

Academic Advising Syllabus

CNS Advising
WCH 1.106 | 512-471-3796

My Advisor (<https://utdirect.utexas.edu/ns/ns.advisor.WBX>)- will be assigned in early September, until then contact CNS Advising at the location and number above):

Advisor Name _____ e-mail _____
Phone _____ Location _____

Health Professions Advising & Career Design Center

<http://cns.utexas.edu/health-professions> (pre-med, pre-pharm, pre-dent, etc.)

<http://cns.utexas.edu/career-design-center> (resumes, internships, career exploration)

(512) 471-3172 (Health Profs) (512) 471-6700 (Career Design) Location: PAI 5.03

Typical Annual Advising Calendar

You can visit your advisor any time during the year with questions. If you experience non-academic (personal issues), please contact us ASAP for assistance. For detailed UT Academic Calendars please visit <http://registrar.utexas.edu/calendars>.

	When	What
FALL	August	<ul style="list-style-type: none"> Last Freshman and Transfer Orientation Registration for fall classes continues for new students, newly admitted students, and returning students Fall classes begin
	September	<ul style="list-style-type: none"> Add/Drops for fall semester through 12th class day Advising begins for spring registration – come see us EARLY to do long-term planning
	October	<ul style="list-style-type: none"> Registration for spring courses – our busiest time in fall
	November	<ul style="list-style-type: none"> Drop/Withdrawal deadline
	December	<ul style="list-style-type: none"> End of classes and finals Quiet time between end of finals and courses beginning in January – this is a great time to catch us for long-term planning
SPRING	January	<ul style="list-style-type: none"> Registration for spring classes continues for new students, newly admitted students and returning students Spring classes begin Add/Drops for spring semester through 12th class day
	February	<ul style="list-style-type: none"> Advising begins for summer/fall registration – come see us EARLY to do long-term planning
	March	<ul style="list-style-type: none"> Spring Break! Drop/Withdrawal Deadline
	April	<ul style="list-style-type: none"> Registration for summer/fall courses – our busiest time in spring
	May	<ul style="list-style-type: none"> End of classes and finals Quiet time between end of finals and summer courses beginning – this is a great time to catch us for long-term planning
SUMMER	June	<ul style="list-style-type: none"> Freshman/Transfer Orientation
	July	<ul style="list-style-type: none"> Freshman/Transfer Orientation – ends late July Late July through August is a great time to catch us for long-term planning

Advising Expectations

You can expect your advisor to:

- Assist you in making course selections and long-term plans
- Be a connection for referrals to various campus resources and opportunities
- Understand and effectively communicate your degree requirements and CNS policies

For each meeting with your advisor, you are expected to:

- Bring your UT ID card to check-in at our front desk
- Arrive promptly, or cancel/reschedule in a timely manner
- Run an interactive degree audit to see where you stand in your degree plan
(<http://registrar.utexas.edu/students/degrees/ida>)
- Review your degree checklist in conjunction with your audit to make course selections
(<http://cns.utexas.edu/degree-checklists>)
- Write down a list of your questions, and take notes as appropriate during meetings
- Follow through with referrals and resources provided

Academic Advising Timeline Checklist

1st Year	<input type="checkbox"/> Meet your advisor <input type="checkbox"/> Make a tentative four-year plan of classes <input type="checkbox"/> Get involved <input type="checkbox"/> Look into study abroad, internships, research opportunities <input type="checkbox"/> Build a resume (visit Career Design Center for help) <input type="checkbox"/> Visit Health Professions Office if on a pre-health track <input type="checkbox"/> Meet your faculty
2nd Year	<input type="checkbox"/> Meet with your advisor to review and modify your four-year plan (if Health Professions, discuss alternatives) <input type="checkbox"/> Explore connections between your interests, strengths, and potential careers <input type="checkbox"/> Seek internships, study abroad, research opportunities <input type="checkbox"/> Stay involved with activities/groups <input type="checkbox"/> Update your resume with the last year's experiences <input type="checkbox"/> Meet your faculty
3rd Year	<input type="checkbox"/> Meet with your advisor to ensure you are on track for graduation <input type="checkbox"/> Continue building (and revising) a strong resume with involvement <input type="checkbox"/> Connect with faculty for recommendation letters <input type="checkbox"/> Take graduate exams if you haven't already (GRE, MCAT, etc) <input type="checkbox"/> Update resume, begin looking at job postings, crafting cover letters, and simulating mock interviews
4th Year	<input type="checkbox"/> Meet with your advisor to verify graduation <input type="checkbox"/> Apply to graduate schools or professional schools (if you haven't already) OR <input type="checkbox"/> Submit resumes and begin interviewing for positions