

Dear MPAff and MGPS Students:

When you return from the Christmas break, Kristen Hotopp will be on maternity leave. To ensure things run smoothly during her absence, we have staff and faculty who will be assuming her duties until she returns. Answers to most questions regarding advising and registration can be found on the LBJ School website, as well as in the [MPAff](#) and [MGPS](#) Student Handbooks. We encourage you to use these resources first to resolve issues whenever possible. A Spring 2013 Academic Calendar, listing important spring 2013 dates and deadlines is attached and also available in hard copy in the student mailroom for your convenience. If you have an issue that falls outside of the content of these resources, please contact the appropriate person from the list below:

REGISTRATION: *for issues that are not addressed via the links below*

Please contact Lucy Neighbors at: lneighbors@austin.utexas.edu.

- Registration Information Sheet (for info re: your upcoming registration access periods, registration bars): <https://utdirect.utexas.edu/registrar/ris.WBX>.
- Registration instructions: <http://www.utexas.edu/lbj/students/registration>.
- LBJ School student forms: <https://www.utexas.edu/lbj/intranet/forms/students>.
- Your Spring Semester Schedule: <https://utdirect.utexas.edu/registration/classlist.WBX>.
- Waitlists: https://utdirect.utexas.edu/registrar/waitlist/wl_see_my_waitlists.WBX.
- LBJ School Spring Course Schedule: <http://www.utexas.edu/lbj/schedule>.
- Registrar's Spring Course Schedule: https://utdirect.utexas.edu/registrar/nrclav/index.WBX?s_ccyys=20132.

ADVISING: *for issues that are not addressed via the links below*

MPAff students - contact **MPAff Graduate Advisor Shama Gamkhar:** gamkhar@austin.utexas.edu;

MGPS students - contact **MGPS Graduate Advisor Kate Weaver:** ceweaver@austin.utexas.edu.

- MPAff Degree Information: <http://www.utexas.edu/lbj/degreeprograms/mpaff> and MPAff Student Handbook: <https://www.utexas.edu/lbj/intranet/policies/mpaff-student-handbook-2012-2013>.
- MGPS Degree Information: <http://www.utexas.edu/lbj/degreeprograms/mgps> and MGPS Student Handbook: <https://www.utexas.edu/lbj/intranet/forms/mgps-2012-2013-student-handbook>.
- UT and LBJ School Policies and Procedures Explained: <https://www.utexas.edu/lbj/intranet/procedures/students>.

Financial Issues: (Tuition Payment, Tuition Refunds, etc.) *for issues that are not addressed via the links below*

Please contact Admissions Coordinator, Prabhu Khalsa: ppkhalsa@utexas.edu

- The spring 2013 payment deadline is 5:00 PM on January 17, 2013.
- You can view your tuition bill online at: https://utdirect.utexas.edu/acct/fb/my_tuition/my_tuition_home.WBX.
- You can pay your tuition bill online at: https://utdirect.utexas.edu/acct/fb/my_tuition/tf_home.WBX?location=P.
- Student Accounts Receivable Office: <http://www.utexas.edu/business/accounting/sar/>.

- Options for paying your tuition
bill: http://www.utexas.edu/business/accounting/sar/tuition_fees.html.
- UT Austin Spring 2013 tuition
rates: http://www.utexas.edu/business/accounting/sar/t_f_rates.html.

LBJ School Fellowship and/or Waiver Recipients:

- Fellowship recipients who pay their Spring 2013 tuition bills before the January 17 deadline will receive fellowship payments within one to two weeks beginning January 7, 2013.

If you are a non-Texas resident working as a 20+ hour weekly RA/TA or AI in Spring 2013, don't forget to apply for in state tuition (by reason of employment) online at: https://utdirect.utexas.edu/acct/fb/waivers/rte_request.WBX