

**SPRING Advising Procedure for
Apparel and Textiles and Interior Design Majors
Advising Dates: October 10th-21st, 2016**

1. Check the advising lists posted on the 3rd floor Doster Hall bulletin board or in the HES Design House. If your name does not appear on an advising list, go to the CTD office (DO 306) and see Donna McGee to request an advisor.
2. Locate your advisor's sign up sheet.
3. Sign up for an appointment with your assigned advisor.
4. Look up the schedule on MyBama.
5. Check the requirements for your major and review your profile. Note any questions you have regarding your academic record.
6. **Prepare a tentative class schedule for SPRING 2017 as appropriate.** Blank planning sheets are available at www.ches.ua.edu under Advising. Be sure you check for prerequisites.
7. Meet with your advisor at the scheduled time. Bring to the appointment a tentative schedule of classes, Copy of Degree Works Audit and list of questions or concerns. If you must miss your appointment, be sure to cancel the appointment and reschedule for another time. It is important to reschedule missed appointments as soon as possible. Your advisor must approve your Registration Work Sheet.
8. **Registration for SPRING 2017.**
Be sure you write on your calendar the "window" during which you may complete your registration for SPRING 2017. **If you do not complete your registration during the assigned time period, the classes you need to schedule probably WILL be closed.**
9. Access registration information on HES website (www.ches.ua.edu). Click on Student Services/Advising. Then click on Advising. Click on Registration checklist.
10. If you experience problems registering for your classes, see either your advisor, or Mrs. McGee DO 306
11. **IF YOUR ADVISOR IS LISTED AS SICKLER YOU WILL BE ADVISED BY DR. FOSTER**

To get your degree audit follow these instructions:

- Log in to myBama
- Click on the student tab
- Select the Degree Works link
- Print out a copy for advising
- Select additional links for further instructions and details in the Degree Works section in myBama.

Apparel and Textiles Faculty

- **Ms. Barbara Davis** - her office door at 306 F Doster
- **Dr. Koontz** – www.marcykoontz.com
- **Mrs. Robinson** - her office door at 306 C Doster
- **Mr. Taylor** – his office door at 306B Doster or www.bama.ua.edu/~btaylor/advising/
- **Dr. Thompson** - her office door at 306 D Doster
- **Dr. Tong** – her office door at 306 A Doster
- **Dr. Wimberley** – her office door at 306 E Doster

Interior Design Faculty

- **Mrs. Faulkner**-her office door at Doster 206B
- **Dr. Foster** – her office door at 307 A Doster
- **Ms. Kissinger** – her office door at 123 East Annex
- **Mrs. Lee** – her office door at Doster 206D
- **Ms. Maki** – her office door at Doster 207C
- **Mr. Peaslee** – his office door at Doster 207B