

General Advising Information

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Academic Advising Center

Advising Disclaimer

Please be advised that your academic or admission records are incomplete at the time of this academic advising appointment.

The information provided to you on _____ is based on the best information available at the time of the appointment.

Information missing at the time of appointment includes:

- High school transcripts
- Placement test scores (ACT, SAT, Compass or Asset)
- College transcript(s)
- College transcripts received by UAF but in the process of being evaluated
- Other: _____

Therefore, your academic advisor and the University of Alaska Fairbanks are not accountable for potential errors in advising as a result of incomplete academic records. **When all information is received and/or evaluated please confirm course selection with an academic advisor.**

ADVISOR signature _____ Date: _____

STUDENT signature _____ Date: _____

- Student advised by phone, copy provided

AHEAD Program

The AHEAD Program is designed to add structure to the currently existing informal method of enrolling high school students at UAF. High school students who want to receive academic advising, official admission into UAF with degree-seeking status (an advantage in the registration process), and *dual* high school and university credit will want to enroll at UAF through the AHEAD Program. *Participation is voluntary and some students may still want to proceed independently in the Dual enrollment Program or pursue TECH PREP opportunities.*

Goals and Objectives

- To admit qualified high school students into UAF as concurrently enrolled students (simultaneously enrolled for credit in high school and university courses).
- Provide eligible high school students official UAF admittance (with degree-seeking, freshman status), thereby enabling the student to take advantage of early orientation and registration programs.
- Foster planned, cooperative *advising* between the high school student, parents, high school counselor and or teacher, and the UAF AHEAD Program Coordinator (Dr. Ataur Chowdhury).
- Provide local high school students with unique opportunities for enriched scholastic and talent development.

General Program Description

High school students with exceptional general scholastic and/or specific talent abilities will be introduced to the AHEAD Program during their freshman year of high school. Examples of subjects that may be used for concurrent enrollment include mathematics, computer science, English, art, music, and theatre; however, this is not an exhaustive list.

While planning for entrance into the program is encouraged during the freshman year of high school, nothing precludes identification of participants in their sophomore or junior year. However, the earlier the participation in the AHEAD Program, the better the opportunity for planning an integrated high school and university curriculum which best meets the needs of the participant.

The AHEAD Program will occur in the following three phases:

- **... Information and Planning:** Information on this program will be provided to all interested students and their parents. Early identification of possible participants in the program will facilitate planning and enhance the integration of the high school and university curricula to best meet the needs of each individual enrollee. The high school student should strive to complete as many high school requirements through the junior year as possible. This will leave the senior year more open for the inclusion of university level courses. Courses to be taken for dual credit should be carefully planned and *pre-approved* during this phase. Students must fill out *outside credit* forms prior to the start of each semester in order to receive high school credit for UAF classes. The counselors in each high school will expedite requests for dual credit and the registrar in each high school will be responsible for getting the appropriate paperwork to the UAF AHEAD Coordinator. An admitted, enrolled student who has successfully completed a university course, automatically receives university credit for that course and establishes a UAF academic record. However, the degree to which a selected university course meets high school credit and graduation requirements is determined by the school district.
- **... Admission and Enrollment:** Admittance to UAF is based on an evaluation of GPA and coursework. A minimum high school grade point average of 2.50 is required. Students must take the ACT or SAT test prior to enrolling in UAF classes. In addition, *the applicant must have completed 75% of the high school academic core curriculum required for admission as a freshman at UAF or be able to demonstrate progress equivalent to 75% of the core.* Students wishing to enter the program will complete the AHEAD application, getting all the necessary recommendations required on the form, and return it to the high school registrar. The registrar will then be responsible for forwarding the application to the AHEAD Coordinator at UAF. Each application will be evaluated to include a review of the student's qualifications and their ability to succeed and benefit from participation in the program. The AHEAD Coordinator will then call the student to schedule an interview. Paperwork should be processed with UAF

application deadlines in mind (August 1st for fall registration, December 1st for spring registration, and March 1st for summer registration).

Tuition and fees for concurrently enrolled students are based on the current tuition and fee rates and are the responsibility of the student/parents. The FNSBSD will not pay tuition costs but the registrars in each high school may be able to provide information on possible sources of funding.

- **.... Orientation and Advising:** Students accepted into the AHEAD Program will meet with the UAF academic advisor and finalize plans for courses for the year. Actual registration for the fall semester will be done at this time. The student can be eligible for priority (early) registration for the spring semester that will be held in November.

Application Procedures

Students should turn in the following information to their high school counselor or registrar:

1. The completed AHEAD Program Application
2. The completed UAF Undergraduate Application
3. An official high school transcript that includes ACT or SAT scores
4. A check in the amount of \$40.00 made out to UAF
5. A completed Outside Credit Request Form

The high school counselor or registrar will attach an official transcript and send the whole packet to:

Office of Admissions
Attn: AHEAD Program Coordinator
University of Alaska Fairbanks
PO Box 757480
Fairbanks, AK 99775-7480

The Admissions office will forward the application for review.



AHEAD PROGRAM APPLICATION

ALASKA HIGHER EDUCATION ADMISSION DECISION

Student's Name: _____

Telephone: _____

Social Security Number: _____

Date of Birth: _____

High School: _____

Current Grade Level: _____

Step 1: Complete the following:

Reasons for applying to the AHEAD program:

_____ I have taken all courses offered in a particular discipline at my high school.

_____ The pace and level of high school classes are not appropriate for me.

_____ I require more specialized equipment and/or facilities for my interest area

_____ Other: (please explain)

Student Statement: Please attach a statement of your goals and explain why admission into the AHEAD program is important to you.

Step 2: Complete a UAF undergraduate application for admission to include an official high school transcript with ACT or SAT scores and a \$40.00 processing fee.

Student Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

High School Principal/Counselor Signature: _____

Date: _____

Step 3: Turn in AHEAD Program application (thru Step 2) together with a completed UAF application to: UAF Office of Admissions, PO Box 757480, Fairbanks, AK 99775-7480. Upon admission, the AHEAD Program Coordinator will contact you to set up an appointment for advising and registration.

(for office use only)

Admission Date: _____

Program: _____

Step 4: Meet with AHEAD Program Advisor.

Advisor Signature: _____

Date Advised: _____

Date Registered: _____

Follow-up Date: _____
(by end of 7th week)

AHEAD Program Coordinator: _____

Date: _____¹

1 White copy: AHEAD Program Coordinator; Pink copy: Student; Yellow copy: Office of Admissions

10/03

Departmental Advising

Each department should designate specific faculty advisors for departmental/major advising. It should be recognized that not all faculty make good advisors or have the time to see a large number of students. Only faculty who want to provide this service should advise and should have this included in the workload assignment.

Specific components to adhere to include:

1. Sufficient faculty should be designated so that no one-faculty member has a disproportionate workload. Suggested standard: 45 hours of advising equates to teaching a 1-credit course.
2. Departments should establish a system for assigning students to advisors.
3. A semester schedule should be posted that identifies specific faculty advisors and times they are available for advising.
4. During primary registration and priority registration times, faculty advisors should be available during the hours registration is open, or at least during the standard working hours (8 a.m. – 5 p.m.). The schedule should reflect the designated department faculty advisors.
5. Designated department faculty advisors should attend advisor training to keep updated on new issues and policies.
6. Department faculty advisors need to have computer access to BANNER.
7. Department faculty advisors need to attend BANNER training to better utilize information available for advising students.
8. Departments will provide recommendations and feedback that will enhance the advising and service provided to UAF students.

Ethical Issues in Advising

Professional Aspects of Advising

A professional is a person who has an understanding of his or her profession sufficient to be self-monitoring. One outgrowth of this self-monitoring is that professionals have thought through ethical issues, principles and practices, including the following:

1. You understand the limits of your expertise.
2. You acknowledge what you do not know.
3. You take the initiative to seek consultation whenever there is a question.
4. You make referrals when necessary.
5. You are a continuous learner.
6. You avoid dual relationships.

(These principles apply, as well, to every academic discipline.)

Four Ethical Ideals of Advising

1. Beneficence (doing good). This means bringing about the most benefit and the least harm that one possibly can.
2. Justice (or fairness). Treat all individuals equally, granting no one rights or privileges that are not granted to all.
3. Respect for persons. Treat individuals as ends in themselves, never merely as means to your own ends.
4. Fidelity. Live up to commitments that you have made, whether explicitly or implicitly.

Ethical Principles of Advising

1. Maximize educational benefit to the advisee.
2. Treat all students equitably; don't play favorites or create special privileges.
3. Enhance the advisee's ability to make decisions.
4. Tell the advisee the truth about policies and procedures. Tell others the truth as well. But respect the confidentiality of advisee interactions.
5. Advocate for the advisee with other offices when warranted.
6. Support the educational philosophy and policies of the institution.
7. Maintain the credibility of the advising program.
8. Accord colleagues appropriate professional courtesy and respect.

Minimum Standards of Conduct

1. Do not exploit your unequal relationship with the advisee.
2. Be available to your advisees. Keep office hours and keep appointments. Be on time.
3. Know the information that you need in order to give useful advice.
4. Meet deadlines.
5. Do not discriminate against students.
6. Do not limit advising to the quick signature.
7. Do not malign colleagues.

Source: Noel-Levitz **Academic Advising for Student Success and Retention**

FERPA Reminders for Faculty

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of students and their education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Also called the Buckley Amendment, FERPA ensures the following rights to all students:

- The right to review their education records
- The right to seek amendment to inaccurate or misleading records
- The right to consent to disclosure of their education records
- The right to file a complaint with the FERPA office in Washington, D.C.

As faculty, it's your responsibility to protect any education records in your possession. Excepting basic directory information, only a school official with legitimate educational interest may have access to a student's education record without that student's written permission.

What are the Basic FERPA Rules?

- A student does not become entitled to rights under FERPA until they are officially enrolled at UAF.
- Student educational records are considered confidential and may not be released without the written consent of the student.
- Some information is considered public (sometimes called "Directory Information"). This information can be released without the student's written permission. However, the student may opt to consider this information confidential as well. To do so, they need to submit a request through the Registrar's Office. (See below or listing in the UAF Catalog or Schedule.)
- The "need to know" principle applies. Faculty should have access to information only for legitimate use in completion of their responsibilities as a university employee.
- If you are ever in doubt, do not release any information until you talk to the office responsible for student records. Call the Registrar's Office 474-6300 or the Division of Student and Enrollment Services (x7317) with questions.

The following is considered "**Directory Information**":

1. name;
2. electronic email address;
3. hometown: city, state;
4. weight and height of students on athletic teams;
5. dates of attendance at UAF;
6. program/major field(s) of study;
7. degrees and certificates received, including dates;
8. participation in officially recognized university activities; and
9. academic and co-curricular honors, awards and scholarships, including dates received.

To avoid violations of FERPA rules, DO NOT:

- Post grades in public or use any portion of the Social Security Number or student ID number of a student in a public posting of grades.

- Ever link the name of a student with that student's ID number or Social Security Number in any public manner.
- Leave graded tests in a stack for students to pick up by sorting through the papers of other students.
- Circulate a printed class list with student names and student ID numbers or grades as an attendance roster.
- Discuss the progress of any student with anyone other than the student (including parents) without the consent of the student.
- Give anyone lists of students enrolled in your classes for any commercial use.
- Give anyone a student's course schedule or help anyone (other than university employees) locate a student on campus.

Remember...

It's your responsibility to protect any education records in your possession. Excepting basic directory information, only a school official with legitimate educational interest may have access to a student's education records without that student's written permission.

Students can request their directory information to be held in confidence prior to the published date for the last day of fee payment each semester. If a student requests their records confidential, even basic directory information is restricted to the students' written consent. Once restricted, only written notice by the student will un-restrict it.

Little things matter -- leaving open student files on your desk where others might read them or asking a student to tell you his or her student ID number where they may be overheard. Even your computer screen is considered part of the student record if it shows something personally identifiable to a student.

General Rule...

There must be prior written consent or a legally binding subpoena. **IF YOU ARE SERVED WITH A SUBPOENA CONTACT THE DIRECTOR OF JUDICIAL SERVICES IN THE DIVISION OF STUDENT AND ENROLLMENT SERVICES IMMEDIATELY.**

Director of Judicial Services:

Don Foley
 514 Gruening Building
 P.O. Box 756340
 Fairbanks, AK 99775-6340
 Email: don.foley@uaf.edu
 Phone: 474-7317

FERPA Quiz

1. If a student's parent calls asking how a student is doing in a class, can you give out that information?

Yes? No?

Even though the person may be a parent you must assume that the student is an adult. You cannot give out that grade or any other personal information.

General Rule:

You must assume that the student is an adult who is entitled to privacy, even from parents. Parents may assert their rights to the records if the student is a dependent according to the tax code.

2. You receive a call from a recruiting firm asking you for names and addresses of students with a GPA of 3.0 or better. They say they have good job information for these students. Can you help these students get jobs by giving out this information?

Yes? No?

While we all want to help students to get good jobs that request should be sent to the appropriate office.

General Rule:

Do not give out student records to anyone outside the University without prior written consent of that student. In this case you should send this request to the campus placement office or provide these students with the contact name and the request.

3. A person comes up to you with a letter containing a signature that gives consent to release the transcript of a student. Do you give the transcript to them?

Yes? No?

It is the responsibility of the Registrar's Office to provide this service.

General Rule:

In almost all cases, unless it is your job function, do not give out any records to a third party. You should refer their request to the Registrar's Office (or any other office in charge of this duty.)

4. You receive a phone call from the local police department indicating that they are trying to determine whether a particular student was in attendance on a specific day. Since they are in the middle of an investigation are you allowed to give them this information?

Yes? No?

There must be a subpoena presented to you to access this information (See Page 19.) If pressured to respond to the subpoena immediately, FERPA requires notification of the student, unless it is specially stated on the subpoena that the student must not be notified.

5. You get a frantic phone call from an individual who says that he is a student's father and must get in touch with her immediately because of a family emergency. Can you tell him when and where her next class is today?

Yes? No?

For the safety of the student you cannot tell another person where a student is at any time.

General Rule:

When this situation arises, follow prescribed University procedures. Typically this entails getting the message to the student to call home (or elsewhere) immediately.

6. Is it wrong for professors to leave exams, papers, etc. outside their office for students to pick up?

 Yes?

No?

That is a violation of the privacy rule because it is inappropriate for students to have access to other student's information.

General Rule:

You cannot leave personally identifiable materials in a public place.

7. An unauthorized person retrieves information from a computer screen that was left unattended. Under FERPA, is the institution responsible?

 Yes?

No?

Information on a computer screen should be treated the same as printed reports.

General Rule:

The medium in which the information is held is unimportant. No information should be left accessible or unattended, including computer displays.

Fresh Start Form



APPLICATION FOR FRESH START
University of Alaska Fairbanks

Persons who have previously attended the University of Alaska Fairbanks may apply for re-admission to an undergraduate program with a request that their prior academic records be disregarded, and they re-enter college study with no credits attempted, no credits earned, and no quality points earned. This policy may be evoked by students only once and is applicable only to students enrolled at the University of Alaska Fairbanks.

At least two years must have elapsed since the end of the semester in which the applicant was last in full-time attendance. The applicant may be asked to present adequate evidence that the conditions which caused the prior poor academic performance have changed sufficiently so that there is a reasonable expectation that the applicant can perform satisfactorily if permitted to resume college study.

For clarification, please note that the prior academic record remains a part of the person's overall academic history, but none of it is carried forward as part of his/her program. None of the credits earned previously can be used in the new program. Students showing competency in any area may be allowed advanced standing (without credit) or waiver of requirements just as any non-“fresh start” student, but will not be allowed credit-by-examination for courses lost in fresh start. In spite of fresh start, the prior academic record is used in the computations for graduation with honors.

TO BE COMPLETED BY THE APPLICANT:

Name: _____ Student ID No. _____
(last) (first) (Middle/Maiden)

Phone Number _____

Current Mailing Address _____
(no. & street) (city) (state) (zip)

Proposed degree program (major) _____ Proposed enrollment date _____

Date last attended UAF as a full-time student _____

I have read the policy stated above and the required evidence of performance change is attached. I understand that if I am approved for re-admission under this policy, none of my previous University of Alaska Fairbanks credits may be applied toward my degree, regardless of the grades previously earned.

Applicant's signature _____ Date _____

TO BE COMPLETED BY THE ADMISSIONS OFFICE:

() Reviewed Application term: _____

By _____ Date _____

TO BE COMPLETED BY THE REGISTRAR'S OFFICE:

() Recorded Effective Terms _____

By _____ Date _____

General Guidelines for Working with NEW Advisees

1. Review **placement test information** with advisee (ACT/SAT and/or COMPASS/ASSET – see Testing Section). A record of test information must be on file in the Admissions Office before a student can be fully admitted.
2. Encourage advisee to discuss **current educational/career plans** and progress.
3. Check with advisee to determine **financial resources** and refer to Financial Aid Office for further information - see Financial Aid Section.
4. Appraise the **course choices** made by the advisee realistically, based on placement test predictions, difficulty of subject matter, number of hours employed, where living, family responsibilities, etc.
5. Review with advisee the **core requirements, requirements for graduation from the college**, as well as **specific requirements for the major field**, when appropriate.
6. Appraise the advisee for the need of academic assistance **services** when necessary; e.g., reading improvement, study skills, and tutoring. Inform advisee of options for assistance that are available - see Invest in Yourself Workshops and Where to Look for the Help You Need Section.
7. **Maintain regular meeting schedules** with advisee, especially to review early warning grade reports and counseling reports, particularly if placed on probation.
8. Suggest the use of the professional staff of the Career Services Office if student's plans seem unrealistic, unclear, or if the advisee seems to lack correct information about him/herself or the requirements of the career field to which he/she aspires.

*The **ACT DISCOVER** program and the **STRONG INTEREST INVENTORY** (computerized career and educational planning systems), are available in the Academic Advising Center as additional resources for all students.*

9. Advise students in matters relating to changes in registration and priority registration for the upcoming semester.
10. Maintain a folder on each advisee to provide a history of the academic progress each advisee is making, including any changes made.



General Studies Academic Intervention Form

- Readmission
- Disqualified to Probation
- _____
- Financial Aid Appeal
- ADQ Overload (> 9 cr.)
- Probation Overload (>12cr.)

Name: _____
 Student ID# _____
 Address: _____

 Phone: _____
 E-mail: _____

Below are conditions to help you succeed with your studies at UAF. If applicable, the Assistant Provost's Office will review your academic situation and hold you to the conditions set forth on this form. Other comments are listed for your benefit. Please read them carefully.

Current Academic Status: Current major: _____ Current advisor: _____
 Progress during previous two semesters: 1) GPA _____ Probation: Yes or No 2) GPA _____ Probation: Yes or No
 Semester Disqualified: _____ Cum. GPA: _____ Credits Completed: _____ Credits Attempted: _____

Conditions for Academic Intervention :

Must maintain 'C' or better grades in all courses attempted during _____ semester.

Must see Academic Advisor to discuss course selection before scheduling—call the Advising Center at 474-6396 for an appointment

Must see Academic Advisor for "Progress Checks" at least once a month

Must see Academic Advisor prior to the Last Day to Withdraw _____
 Date

Must complete one or more of the following:

Study Skills Workshops (see attached)

Tutoring sessions or Supplemental Instruction

Math Lab and/or Writing Center

Academic Advisor: _____
 (signature)

Specific Requirements:
 Limited to the following course enrollments: _____
 Failure to meet conditions will result in: _____
 (i.e., second dismissal, no further appeal, etc.)
 Notes: _____
 Course withdrawals for this semester will not keep you from fulfilling this contract. If you complete a total withdrawal from this semester, you'll be obligated to honor this agreement the next semester you are enrolled.

of previous Interventions: _____ AAC Director approval (not required for first intervention)

 Student's Signature Assistant Provost's Signature* Date

NOTE: If you are relying on **financial aid**, you must make arrangements with the Financial Aid Office to ensure eligibility. See <http://www.uaf.edu/finaid/forms/sap.html> for details on what is required to receive aid.
 *necessary for Readmission, Probation & Credit Overload



Intent to Register form, Non-Degree Student

NOTE: If you are currently enrolled in high school, use the Secondary School Student Enrollment form.

Do not use the Intent to Register form.

Submit completed form at least three business days before you want to register, but not later than the day before the published first day of instruction, to:

UAF Registrar's Office
102 Signers' Hall, UAF Campus
PO Box 757495, Fairbanks, AK 99775-7495
FAX 474-7097

INTEND TO REGISTER:

Fall Spring Summer _____ year

PURPOSE: The Intent to Register Form is a course registration form and *not an application for admission*. It is designed to allow students to take UAF courses on a non-degree basis (not seeking a UAF degree). If you intend to seek a degree or obtain financial aid, you **MUST** file an application for admission with the admissions office and you **MUST** be admitted to a degree program. **All students submitting an Intent to Register Form will be considered non-Alaska Resident for tuition purposes unless a Residency Application is received by the appropriate deadline and approved.**

INSTRUCTIONS: Please print carefully and complete all information requested.

- Please make sure you have filled in all blanks below and that the information is correct.
- Submit this completed form to the address above at least three business days before you register.
- **NOTE: Submission of this completed form allows you to register on the web for the semester indicated above as a non-degree-seeking student if you were not registered during the previous semester. Follow the non-degree-seeking student registration instructions.**
- Pay fees and tuition by the published last day to pay fees.
- Attend classes beginning with the first day of instruction.
- Students may choose not to release their directory information by completing a "Request to withhold or release directory information" form, available at the Registrar's Office.*

Name _____
Last First Middle

ID No. _____ - _____ - _____
(First time students without a UA ID, use your SSN)

Date of Birth (month/day/year): (___ / ___ / ___)

E-mail address: _____

Residency: (Alaska Residency Policy—Please see the Semester Expenses "Tuition" section for information)

Students seeking Alaskan residency or a waiver of non-resident surcharge must complete an "Application for Resident Tuition" or "Waiver of Non-Resident Surcharge" and provide required documentation to the appropriate university office prior to the published first day of instruction at their home campus (UA Board of Regents Regulation R05.10.05).

Mailing Address: (Please print)

City State Zip

Evening Phone: _____
Day Phone: _____
Permanent Home: _____
(City and state only)

COMPLETE THE INFORMATION REQUESTED BELOW

Sex: male female **Vet/Military Status: _____ ***Ethnicity: _____
US citizen? yes no Are you a permanent resident? yes no
If no: Nation of birth: _____ Nation of citizenship _____ Visa type _____

Prior education:

- High school name, city, and state: _____
 Graduated. Date (mm/dd/year) of graduation: _____
 Still enrolled. If you checked this box, do not use this form. Please complete the Secondary School Student Enrollment form.
- GED. Date (mm/dd/year) completed: _____
- I attended UAF before this semester. Dates of attendance: _____
- I attended UAF under another name. Name used: _____

I understand I am responsible for all applicable UAF academic regulations, tuition and fees whether or not I successfully complete the course or courses in which I am enrolling.

Your signature X _____

Date _____

QUESTIONS? Contact the Registrar's Office, 474-6300, or Tanana Valley Campus Center, 455-2800.

Office use only: Received by _____ Date _____

* Directory information. See Registration Details "Registration Form Information" section ** Vet/military status: see codes on previous page. *** Ethnicity: see codes on previous page. 43

(LAST)	(FIRST)	(MIDDLE)
NAME		SEMESTER OF ENROLLMENT: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer Year 20__
UA ID NO. _____ (New students should provide their SSN)		DATE OF BIRTH (Month/Day/Year): (___ / ___ / ___)

CURRENT MAILING ADDRESS	Day Phone: _____
_____	Evening Phone: _____
_____	Email Address: _____
(City) _____ (State) _____ (Zip) _____	

Residency: Students seeking Alaskan residency or a waiver of non-resident surcharge must complete an "Application for Resident Tuition" or "Waiver of Non-Resident Surcharge" and provide required documentation to the Office of Admissions prior to the published first day of instruction (UA Board of Regents Regulation R05.10.05). See reverse side for information.

DEMOGRAPHIC INFORMATION * See reverse side for information and codes

Sex: Male Female ¹ Ethnicity: _____ ² Vet./Military Status: ³ For instructions on withholding directory information, please see reverse side.

US Citizen? Yes No If no, Nation of birth: _____ Nation of citizenship: _____ Visa Type: _____

PRIOR EDUCATION INFORMATION

Did you graduate from high school? Yes No If NO, did you complete the GED? Yes No Date completed? (MM/DD/Year) _____ Location of GED (state) _____

Graduation date? (MM/DD/Year) _____ Name of high school you attended: _____ High School location: (city/state) _____

If you attended UAF before 1983, state where and dates of attendance: _____

If you ever attended any UA branch under another name, state name used: _____

COURSE INFORMATION (Complete all information requested below. Refer to the Class Schedule for course information)

CRN	Dept.	Course Number	Section	Course Title	# of Credits	"Yes" if Audit	Instructor Signature (required after last day of late registration)

I understand I am responsible for all applicable UAF academic regulations, tuition and fees whether or not I successfully complete the course or courses in which I am enrolling.

Student's Signature X _____ Date: _____

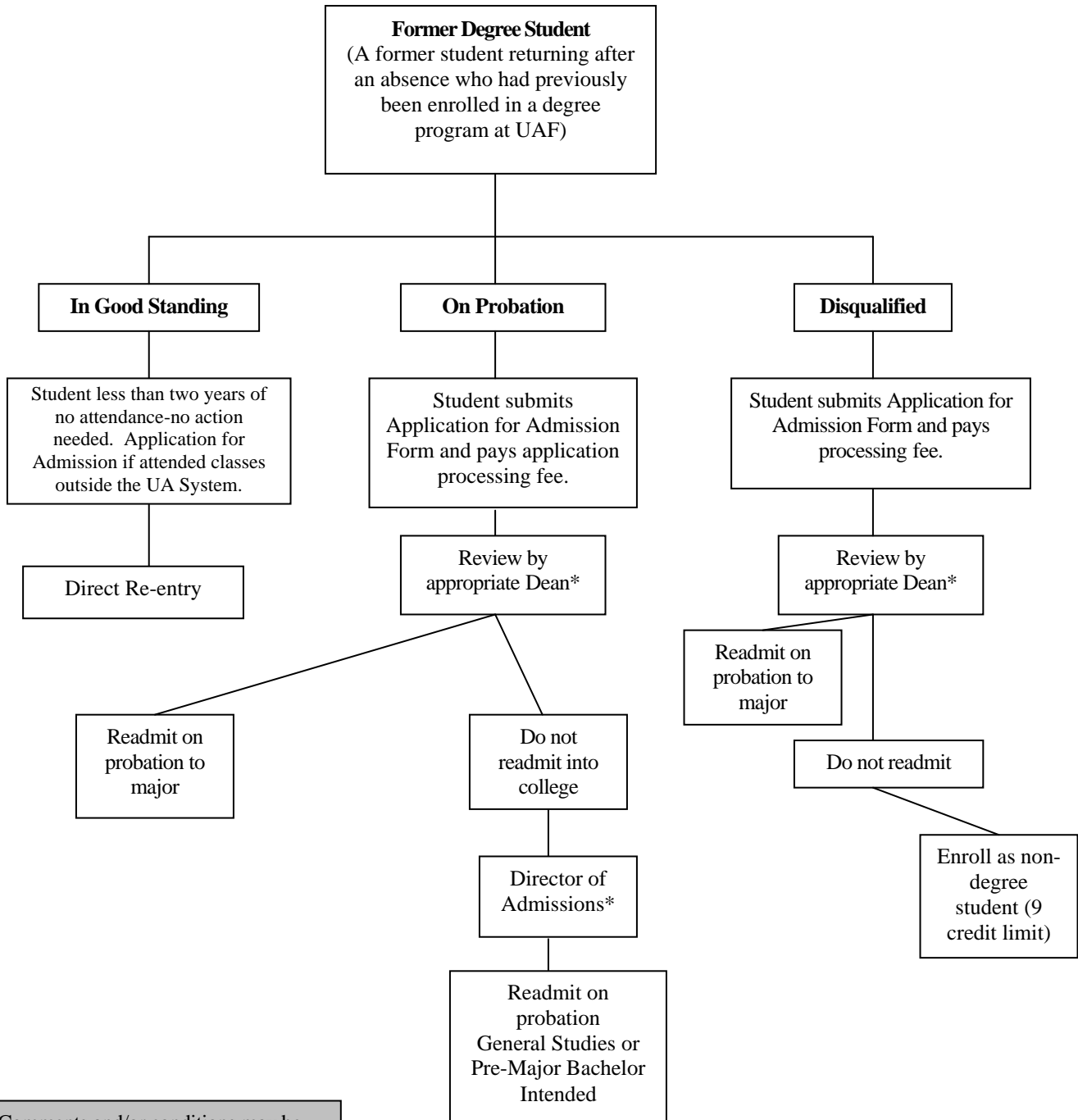
Revised 8/2006

Questioning Skills – Conversation Starters

To start a conversation with a student, try some of these questions. What other questions can you add to the list?

1. What are some “hot buttons” of yours—things you can talk about forever?
2. What things can you do for hours at a time?
3. What would you get up to do at 5 a.m.?
4. What makes you feel great?
5. What are two successes you’ve had in the past six months?
6. What are some of your goals for the next six months?
7. How do you see yourself living five years from now?
8. Tell me about a turning point in your life.
9. What things do you dread doing?
10. What two or three areas of study are you considering? How are they similar? How are they different?

Readmission Process for Former UAF Students



*Comments and/or conditions may be added to admission status by dean or director on the acceptance letter

ReAdmit Information

READMISSION OF FORMER DEGREE-SEEKING STUDENTS

If an undergraduate degree student chooses not to enroll for a semester or more, that student may be eligible to re-enroll in a degree program *without* reapplying for admission. Students remain eligible to register for classes in their degree program if:

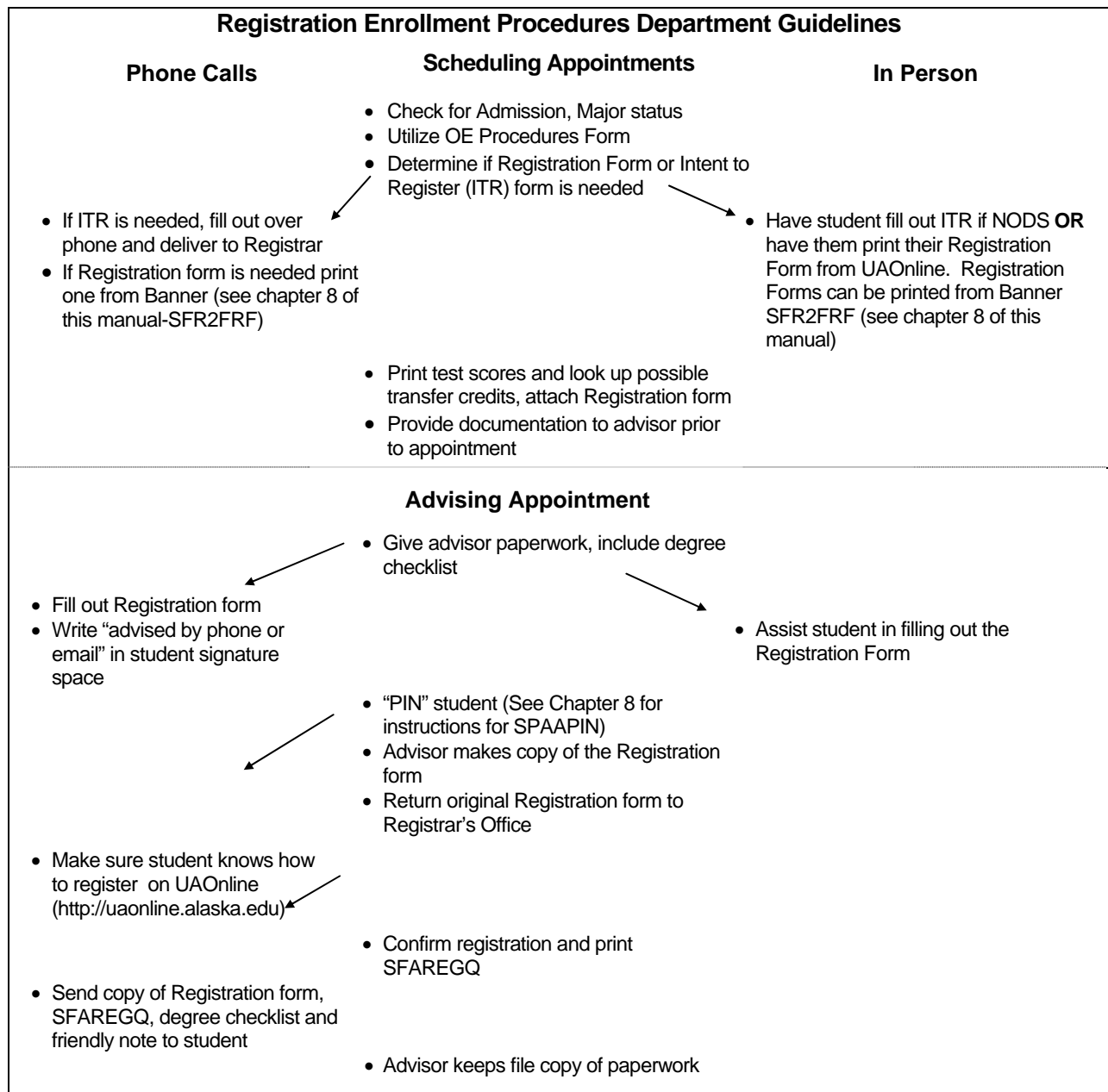
- They have not been academically disqualified, **and**
- They have not attended a non-UA institution since they were last enrolled at UAF, **and**
- Their lapse in enrollment is less than two years, **and**
- They are continuing with the same degree program as before.

If a student meets all the above requirements, the student need only consult with his/her advisor and register for classes. If a student does not meet **all** these requirements, the student will need to submit a regular undergraduate application for admission along with the \$40 processing fee and transcripts of any non-UA coursework taken.

Registration Enrollment Procedures for New Students

Registration is available for Fall semester from late April, and for Spring semester in mid November. If students have decided on a major, they are provided with the departmental phone number and can contact the department for advising. New local students will be able to meet with an advisor and register for courses in much the same way that continuing students do.

New students outside of the campus service area can discuss course selection with an advisor via phone or email and do not have to be physically present to register. A Registration Form needs to be filled out and signed by an advisor for all undergraduate and first-time graduate students before they can register for classes. Guidelines and procedures implemented by the Academic Advising Center to ensure new students have little difficulty and minimal frustration when registering for courses are outlined below and on the following page.



Note: Individual departments can determine how to handle "no-show" appointment



Academic Advising Center

Student Information

Student Name: _____

Date: _____

Student ID: _____

Current Major: _____

Academic Advisor: _____

Check those that apply to student:

- Living on campus
- Living off campus / commute
- Work on campus
- Work off campus

How many hours worked in a week: _____

- Does not work
- Other responsibilities : _____
- Financial Aid
- Military Status: _____

Academic Goals:

- Certificate _____
- Associates _____
- Baccalaureate _____
- Graduate Studies/
Pre-Professional
Schools _____
- NSE/
Study Abroad _____
- Transfer to: _____
- Outreach Candidate _____
- HS GPA _____
- Test Scores _____

Notes: _____

Student's to do list/referrals:

Specific Advising Guidelines

1. Before advising students:
 - Read Schedule and highlight key areas
 - Mark Schedule with canceled classes (this helps to eliminate these as options right away)
 - Mark Faculty Advisor Manual pages used most frequently when advising
 - Core Curriculum Oral & Writing Intensive Courses
 - General Worksheets
 - Humanities/Social Sciences/Math/Natural Sciences 100-level courses
 - Late Start Classes
 - Test Score/Placement Information
 - Transfer Credit
 - Highlight sections in the Catalog of most use
 - Applying for Admissions
 - Undergraduate Transfer Credits and course placement
 - Academics and Regulations
 - How to Earn a Degree
 - Degrees & Programs
 - Review changes to degree(s), policies and procedures (Faculty Senate actions) for accurate information
 - Determine office hours and post them prior to or during advising/course selection at the start of each semester
 2. Ascertain background information for each student on UAOnline or BANNER
 - Test Scores and placement information (BANNER form SOATEST)
 - High School history
 - Courses and performance in these courses
 - Particular attention should be given to math courses taken, grades, and how long ago these courses were taken
 - Transfer credit evaluation (check SHI2TCE/SHATRNS/SHATAEQ in BANNER)
 - Interests/plans/areas to possibly explore
 - Other commitments and circumstances that might affect his/her course load or study responsibilities (family/job/travel/living on or off campus)
 - Financial Aid considerations
 3. Discuss degree progression and credit/course load for each semester (including Financial Aid requirements)
 4. Review core requirements with attention to math and science options in relation to degree plans (BA vs. BS)
 5. Assist in selecting courses with student
 - Review: Core courses (with placement information)
 - Additional degree requirements (m/n/h/s)
 - Major/minor courses
-

- Utilize BANNER (SSASECQ/SSI2AVL) to determine course availability and/or possible need to waitlist
 - Have student complete the registration form (registration forms are available on UAOnline, from the Registrar's Office or by printing directly from Banner – SFR2FRF) and check that all information is complete (remind student to inform the Registrar's office of correct local address)
 - Always use a degree worksheet to determine degree progression. They can be printed from http://www.uaf.edu/advising/requirements_current/index.html
 - Make sure student signs the form
 - Sign as advisor - NEVER sign a blank form!
6. Briefly tell student the next step(s) in the procedure (How to register online and, if needed, where to go when they leave your office) including waitlist information if appropriate – clear the student to register by “pinning” in Banner (SPAAPIN)
 7. Remind students of services available for them to use:
 - Math Lab in Chapman Building
 - Writing Center – 801 Gruening
 - Developmental Math/Writing Lab in 305 Gruening
 - ASUAF tutoring (\$)
 - SSSP – Student Support Services 508 Gruening
 8. Inform student of the role of the advisor and types of assistance available to student
 9. Encourage student to come back within 2-3 weeks after the start of the semester for follow-up Freshmen Progress Report should be turned in by the 4th full week of classes for all Freshmen All students have until the 9th Friday to withdraw from course(s) (W will appear on transcript)
 10. During Drop/Add timeframe, check for Financial Aid status along with courses that fit student's needs and interests
 11. Keep notes of each student contact with student's file kept in the department
 12. Explain any changes in procedures or course information for each succeeding semester

Reminders for Continuing/Returning Students (in addition to above)

13. Check current degree-seeking status (SGASTDN)
14. Check previous courses taken (SHACRSE without entering the term) and those currently enrolled in (SFAREGQ with term entered)
15. Check for 'O' and 'W' courses as well as total for upper-division credits needed

Timeline 2007-2008

Fall Semester 2007	
Registration and fee payment for the fall 2007 semester begin	Monday, April 16
Applications for admission due for fall semester (graduate student)	Friday, June 1
Applications for admission due for fall semester (undergraduate student)	Monday, July 2
Residence halls open, 8 a.m.	Sunday, Sept. 2
Orientation for new students	Sunday-Wednesday, Sept. 2 - 5
Labor Day (main offices closed--no registration or fee payment)	Monday, Sept. 3
First day of instruction/Late registration begins	Thursday, Sept. 6
Late registration and fee payment end, 6 p.m. (last day to add classes)	Friday, Sept. 14
Last day for 100 percent refund of tuition and fees	Friday, Sept. 14
Last day for student-initiated and faculty-initiated drops (course does not appear on academic record)	Friday, Sept. 21
Last day for 50 percent refund of tuition (tuition only, no fees refunded)	Friday, Sept. 21
Freshmen progress reports due	Friday, Oct. 12
Last day to apply for fall 2007 graduation	Monday, Oct. 15
Last day for student-initiated and faculty-initiated withdrawals (W grade appears on academic transcript)	Friday, Nov. 2
Registration and fee payment for spring 2008 semester begin	Monday, Nov. 19
Thanksgiving holidays (campus closed)	Thursday-Sunday, Nov. 22-25
Last day of instruction	Friday, Dec. 14
Final examinations	Monday-Thursday, Dec. 17-20
Residence halls close, noon	Friday, Dec. 21
Faculty deadline to post grades, noon	Friday, Dec. 21
Winter holiday--campus closed (reopen Jan. 2 at 8 a.m.)	Monday-Tuesday, Dec. 24-Jan. 1

Spring Semester 2008

Applications for admission due for spring semester (graduate student)	Monday, Oct. 15
Applications for admission due for spring semester (undergraduate student)	Thursday, Nov. 1
Residence halls open, 8 a.m.	Tuesday, Jan. 22
Orientation for new students	Wednesday, Jan. 23
University of Alaska Civil Rights Day (most offices closed)	Monday, Jan. 21
First day of instruction/Late registration begins	Thursday, Jan. 24
Late registration and fee payment end, 6 p.m. (last day to add classes)	Friday, Feb. 1
Last day for 100 percent refund of tuition and fees	Friday, Feb. 1
Last day for student-initiated and faculty-initiated drops (course does not appear on academic record)	Friday, Feb. 8
Last day for 50 percent refund of tuition (tuition only, no fees refunded)	Friday, Feb. 8
Last day to apply for spring 2008 graduation	Friday, Feb. 15
Deadline for UA Foundation and privately funded scholarship applications	Friday, Feb. 15
Summer Sessions registration begins	Monday, Feb. 25
Freshmen progress reports due	Friday, Feb. 29
Spring Break (no classes)	Monday- Friday, March 10-14
University holiday (campus closed for Spring Break)	Friday, March 14
Last day for student-initiated and faculty-initiated withdrawals (W grade appears on academic transcript)	Friday, March 28
Registration and fee payment for fall 2008 semester begin	Monday, April 14
UAF SpringFest (no classes)	Friday, April 18
Last day of instruction	Monday, May 5
Final examinations	Wednesday - Saturday, May 7-10
Residence halls close, noon	Saturday, May 10
Commencement	Sunday, May 11
Faculty deadline to post grades, noon	Wednesday, May 14

Academic Advising Center
07/07