What is Academic Advising?
Academic Advising is collaboration between student and advisor. In this collaboration, advisors present students with university resources for academic, personal, and social development. Students will have the opportunity to realize academic and personal goals as they share their ambitions and aspirations with their academic advisors.

Student Responsibilities
Students are responsible for knowing their degree requirements, relevant policies and deadlines, and consulting with their advisors and the degree audit system.

• Be open to developing and clarifying personal values and goals
• Research department and college programs as well as courses
• Utilize campus resources to enhance academic experience and develop professional and personal goals
• Be respectful of others’ time: be on time, be prepared, and treat your advisor and other students the way you would wish to be treated

Advisor Responsibilities
Academic Advisors have the responsibility to uphold the integrity and value of your degree by maintaining the standards and policies of the university.

• Listen carefully and respect your questions, concerns, and problems
• Collaborate with you to develop your academic and personal goals and interests
• Assist you in making academic decisions consistent with your interests, abilities, and goals
• Provide referrals and resources when appropriate
• Communicate core, college, major, minor, and overall degree requirements
• To say “no” when “no” is the appropriate answer
<table>
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<th>Dept. Advisor Appointments</th>
<th>Dean’s Office – GEB 2.200</th>
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<tr>
<td>• Strategic advising (planning multiple semesters)</td>
<td>• Q drop and pass/fail (after 12th day)</td>
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<td>• Registration advising</td>
<td>• Approval for 17+ total hours</td>
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<td>• Overrides and petitions</td>
<td>• Apply to graduate: dual degree seekers, concurrent enrollment, after mid-semester deadline</td>
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<td>• SUCCESS Advising (scholastic probation)</td>
<td>• Apply to walk in commencement</td>
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<td>• ROTC planning</td>
<td>• International student forms and documentation (CPT, OPT, etc.)</td>
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<td>• Prospective honors students</td>
<td>• Final degree check (semester before you graduate)</td>
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<td>• Study Abroad planning</td>
<td>• Turn in tuition rebate form</td>
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<td>• Transfer students unable to attend orientation</td>
<td>• Dismissal: appeal, at risk for 2nd dismissal, returning from 2nd dismissal</td>
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</table>

Prospective internal transfers to the Government major must first attend a **mandatory information session** before being able to declare the major, access courses restricted to majors, and/or meeting with a government dept. advisor

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**Important Websites**

**Department of Government**: [http://www.liberalarts.utexas.edu/government](http://www.liberalarts.utexas.edu/government)
- RSVP for internal transfer information sessions
- Department Honors

**College of Liberal Arts**: [http://www.liberalarts.utexas.edu](http://www.liberalarts.utexas.edu)
- FAQs regarding policies including: applying to graduate, Q drops, approval for 17+ hours, etc.
- Degree Requirements & 4-year planning tools
- GOV 374N Internship Course

**Office of the Registrar**: [http://www.registrar.utexas.edu](http://www.registrar.utexas.edu)
- Registration Information Sheet (RIS)
- Final Exams Schedule
- Order Transcripts
- Course Schedule
- Grade Report

**UT Academic Calendar**: [http://www.registrar.utexas.edu/calendars](http://www.registrar.utexas.edu/calendars)

**Interactive Degree Audit**: [http://www.registrar.utexas.edu/students/degrees/ida](http://www.registrar.utexas.edu/students/degrees/ida)

**Liberal Arts Career Services**: [http://www.liberalarts.utexas.edu/lacs](http://www.liberalarts.utexas.edu/lacs)
- Beyond the Tower Gateway
- Job/Internship Database
- Career & Graduate School Prep
- Pre-Law Advising & Handbook
- Career Exploration & Internship Courses