

Undergraduate Advising Procedures Economics and Public Administration Majors in the College of Business Administration

Department of Economics, The University of Tennessee

When to be advised: Economics and Public Administration majors in the College of Business are advised each semester by an economics faculty member. These advising sessions are meant to complement the academic advising provided students in the Undergraduate Business Programs office in Aconda Court.

The Advising Session: Your economics or public administration faculty advisor will be most helpful in discussing economics and related coursework requirements in the College of Business Administration, as well as how such courses relate to potential career paths to include graduate school. If you have curriculum problems (issues concerning overall Business Administration requirements for graduation), you should consult the Undergraduate Business Program office (112 Aconda Court) to resolve these questions prior to your appointment with your economics faculty advisor.

ADVISING PROCESS

Step 1: Schedule an appointment with Academic Advisor. You can schedule an advising appointment either by phone or in person. Such appointments ordinarily last 30-minutes.

Economics Majors: 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 contact your assigned advisor directly.

Public Administration Majors: To schedule an appointment, you should contact Professor Donald Bruce (4-6088) in the Center for Business and Economic Research, 105 Temple Court.

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

Step 3: Meet With Your Academic Advisor: At the time and date of the appointment, you will meet with your faculty advisor in his/her office. Make sure to be on time and to bring your current DARS report. 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 pink Registration Authorization Card.

Economics Majors: You will meet with your faculty advisor in his/her office on the 5th floor of Stokely Management Center

Public Administration Majors: You will meet with Professor Donald Bruce in his office in 105 Temple Court.

Step 4: Complete the Advising Process: Deliver the signed Registration Authorization Card to either Susan McGee or Donna Kemper (508 SMC) in the Economics Department.