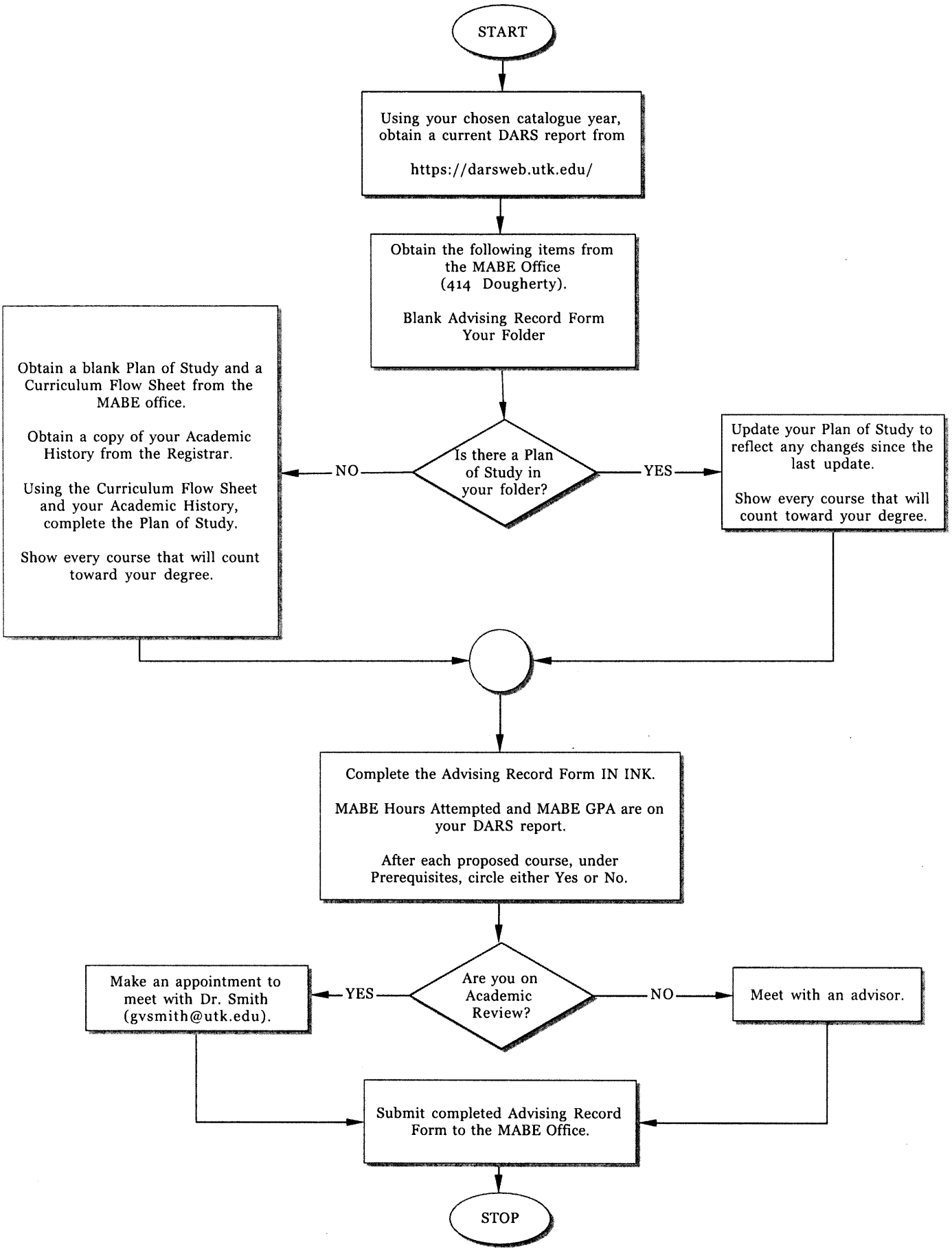
START
Using your chosen catalogue year, obtain a current DARS report from
https://darsweb.utk.edu/
Obtain the following items from the MABE Office (414 Dougherty).
Blank Advising Record Form
Your Folder
Is there a Plan of Study in your folder?
NO
Obtain a blank Plan of Study and a Curriculum Flow Sheet from the MABE office.
Obtain a copy of your Academic History from the Registrar.
Using the Curriculum Flow Sheet and your Academic History, complete the Plan of Study.
Show every course that will count toward your degree.
YES
Update your Plan of Study to reflect any changes since the last update.
Show every course that will count toward your degree.
Complete the Advising Record Form IN INK.
MABE Hours Attempted and MABE GPA are on your DARS report.
After each proposed course, under Prerequisites, circle either Yes or No.
Are you on Academic Review?
YES
Make an appointment to meet with Dr. Smith (gvsmith@utk.edu).
NO
Meet with an advisor.
Submit completed Advising Record Form to the MABE Office.
STOP