been divided by major & academic interest and will be seen in the following manner:

• B.A. Studio Art, B.F.A. Studio Art, Art History, Design, Visual Art Studies Majors:	See Ramey Guerra in ART 3.334, according to schedule in email.
• Simultaneous majors outside the department:	Make sure to visit with your academic advisor in that area.
• Currently studying abroad outside the U.S.A.?	You should either: (a.) complete the worksheet and send it back as an email attachment to your academic advisor, or (b.) provide the information it asks of you in the body of an email to your academic advisor. Further directions will be sent in a reply email.

STEP 7. Pay your Spring 2010 tuition/fee bill by the deadline: Thursday, January 7, 2010 . 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 class 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					