University of Houston School of Art
Undergraduate Academic Advising Syllabus

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Academic Advising: Academic Advising is conducted by appointment only on Monday, Tuesday, Wednesday, and Friday. Appointments last 30 minutes. Please call 713.743.3001 or come by the Art Office to schedule an appointment. April and November are peak advising months, so please plan accordingly.

Walk-in advising is generally conducted every Thursday. Call ahead to 713.743.3001 to make sure walk-in advising has not been cancelled for a particular day. Walk-in sessions are suited for quick questions. Each student is allotted 15 minutes to speak with an advisor during walk-ins. No petitions or hold removals can be handled during walk-ins. The morning session lasts from 9:30-11:15, and students can sign in starting at 8:45. The afternoon session lasts from 2:30-4:15, and students can sign in starting at 1:45. When the sign-in sheet is full, no additional students will be seen during that session.

Students wishing to declare a Studio Arts and/or Art History minor, and students currently declared as a Studio Arts and/or Art History minor, may contact the Advising Assistant for advising for the minors.
Academic Advising Definition and Philosophy

Academic advising is an educational process that, by intention and design, facilitates students’ understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning. (National Academic Advising Association, 2004).

Academic advising is every student's best source of information about academic programs and procedures at the University of Houston. Academic advising services are a vital aspect of the university's active commitment to students' academic success. Thus, the university expects all students to participate in the academic advising process throughout their careers here. Advising is designed to help students make decisions about their educational and career goals. It is an ongoing process that includes, but is not limited to, assistance in planning each semester's schedule of courses. Students should meet with their academic advisors at least once every semester to review their academic progress and to make plans for the future.  
(http://catalog.uh.edu/content.php?catoid=6&navoid=1113).

Student Responsibilities

As an advisee, you have clear responsibilities in the advising partnership in order to be successful:

- Read the Undergraduate Catalog to learn the University, College, and Major requirements for graduation and academic policies. You will be responsible for knowing these. Refer to the catalog throughout your academic career.
- Comply with all University and College policies, procedures, and deadlines.
- Schedule timely, regular appointments with an advisor.
- Prepare for your advising appointment: bring questions or material for discussion.
- Ask questions if you do not understand an issue or have a specific concern.
- Seek advising when in academic difficulty.
- Keep a personal record of your progress toward meeting your academic goals.
- Maintain updated contact information in myUH (PeopleSoft).

Advisor Responsibilities

You can expect your advisor to:

- Understand degree requirements and effectively communicate them.
- Communicate University of Houston academic policies and procedures.
- Assist students in choosing courses applicable to their degree.
- Refer students to quality resources and relevant departments.
- Listen carefully to questions and concerns.
- Accurately document students’ progress toward meeting goals.
- Maintain confidentiality.
Here are snapshots of important academic policies that apply to many students:

**66-hour Rule:** A maximum 66 hours of freshmen and sophomore level transfer credit may be applied to your UH major: [http://catalog.uh.edu/content.php?catoid=8&navoid=1391](http://catalog.uh.edu/content.php?catoid=8&navoid=1391)

**Final Residency Requirement:** The last 30 hours toward any UH degree must be completed in residence at UH: [http://catalog.uh.edu/content.php?catoid=8&navoid=1391](http://catalog.uh.edu/content.php?catoid=8&navoid=1391)

**6 W Grades Limit:** As of Fall 2007 undergraduate students are limited to dropping 6 courses in their academic career with a grade of W. Courses dropped or withdrawn on or before official reporting date are not considered attempted hours, receive no grade, and are thereby not counted in the student’s 6 W’s. ([http://catalog.uh.edu/content.php?catoid=6&navoid=1075](http://catalog.uh.edu/content.php?catoid=6&navoid=1075))

**Three-Peat Rule:** With limited exceptions, Texas-resident undergraduate students who attempt a course with the same content for a third or more times will be charged a premium tuition rate—an additional $100 per semester credit hour over the Texas resident rate—for those hours. ([http://www.uh.edu/provost/stu/policy-updates/three-peat/index.php](http://www.uh.edu/provost/stu/policy-updates/three-peat/index.php))

**Enrollment Cap for Texas Residents:** Enrollment cap totals are based on attempted hours. Texas resident undergraduate students who enrolled for the first time in a Texas public institution of higher education in Fall 1999 or later may be charged a premium tuition rate—an additional $100 per semester credit hour over the Texas resident rate—for those hours. ([http://www.uh.edu/provost/stu/policy-updates/enrollment-cap/index.php](http://www.uh.edu/provost/stu/policy-updates/enrollment-cap/index.php))

**Senior Holds:** once you have 90 or more credit hours, you will have a hold put on your record every semester until you graduate. The purpose of this hold is to check your degree plan and ensure you are on track for graduation. This hold will prevent you from registering. It is placed on your record in February and September. In order to get it removed, you must see your advisor. February and September are Senior Advising Months.

**GPA Advisement Holds:** if your cumulative GPA (Grade Point Average) is below 2.00, you will be on either Academic Warning (if you are a first time in college freshman and it is your first semester at UH) or Academic Probation. You must meet with an advisor prior to registering. This hold will be placed on your record every semester until your cumulative GPA is greater than or equal to 2.00.
Check out these helpful websites:

*College of Liberal Arts and Social Sciences (CLASS):* The School of Art is part of CLASS. Refer to this website for important College information.  
[http://www.uh.edu/class/](http://www.uh.edu/class/)

*Academic Calendar:* Contains information about events and deadlines for the academic year.  

*Student Support Services:* As a student, you pay for and have access to many services on campus.  


*Career Services:* Get help with major exploration, types of jobs for your major, find internships, and more:  
[http://www.uh.edu/ucs/](http://www.uh.edu/ucs/)

*Student Organizations:* Search for student organizations and ways to get involved on campus:  

**Helpful information about the School of Art:**

*What to do if you want to register for an ART or ARTH class that is full:*

1. Keep checking the system for openings.
2. Check the payment deadline for the semester. Check the system every day after that deadline for openings due to students getting dropped for nonpayment. If you add after the payment deadline, you must pay for the class by 5pm the same day you add it to avoid being dropped.
3. If you have not been able to enroll yourself by the first day of the classes, pick up an add form from the front desk of the Art Office on the first day of classes. Take it to the class you are trying to add to see if the instructor will add you. Instructors are not required to add students to full classes, but some instructors may agree to take additional students. Be prepared to state briefly why you need the class. If you are added, bring the form back to the Art Office and turn it in at the front desk. A School of Art staff member will add you. Then you must pay the day you are added.

*Lockers:* The School of Art checks out lockers in the Fine Arts Building to current Art majors on a semester basis during the fall and spring semesters. There is no charge for checking out a locker. Lockers are distributed on a first-come first-served basis starting the second week of classes. A UH ID or valid driver’s license is required. Students are responsible for cleaning out their lockers at the end of the semester. The University of Houston is not responsible for contents stored in lockers.
**Computer lab:** The computer lab is located on the third floor of the Fine Arts Building in room 314. Students enrolled in Art and Art History courses may use these computers to work on and print documents for class assignments. Hours of operation are posted on the lab doors each semester. In order to print, students must purchase a Paper Cut card from the front desk in the Art Office during normal business hours. Paper Cut cards are sold in five-dollar increments and must be purchased with cash. Please be sure to bring the exact amount in cash, as no change is provided. Students are urged to purchase print cards well in advance of assignment due dates.

**Degree progress reports:** Students can run their own degree progress reports in myUH (PeopleSoft). Please note that this report is based on your current major as recorded in myUH (PeopleSoft). It is not yet possible for students to run a “what if” degree plan. Post-baccalaureate students cannot run a degree plan. To run your degree progress report:

1. Log into myUH (PeopleSoft)
2. Select “Academic Records”
3. Select “View Unofficial Transcript”
4. Click on the “Plan” tab
5. Click on “Plan by my requirements”
6. Click on “View as PDF”

**NOTE:** This syllabus is subject to change and is not intended to be exhaustive.

Updated 8-25-15