

## Walk-in Advising Appointments are temporarily suspended due to the risk of the COVID-19 virus.

We apologize for any inconvenience.

Please follow the procedure below:

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### An important message to the Patriot Community from the Soules College of Business Undergraduate and Graduate Advising Offices:

As part of the UT Tyler proactive response to the COVID-19 (Coronavirus) pandemic, our advising practices have been temporarily updated. To continue to address any and all of your advising needs as quickly as possible, we request that you use the following procedures when contacting the Soules College Undergraduate or Graduate Advising Office:

- Send all Undergraduate advising related emails to [soulesadvising@uttyler.edu](mailto:soulesadvising@uttyler.edu) and all Graduate advising related emails to [soulesgradadvising@uttyler.edu](mailto:soulesgradadvising@uttyler.edu) from your Patriots student email account and include the following information:
  - Name (First & Last Name)
  - Student ID Number
  - Advising request (i.e. updated degree plan, graduation question, schedule question, etc.)
  - **\*\*If you are a prospective student, please let us know\*\***
- If you would prefer to be contacted via phone, please call the Undergraduate Advising Office at 903-566-7363 or the Graduate Advising Office at 903-565-5836 and leave the same information on our voicemail, along with a good call-back phone number.
  - Please know that someone will contact you as soon as possible to assist with your advising needs or to schedule a phone advising appointment for another date and time if needed.
- Walk-in advising appointments are temporarily suspended. Please call or email to schedule a face-to-face advising appointment.
- Please continue to monitor the UT Tyler website [www.uttyler.edu/coronavirus](http://www.uttyler.edu/coronavirus) for any University cancellations, postponements, and Frequently Asked Questions.
- Any questions regarding your coursework or grades should be directed to your professor. The Soules College of Business faculty are working diligently to provide you with an exceptional education while ensuring the health of all our students.

**Your success is our primary goal.** We thank you for your patience as we all navigate the rapidly changing environment involving the COVID-19 virus. We will be sending updates to your Patriot Student Email as they are available.