

**CAPPA
UNDERGRADUATE
ACADEMIC ADVISING
HANDBOOK**

**ARCHITECTURE,
INTERIOR DESIGN,
SUSTAINABLE URBAN DESIGN**



WELCOME

We are excited to welcome you to the College of Architecture, Planning and Public Affairs (CAPPA), 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.

ADVISING MISSION STATEMENT

The CAPPA Undergraduate Advising Office at the University of Texas at Arlington aspires to guide and facilitate architecture, interior design, and sustainable urban 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!

1st 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
- Ψ Join Residential Learning Community (RLC) as space is available
- ⦿ Upload your “Meningitis Vaccination” documentation to Mangus Health so as not to be dropped from your classes
- € 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 UNIV-AR 1131 Success Skills in Architecture/Interior Design or UNIV 1131 for Sustainable Urban Design students.**
- ⦿ Re-check your schedule the week before classes begin as changes can occur
- Ψ Familiarize yourself with Canvas
- ⦿ 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 Division of Student Success 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
- ⦿ Re-check your schedule the week before classes begin as changes can occur
- Ψ Familiarize yourself with Canvas
- ⦿ 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 Division of Student Success Advisor, if needed, during the first week of school
- Δ Meet with DSS advisor to understand process for transitioning from UNIV into the Basic Studies program
- Ψ Join a student organization within CAPP

1st Year Students/ Incoming Transfer Students

- 🕒 --- To Do
- 👉 --- To Succeed
- 🔺 --- 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 to Mangus Health to be dropped from classes
- € 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
- 👉 **Enroll in ARCH 1101/INTD 1101 Academic Success Skills in Architecture/Interior Design or UNIV 1131 for Sustainable Urban Design students**
- 🕒 Re-check your schedule the week before classes begin as changes can occur
- 👉 Familiarize yourself with Canvas
- 🕒 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 your CAPP A 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)
- 👉 Check Transfer Equivalency Chart
- 👉 Join a student organization within CAPP A

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
- 👉 Familiarize yourself with Canvas
- 🕒 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 your CAPP A Academic Advisor, if needed, during the first week of school
- 👉 Expect email from advisor regarding Spring Advising and Registration info
- 👉 Attend School of Architecture lectures

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

FALL SEMESTER: 2ND 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 Canvas
- ⦿ 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 CAPP Academic Advisor, if needed, during the first week of school
- Δ Meet with your CAPP Academic Advisor to understand process for Declaring Major (entering 3rd 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: 2ND 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 Canvas
- ⦿ 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 CAPP Academic Advisor, if needed, during the first week of school
- Δ Meet with your CAPP Academic Advisor to understand process for Declaring Major (entering 3rd 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

2nd year Students

PREPARING TO DECLARE MAJOR

Major Declaration Policy

Students who are declaring major (entering 3rd 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 3rd 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 3RD YEAR:

1. Completion of Basic Studies classes (1st & 2nd year major).
 - **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. Completion of all core curriculum courses required for the degree
3. Minimum **2.8 GPA** both overall at UTA and within the major courses completed at UTA.

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

Laptop Policy

Upon entering 1st 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.

3RD year Students DECLARED MAJORS

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

FALL SEMESTER: 3RD 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 Canvas
- ⦿ 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 CAPP Academic Advisor, if needed, during the first week of school
- Ψ Expect email from advisor regarding Spring Advising and Registration info

SPRING SEMESTER: 3RD 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 Canvas
- ⦿ 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 CAPP 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

3RD 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 CAPPA 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 Canvas
- 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:
http://web.uta.edu/ses/recordsandregistration/content/student_services/graduation_checklist.aspx

4TH year Students

GRADUATING SENIORS

- 🕒 --- To Do
- 👉 --- To Succeed
- ⚠ --- Advisor Action
- € --- University Dates

FALL SEMESTER: 4TH 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
- 👉 Know how your courses fit into your degree plan
- 👉 Attend School of Architecture lectures
- 👉 Meet with your CAPP Academic Advisor, if needed, during the first week of school
- ⚠ Meet with your CAPP 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:
http://www.uta.edu/ses/recordsandregistration/content/student_services/graduation_checklist.aspx
- 🕒 **APPLY FOR GRADUATION IN MYMAV**
- 👉 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
- 👉 Attend School of Architecture lectures
- 👉 Know how your courses fit into your degree plan
- 👉 Meet with your CAPP Academic Advisor, if needed, during the first week of school
- ⚠ Meet with your CAPP Academic Advisor in-person to ensure you are enrolled in final classes required to graduate
- ⚠ **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_UNIV, INT_UNIV, and SUD_UNIV (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 Basic Studies program.

ARCH, INTD, and SUD Basic Studies (1st & 2nd 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 3rd year). To Declare Major, students must also have completed all Basic Studies (1st & 2nd 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.

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 Division of Student Success (DSS) advisor. You will continue to meet with your DSS 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 CAPPa 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 CAPPa 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, complete CAPPa Major Change Module in Canvas, Complete Design-thinking prompt, and space availability.

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 CAPPa and must meet with a CAPPa 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 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:

- ❖ Prepared list of questions

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 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 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)

Teams Appointments

The general CAPPAs advising policy is that we advise students exclusively in-person or via Teams. Students would need to be logged into Teams to connect with their appointment. For the Teams appointment, students must:

- ❖ Have access to a computer
- ❖ Not be distracted
- ❖ Have camera on

Telephone Appointments

The general School of Architecture advising policy is that we will not advise by telephone under any circumstances. **(See Teams Appointments)**

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 5 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 CAPPAs only allows individual appointments. The academic advisor will ONLY meet with the student. If relatives have questions, they must have a waiver in place to 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 1st – December 15th & March 1st – May 5th), 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 A 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 CAPP A advising office to request to have the hold removed.
 - This hold is accompanied with an MJB Indicator
- ❖ MJB: CAPP A 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
 - This hold can only be removed by the student and is generally the University requesting additional information from the student.
 - Please contact the University Advising Center (UAC) for more information.

Probation Advising Policy

Students on academic probation or showing signs of struggling in major courses must meet with a CAPP A 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 CAPPAs 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 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 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 4th 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 4493.

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.

**PLAN
FOR
SUCCESS**



**College of Architecture,
Planning, & Public Affairs**

School of Architecture

Bachelor of Science in Architecture

1st Year

Fall Semester

ARCH 1101 OR UNIV-AR 1131
ARCH 1301
ARCH 1341
ENGL 1301
MATH 1303
POLS 2312

Spring Semester

ARCH 1342
ENGL 1302
HIST 1301
MATH 1327
SOC/BEHAV SCIENCE ELECTIVE

Summer (Optional)

HOURS 31

2nd Year

Fall Semester

ARCH 2303
ARCH 2551
PHYS 1441
HIST 1302
LANG/PHIL/CULTURE ELECTIVE

Spring Semester

ARCH 2304
ARCH 2552
PHYS 1442
POLS 2311
LITERATURE ELECTIVE

Summer (Optional)

HOURS 36

3rd Year

Fall Semester

ARCH 3323
ARCH 3343
ARCH 3553
ADV. ARCH ELECTIVE
UNIVERSITY ELECTIVE

Spring Semester

ARCH 3324
ARCH 3361
ARCH 3364
ARCH 3554

Summer (Optional)

HOURS 30

4th Year

Fall Semester

ARCH 4362
ARCH 4556
ADV. ARCH HIST ELECTIVE
ADV. PRESCRIBED ELECTIVE
ADV. PRESCRIBED ELECTIVE

Spring Semester

ARCH 4557
ADV. ARCH THEORY ELECTIVE
ADV. PRESCRIBED ELECTIVE
ADV. PRESCRIBED ELECTIVE

HOURS 30

TOTAL DEGREE HOURS 128

**PLAN
FOR
SUCCESS**



The College of Architecture, Planning, and Public Affairs

School of Architecture

Bachelor of Science in Interior Design

1st Year

Fall Semester

INTD 1101 OR UNIV-AR 1131
ARCH 1301
ARCH 1341
ENGL 1301
PHYS 1301
POLS 2312

Spring Semester

ARCH 1342
ENGL 1302
HIST 1301
PHYS 1302
POLS 2311

Summer (Optional)

HOURS 31

2nd Year

Fall Semester

ARCH 2303
ARCH 2551
MATH 1303
HIST 1302
LANG/PHIL/CULTURE ELECTIVE

Spring Semester

ARCH 2304
INTD 2552
INTD 2343
MATH 1327
SOC/BEHAV SCIENCE ELECTIVE

Summer (Optional)

HOURS 34

3rd Year

Fall Semester

INTD 3321
INTD 3323
INTD 3338
INTD 3553
LITERATURE ELECTIVE

Spring Semester

INTD 3322
INTD 3357
INTD 3361
INTD 3554
ART HISTORY ELECTIVE

Summer (Optional)

HOURS 34

4th Year

Fall Semester

INTD 4332
INTD 4368
INTD 4365
INTD 4556

Spring Semester

INTD 4344
INTD 4366
INTD 4493
INTD 4557

HOURS 29

TOTAL DEGREE HOURS 128

PLAN FOR SUCCESS



The College of Architecture, Planning, and Public Affairs

Landscape Architecture Program

Bachelor of Science in Sustainable Urban Design

1st Year

Fall Semester

UNIV 1101 OR UNIV 1131
ARCH 1301
ENGL 1301
MATH 1301
UDES 1301
POLS 2312

Spring Semester

ENGL 1302
HIST 1301
LARC 4300
MATH 1303
UDES 2303

Summer (Optional)

HOURS 31

2nd Year

Fall Semester

GLOBAL 2301
HIST 1302
PLAN 4320
UDES 2441
FND COMPONENT AREA

Spring Semester

GEOL 1330
PHYS 1351
POLS 2311
UDES 2442
SOC/BEHA SCIENCE ELECTIVE

Summer (Optional)

HOURS 32

3rd Year

Fall Semester

ART 2304
LARC 4326
PLAN 4356
UDES 3551

Spring Semester

ART 4348
PAPP 4307
PLAN 4357
UDES 3552

Summer (Optional)

HOURS 28

4th Year

Fall Semester

UDES 4304
UDES 4551
ELECTIVE
ELECTIVE

Spring Semester

LARC 4191
UDES 4552
ELECTIVE
ELECTIVE
ELECTIVE

HOURS 29

TOTAL DEGREE HOURS 120

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://www.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

School of Architecture Advising Team

UNDERGRADUATE – ARCHITECTURE, INTERIOR DESIGN, SUSTAINABLE URBAN DESIGN

Name:	Email:	Phone:	Office Hours:
Kelsey Childress	arch.advising@uta.edu	817.272.2801	M-F 8am-5pm
Daniel Gray	arch.advising@uta.edu	817.272.2801	M-F 8am-5pm

GRADUATE - ARCHITECTURE

Name:	Email:	Phone:	Office Hours:
Ana Peredo-Manor	ampmanor@uta.edu	817.272.2801	M-F 8am-5pm
Barbara Saenz	barbarasaenz@uta.edu	817.272.2801	M-F 8am-5pm

Links

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

Canvas: <https://oit.uta.edu/canvas/>

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

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

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

Health Center: <http://www.uta.edu/camos-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/>