



UNIVERSITY OF ALASKA
FAIRBANKS

Academic Planning Guide

WHAT YOU'LL FIND INSIDE:

LEARNING RESOURCES

Information about study skills, workshops and academic study labs

EFFECTIVE ACADEMIC ADVISING

Tips on when to see your advisor (not just for registration), building a relationship and understanding your responsibilities.

SEMESTER PLANNING CALENDAR

Use this calendar to jot down major projects, papers and tests as well as important semester dates.

DEGREE PLANNING WORKSHEET

This worksheet helps you create a plan to navigate your degree program.

Want help creating a four year plan? See the Academic Advising Workshop schedule.



Academic Advising Center

509 Gruening Building - (907)474-6396 - www.uaf.edu/advising
Division of General Studies

Fall semester 2007 Academic Advising Center Workshops

Workshops are held from 1:05pm to 1:55pm in Gruening 409. Watch for announcements on campus! Sign up online to attend: www.uaf.edu/advising/student

Study Skills 101

Time Management

Thursday, September 13

Note Taking

Thursday, September 20

How to Read a Textbook

Thursday, September 27

Test Taking & Learning Styles

Thursday, October 4

Math Anxiety

Thursday, October 11

University Skills 201

Managing Stress & Test Anxiety

Thursday, October 18

Creating a Four-Year Plan & Degree Evaluation

Thursday, November 8

Spring semester 2008 Academic Advising Center Workshops

Workshops are held from 1:05pm to 1:55pm in Gruening 409. Watch for announcements on campus! Sign up online to attend: www.uaf.edu/advising/student

Study Skills 101

Time Management

Thursday, January 31

Note Taking

Thursday, February 7

How to Read a Textbook

Thursday, February 14

Test Taking & Learning Styles

Thursday, February 21

Math Anxiety

Thursday, February 28

University Skills 201

Financial Aid Resources

Tuesday, February 5

Tuesday, February 12

Managing Stress & Test Anxiety

Tuesday, March 4

Learning Resources: Where to Find Academic Help

Math & Statistics Lab

Chapman 305

474- 7332

<http://www.dms.uaf.edu/>

Developmental Math Lab

Gruening 305

474-5356, 455-2856

Writing Center

8th Floor Gruening

474- 7193

<http://www.uaf.edu/english/writingcenter/>

Foreign Language Lab

Gruening 608

474-7396

<http://www.uaf.edu/language/>

Accounting Lab

Bunnell 208A

474- 1945

Downtown Math and English Labs

TVCC 120, DTC 205

455-2856 (Math), 455-2860 (English)

Note: Lab hours will be posted at the start of each semester

- If you are a **first-year student** living in the Residence Halls, take advantage of EDGE tutors. Contact Jamie Abreu 474-1956.
- If you need help with **Chemistry**, stop by 146 Natural Sciences and sign up for a tutoring time on the door.
- If you are a first **generation college student, have a disability or a limited income**, you might qualify for a tutor through Student Support Services. Visit Gruening 508, call 474-6844 or visit www.uaf.edu/sssp/
- Tutors are available to **all students through ASUAF**. Contact them at 474-7355

Using Your Advisor Effectively

- **MAKE AND KEEP APPOINTMENTS.** Call if you need to cancel or change an appointment.
- **COME PREPARED.** If you're registering, bring a tentative class schedule, work schedule or planned activities.
- **ASK QUESTIONS.** If you don't understand a policy or procedure, just ask until you do.
- **BE OPEN-MINDED.** Your advisor's job is to present you with options so you can make better decisions.
- **ACCEPT RESPONSIBILITY.** Accept responsibility for your decisions.
- **KEEP CURRENT.** Stay up-to-date on policies, procedures, and requirements.
- **KNOW THE ACADEMIC CALENDAR.** Know deadlines and schedules to avoid last minute rushes.
- **KEEP PERSONAL RECORDS.** Keep records of your progress. If you talk with different advisors, these will be helpful.
- **SEEK HELP.** Seek help from your advisor when you need it.
- **DEVELOP A RELATIONSHIP.** The better your advisor knows you, the more helpful she/he can be.

Make use of your Advisor!

An academic advisor is a member of the faculty, staff, or a peer with training and experience to help you select, plan, and complete your academic/career goals. If your registration materials list the Academic Advising Center as your advisor, you will find it on the 5th floor of the Gruening building. Both faculty and peer advisors are available there. Your advisor is usually someone in your major. **It is your responsibility to initiate contact with your advisor.** If you don't know who your advisor is, go to your department and ask. Even **if you were initially advised over the phone**, you should meet with an advisor in person once you are a current student.

Know Before You Go:

- Become familiar with the class schedule and UAF Catalog
- Collect copies of your registration materials, financial aid information, and transcripts from other universities you have attended.

BRING THESE WITH YOU WHEN YOU MEET WITH YOUR ADVISOR

- Give some thought to your interests, academic/career goals, courses you might like to take, and whether you might qualify for non-traditional credit options
- Prepare a list of questions for your advisor

When To See Your Advisor:

- to discuss problems which affect academic performance
- to discuss academic progress
- to declare a major
- to discuss degree requirements
- to discuss career considerations
- to select courses during registration
- to add or drop courses

Do you know...

how many credits do you need to be considered a sophomore?

how many English courses are required for Baccalaureate core?

if you need to take a foreign language?

what math class to take?

Undecided? Explore the opportunities!

The **Academic Advising Center** has materials and software available to help you learn about your interests, abilities & aptitudes.

- **Strong Interest Inventory** provides a computerized interpretation and printout that helps you assess your interests. Ask for access to the inventory, then set up an appointment for interpretation.
- **Discover** is a web based program that evaluates your interests and abilities. You can navigate information about choosing occupations, planning for education and planning for work. Stop by or call for web access to the program!
- Once you've identified potential majors, talk with faculty from the department to find out more!
- Career Services offers volunteer and job fairs, job shadowing, and internships. Stop by to find out

Calculating Your GPA

<u>COURSE</u>	<u>GRADE</u>	<u>CREDIT HRS</u>		<u>QUALITY POINTS</u>		<u>TOTAL</u>
ENGL 111X	A	3	X	4	=	12
HIST 100X	F	3	X	0	=	0
COMM 131X	C	3	X	2	=	6
BIOL 103X	B	<u>4</u>	X	3	=	<u>12</u>
		13				30 QPs

$$30 \text{ Quality Points} \div 13 \text{ Credit Hrs} = 2.308 \text{ G.P.A}$$

A = 4 Quality Points, B = 3 Quality Points, C = 2 Quality Points, D = 1 Quality Points, F = 0 Quality Points

Need a Refresher? Use SkillsTutor to...

review, refresh and revive core basic skills while increasing test performance.

The following academic areas are available:

Information Skills Reading

Language Arts Science

Math Writing

SkillsTutor is a Self Guided Computer Program available in the Academic Advising Center.

SEMESTER PLANNING CALENDAR

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Week 1							
Week 2							
Week 3							
Week 4							
Week 5							
Week 6							
Week 7							
Week 8							
Week 9							
Week 10							
Week 11							
Week 12							
Week 13							
Week 14							
Week 15							
Finals Week							

Important Contact Information:

ASUAF Tutorial Service

Wood Center
<http://asuaf.org/>
474-7355

Honors Program

Copper Lane House
<http://www.uaf.edu/honors>
474-6612

Residence Life

Moore/Skarland/Bartlett
<http://www.uaf.edu/reslife/>
474-7247

Career Services

110 Eielson Bldg
<http://www.uaf.edu/career/>
474-7596

International Student Advisor

215 Eielson
<http://www.uaf.edu/oip/>
474-7677

Student Support Services

5th floor Gruening
<http://www.uaf.edu/sssp/>
474-6844

EDGE Program

Moore and Skarland Halls
<http://www.uaf.edu/reslife/edge/>
474-7247

Information

UAF campus 474-7211

Testing Services

2nd Floor Gruening
<http://www.uaf.edu/testing/>
474-5277

Financial Aid

101 Eielson Bldg.
<http://www.uaf.edu/finaid/>
474-7256

Registrar's Office

Signer's Hall Lobby
<http://www.uaf.edu/reg>
474-6300

UAF Computing Help Desk

474-6564
www.uaf.edu/dcc

Where to find an Academic Advisor:

If you have declared your major, see your assigned faculty advisor in your department.

Academic Advising Center

509 Gruening Bldg
<http://www.uaf.edu/advising>
474-6396
advising@uaf.edu

Rural Student Services

2nd floor Brooks
474-7871
<http://www.uaf.edu/ruralss>
fyrss@uaf.edu

Student Assistance and Advising Center

Tanana Valley Campus Center
<http://www.tvc.uaf.edu/>
455-2800
fytvc@uaf.edu

Major: _____

Advisor Name: _____

Office/Phone: _____

Email: _____