

Undergraduate Advising Procedures Economics Majors in the College of Arts and Sciences

Department of Economics, The University of Tennessee

When to be advised: Arts and Sciences economics majors with ID's ending in an even number (to include 0) are advised in the fall Semester, while those ending in an odd number are advised in the spring Semester. Students on academic review are required to be advised in both the fall and spring semesters.

The Advising Session: Your economics faculty advisor will be most helpful in discussing economics and related coursework requirements, as well as how such courses relate to potential career paths. If you have curriculum problems (issues concerning basic Arts and Sciences graduation requirements, etc.), you should consult one of the following to resolve these questions prior to your appointment with your economics faculty advisor:

- Professor Gauger in the Economics Department (4-1701)
- Professor Bohm in the Economics Department (4-1687)
- Individuals in the Arts and Sciences Advising Center in the Alumni Memorial Building.

ADVISING PROCESS

Step 1: Schedule an appointment with Academic Advisor. To schedule an appointment, you should contact either Susan McGee (4-3305) or Amy Deal (4-3303) in the Department of Economics, 5th floor Stokely Management Center or email your advisor directly. The appointment will be for 30 minutes.

Step 2: Obtain an Up-to-date Copy of Your DARS Report

Step 3: Meet With Your Academic Advisor in the Economics Department: At the time and date of the appointment, you will meet with your faculty advisor in his/her office on the 5th floor of Stokely Management Center. Make sure to be on time and to bring your current DARS report. Failure to bring the DARS report will necessitate a rescheduling of the appointment. You should be prepared to discuss the proposed course of study for the next semester as well as your educational objectives and career plan. At the end of the session, your advisor will provide you with a peach colored Registration Authorization Card.

Step 4: Complete the Advising Process: Deliver the signed Registration Authorization Card to Donna Kemper (508 SMC) in the Economics Department. Registration for the next semester will be blocked until this card is delivered.