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# Academic Success Guide

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## WHAT YOU'LL FIND INSIDE:

### **EFFECTIVE ACADEMIC ADVISING**

Tips on when to see your academic 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?

### **STUDY SKILLS TIPS**

Learn about great ways to study, prepare for exams and organization with these helpful tips and tricks.

**Ginny Kinne, Academic Advisor**

**Donald Crocker, Academic Advisor**

## Academic Advising Center

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509 Gruening Building - (907)474-6396 - [www.uaf.edu/advising](http://www.uaf.edu/advising) - [advising@uaf.edu](mailto:advising@uaf.edu)

Division of General Studies

# Mandatory Advising!

UAF requires all undergraduate students to meet with their academic advisor before registering for classes. An academic advisor is a member of the faculty, staff, or a student with training and experience to help you select, plan, and complete your academic/career goals. Your academic advisor is usually someone in your major. **It is your responsibility to initiate contact with your academic advisor.** If you don't know who your academic advisor is, go to your department and ask or find the listing on [www.uaf.edu/advising/appt](http://www.uaf.edu/advising/appt). Even **if you were initially advised over the phone**, you should meet with an academic advisor in person once you are a current student.

## Know Before You Go:

- Become familiar with the class schedule, [www.uaf.edu/reg/schedule/](http://www.uaf.edu/reg/schedule/) and UAF Catalog, [www.uaf.edu/catalog](http://www.uaf.edu/catalog)
- Collect copies of your registration materials, financial aid information, and transcripts from other universities you have attended. Go to [www.uaonline.alaska.edu](http://www.uaonline.alaska.edu) to use DegreeWorks and develop a tentative educational plan and semester schedule
- **BRING THESE WITH YOU WHEN YOU MEET WITH YOUR ACADEMIC ADVISOR** along with a pen or pencil and notepaper
- 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 academic advisor

## When To See Your Academic Advisor:

- to discuss your educational/career plan
- to discuss problems which affect academic performance
- to discuss academic progress
- to declare a major
- to discuss career considerations
- to select courses during registration
- to add or drop courses

## Where to find an Academic Advisor:

If you have declared your major, see your assigned faculty advisor in **your department**. See [www.uaf.edu/advising/appt](http://www.uaf.edu/advising/appt) for list of departmental advisors.

**Academic Advising Center**  
509 Gruening Bldg  
<http://www.uaf.edu/advising>  
474-6396  
[advising@uaf.edu](mailto:advising@uaf.edu)

For General Studies and  
Pre-Major Students

**Rural Student Services**  
2nd floor Brooks  
474-7871  
<http://www.uaf.edu/ruralss>  
[fyrrs@uaf.edu](mailto:fyrrs@uaf.edu)

For students from rural Alas-  
ka or Alaska Natives.

**Student Assistance and Advising Center**  
UAF Community and Technical College  
<http://www.tvc.uaf.edu/>  
455-2800  
[fytrvc@uaf.edu](mailto:fytrvc@uaf.edu)

For AA, AAS, Certificate, and Occupational  
Endorsement students

# 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							

# PLAN AHEAD

Use these boxes to plan a sequential pattern of courses for several consecutive semesters.

Ask your faculty advisor to assist you.

	CLASS	TITLE	CR.
Semester			
_____			
		Semester Credits	
		Total Credits	

	CLASS	TITLE	CR.
Semester			
_____			
		Semester Credits	
		Total Credits	

	CLASS	TITLE	CR.
Semester			
_____			
		Semester Credits	
		Total Credits	

	CLASS	TITLE	CR.
Semester			
_____			
		Semester Credits	
		Total Credits	

	CLASS	TITLE	CR.
Semester			
_____			
		Semester Credits	
		Total Credits	

	CLASS	TITLE	CR.
Semester			
_____			
		Semester Credits	
		Total Credits	

	CLASS	TITLE	CR.
Semester			
_____			
		Semester Credits	
		Total Credits	

	CLASS	TITLE	CR.
Semester			
_____			
		Semester Credits	
		Total Credits	

# Mandatory Placement!

Students must have placement test scores (ACT, SAT, ACCUPLACER or ASSET, ) prior to registering for classes their first semester at UAF. Students may not enroll in classes unless they meet the placement requirements. **Placement tests are available at Testing Services, located on the 2nd floor of the Gruening Building or UAF Community and Technical College located on Barnette Street.** Students who enroll in a course without meeting the requirements will be withdrawn from the course through the faculty-initiated withdrawal process. Prerequisite courses and/or placement exams must be taken within one calendar year prior to the commencement of the course. Students may not enroll in Perspectives of the Human Condition courses unless they meet the placement requirements for English F111X. Students may not enroll in Core science classes unless they have placement at DEVM F105 or above and placement into English F111X.

## Need a Math or English Refresher? Use SkillsTutor to...

review, refresh and revive core basic skills while increasing test performance and improving your ACCUPLACER placement scores.

Information Skills

Reading

Language Arts

Science

Math

Writing

Contact the Academic Advising Center to obtain your free password to access the program

## Calculating Your GPA

<u>COURSE</u>	<u>GRADE</u>	<u>CREDIT</u>		<u>QUALITY POINTS</u>		<u>TOTAL</u>
ENGL 111X	A-	3	X	3.7	=	11.1
HIST 100X	F	3	X	0	=	0
COMM 131X	B-	3	X	2.7	=	8.1
BIOL 103X	C+	4	X	2.3	=	<u>9.2</u>
		13				28.4 QPs

$$28.4 \text{ Quality Points} \div 13 \text{ Credit Hrs} = 2.184 \text{ G.P.A}$$

Grade points per credit: A = 4.0, A- =3.7, B+ =3.3, B = 3.0, B- =2.7, C+ =2.3, C = 2.0, C- =1.7, D+ =1.3, D = 1.0, D- =.07, F= 0.0

## Spring Semester 2011 Student Success Workshops

Workshops are held from 1:05pm to 1:55pm in Gruening 409. Watch for announcements on campus! Find the schedule online at: [www.uaf.edu/advising/resources](http://www.uaf.edu/advising/resources)

### Study Skills 101

**Discover How You Learn**  
Tuesday, February 1, 2011

**Time Management**  
Thursday, February 3, 2011

**Note Taking Skills**  
Tuesday, February 8, 2011

**How To Read a Textbook**  
Thursday, February 10, 2011

**Successful Test Taking**  
Tuesday, February 15, 2011

**Reducing Math Anxiety**  
Thursday, February 17, 2011

**Managing Stress and Test Anxiety**  
Thursday, February 24, 2011

**Memory and Concentration**  
Tuesday, March 1, 2011

**Overcoming Paper Writing Anxiety**  
Thursday, March 3, 2011

### University Skills 201

**Communication Skills & Techniques**  
Tuesday, February 22, 2011

**DegreeWorks: Graduate in Four Years!**  
*(held in Rasmuson 301)*  
Tuesday, March 8, 2011

**Identify Your Interests– Pursue them in Life**  
Thursday, March 10, 2011

**Graduate School &  
Pre-Professional Information**  
Tuesday, March 22, 2011

**Resume Writing**  
Thursday, March 24, 2011

**Liberal Arts Majors:  
Put Your Degree to Work**  
Tuesday, March 29, 2011

**Communication Skills & Techniques**  
Thursday, March 31, 2011

## Interested in Professional Careers?

- ◇ If you're thinking of a career in medicine, dentistry, law school, or other professional careers, it's important to plan now for application requirements.
- ◇ See the Academic Advising Center website for pre-professional information on chiropractic, dentistry, law, library science, medicine, museum studies, occupational therapy, optometry, pharmacy, physical therapy, physicians assistant, and veterinary medicine.  
[www.uaf.edu/advising/degree/preprof/](http://www.uaf.edu/advising/degree/preprof/)
- ◇ Work with your academic advisor in charting your undergraduate degree so you'll meet the prerequisites required by pre-professional schools.
- ◇ Talk with professionals to learn more about their academic backgrounds.
- ◇ Volunteer, work, or coordinate an internship in the field you would like to work in to learn more about the skills you will need.

# Unsure of Your Major? These Inventories Will Help!

## Strong Interest Inventory:

Try the Strong Interest Inventory at the Academic Advising Center. The web-based Strong asks you a number of questions relating to your likes and dislikes. It then compares your answers to people currently working in thousands of different careers and matches your likes and theirs. Your career list may surprise you! Contact the Academic Advising Center for a free password to access the instrument.

## Discover:

This web-based career planning program helps students explore careers and areas of interest. It provides an interest inventory, information on careers and majors linked to those careers. There is also information about programs at universities and colleges for information on graduate school or professional training. Visit the Academic Advising Center for your free Discover Token to access the website.

## AKCIS:

This web-based career information system provides statewide and local information about a wide variety of occupations. The program will also allow you to calculate a projected salary and if it will meet your lifestyle expectations. Contact the Academic Advising Center for information on how to use this free program.

## Other Options:

Once you've identified potential majors, talk with faculty from the department to find out more! Follow up with Career Services, located in 110 Eielson, and their information on volunteer and job fairs, job shadowing, and internships.

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## Using Your Academic Advisor Effectively

- **MAKE AND KEEP APPOINTMENTS.** Find a list of advisors for each department online: [www.uaf.edu/advising/appt](http://www.uaf.edu/advising/appt). 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 academic 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 academic advisors, these will be helpful.
- **SEEK HELP.** Seek help from your academic advisor when you need it.
- **DEVELOP A RELATIONSHIP.** The better your academic advisor knows you, the more helpful she/he can be to you.

# Important Contact Information

## Office of Admissions & the Registrar

102 Signers' Hall  
<http://www.uaf.edu/admissions>  
474-7500

## Bookstore

200 Constitution Hall  
<http://www.bookstore.uaf.edu>  
474-7348

## Career Services

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

## Center for Distance Education

Incoming Freshmen Halls  
<http://www.distance.uaf.edu>  
479-3444

## EDGE Program

Incoming Freshmen Halls  
<http://www.uaf.edu/reslife/edge/>  
474-7247

## Disability Services

208 Whitaker Hall  
<http://www.uaf.edu/disability>  
474-5655

## Financial Aid

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

## Honors Program

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

## International Programs

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

## General Information

Wood Center Front Desk  
474-7211  
[www.uaf.edu/woodcenter/  
services/information/](http://www.uaf.edu/woodcenter/services/information/)

## Residence Life

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

## Student Support Services

512 Gruening  
<http://www.uaf.edu/sssp/>  
474-6844

## Testing Services

207 Gruening  
<http://www.uaf.edu/testing/>  
474-5277

## UAF Computing Help Desk

474-6564  
[www.uaf.edu/dcc](http://www.uaf.edu/dcc)

## Do you know you don't always need a class to get credit?

Testing Services offers CLEP, Credit by Exam, and Brigham Young University Language Testing to help students receive credit for prior knowledge. Use your previous knowledge to help you get a head start on your UAF credits! Contact Testing Services at 474-5722 or visit their office on the 2nd floor Gruening Building.

This publication is available in alternative media on request. UAF is an AA/EO employer and educational institution.

# Time Management

College courses require less time in class but you need to spend **MORE** time reading and completing assignments outside of class to succeed. Remember, being a full-time student is a full-time job! Here are some tips to help:

◇ **Create a weekly schedule**

- Write in fixed blocks of time for classes, work, meals, commuting and/or important family time
- Count on devoting 3-4 hours outside of class for every hour you spend inside class (12 credits = 36 to 48 hours of studying outside of class every week!)
- Plan specific times to work on correspondence/internet courses
- Go ahead and plan time for fun things (absolutely no homework and no guilt on Saturday nights!) as well as necessary things like doing laundry
- Consider commuting time, time between classes, work or family commitments, and other priorities as well

◇ **Plan out your semester**

- Use the syllabus from each class (you should get one in every class on the first day)
- Put all assignments, papers, tests and quizzes on one calendar - use the semester planning calendar on page 3

◇ **Procrastination**

- Set priorities and goals, use small rewards as you meet them (study tonight, take tomorrow night off)
- Break large projects into smaller tasks - like the **TERM PAPER**
- Study least-liked subjects first

◇ **Use your study time efficiently**

- Schedule study time when you're most alert
- Study about the same time each day
- Study a little bit **every** day (even Saturday and Sunday)
- Carry notes, flash cards to effectively **use small amounts of time**
- Study even when assignments are not due to avoid "cramming"

◇ **The biggest time wasters**

- Texting, computer games, phone, email, television....
- Use those small amounts of time – 5 to 10 minutes spent waiting for class to start, for the bus, before meeting a friend, etc., to read part of a textbook or go over class notes.

# Effective Studying

## **Make sure you are prepared! Things to do constantly, all semester**

- ◇ Attend class
- ◇ Read (skim at the very least) the chapter to be discussed prior to the class period
- ◇ Do all assignments, whether or not they are collected and graded
- ◇ Re-read or re-write your notes
- ◇ Visit the instructor during office hours, ask questions, show interest
- ◇ Decide how you learn best (listening, doing, reading) and adapt your study techniques

## **Active listening and note taking** -How to 'get' what is covered in lecture

- ◇ Write down what the instructor is discussing, not just what he or she writes down
- ◇ Take notes even if outlines or handouts are provided (it helps you pay attention!)
- ◇ Think about questions posed, do math problems, add personal touches to help recall discussion later
- ◇ Volunteer to answer questions
- ◇ Develop a shorthand that you understand for words that come up often (ex.: phtsyn for photosynthesis) so that you can get the main ideas down without scribbling

## **Indicate in your notes...**

- ◇ when the instructor uses the terms or actions star the idea, highlight it, etc. or if non verbal cues indicate that the topic is important (facial expressions, body language)
- ◇ when you have a question, need clarification, or need to add to your notes (if you can't or don't want to ask in class)
- ◇ If the instructor uses an illustration to get a point across, do your best to copy the illustration in to your notes – this will jog your memory about the main point

**EMPHASIS ON A TOPIC USUALLY MEANS IT IS IMPORTANT!**

**During lecture, listen for key terms and write down whatever follows them:**

You'll see this again

For example (or several examples)

This is important

Most importantly

As stated earlier

Another way to

## **Don't spend the semester sprinting through marathons!**

### ***Where should I study?***

- ◇ Find a quiet place
- ◇ Use music if needed but limit other distractions (TV, loud noises, siblings, roommates)
- ◇ Don't get too comfortable (avoid studying in bed)
- ◇ Designate a study space and let family members know that this is your study space and time.

### ***When should I study?***

- ◇ Start way before exam begins to be sure info goes in to long term memory
- ◇ Review notes after each class
- ◇ Avoid cramming by keeping up with course material
- ◇ Use your weekly and semester plans as a guideline

### ***What should I study?***

- ◇ Listen for clues from instructor
- ◇ Review your notes for the key terms or your sign that the topic was important
- ◇ The material highlighted or emphasized in lecture is what the instructor thinks is important – it will probably be on the test!
- ◇ Review the headings in the text from the assigned readings
- ◇ Compare notes with a classmate

### ***Remember! The key to success is self-discipline!***

- ◇ Take breaks, don't get bogged down (Study for 50 minutes, take a 10 minute break)
- ◇ Stay positive and use a reward system
- ◇ Talk to your instructors
- ◇ Form a study group, take advantage of different learning styles, stay on task
- ◇ Don't be afraid to ask for help!!

# Curbing Test Anxiety

**AHHHHH! There is a test coming up and you have no idea where to even start!**

Below are some strategies so you won't ever have to be in that spot

- ◇ Be sure to thoroughly learn the material
- ◇ Approach test with a positive attitude
- ◇ Avoid cramming on the day of the test
- ◇ Chew gum or eat candy to help relax
- ◇ Get a good nights sleep
- ◇ Eat a healthy meal before test
- ◇ Arrive early
- ◇ Take deep breaths if you become nervous
- ◇ Enter test with all the materials you will need
- ◇ Answer easy questions first to build your confidence
- ◇ Keep things in perspective (one test rarely determines your entire life)

**Reward yourself when completed!**

**There are many sites on the web to help with test anxiety.**

## **Test Anxiety**

George Washington University Test Anxiety [http://gwired.gwu.edu/counsel/index.gw/Site\\_ID/5176/Page\\_ID/14095/](http://gwired.gwu.edu/counsel/index.gw/Site_ID/5176/Page_ID/14095/)

How to Study Test Anxiety <http://www.how-to-study.com/study-skills/en/taking-tests/47/test-anxiety/>

Study Guides & Strategies Overcoming Test Anxiety <http://www.studygs.net/tstprp8.htm>

Test Taking Tips Reducing test Anxiety <http://www.testtakingtips.com/anxiety/index.htm>

## **Multiple-Choice Tests**

Education Atlas <http://www.educationatlas.com/multiple-choice-tests.html>

How to Study <http://www.how-to-study.com/study-skills/en/taking-tests/44/multiple-choice-tests/>

How to Study [http://www.howtostudy.org/resources\\_skill.php?id=17](http://www.howtostudy.org/resources_skill.php?id=17)

Study Guides & Strategies <http://www.studygs.net/tsttak3.htm>

## **Essay Tests**

California Polytechnic State University <http://sas.calpoly.edu/asc/ssl/tests.essay.html>

College of Saint Benedict & St. John's University <http://www.csbsju.edu/academic-advising/student-advising-resources/study-skills-guide/essay-exam.htm>

English Zone <http://www.english-zone.com/study/essays.html>

How to Study [http://www.howtostudy.org/resources\\_skill.php?id=18](http://www.howtostudy.org/resources_skill.php?id=18)

# What is your learning style?

<i>When you...</i>	<b>Visual</b>	<b>Auditory</b>	<b>Kinesthetic &amp; Tactile</b>
<b>Spell</b>	Do you try to see the word?	Do you sound out the word or use a phonetic approach?	Do you write the word down to find if it feels right?
<b>Talk</b>	Do you sparingly speak but dislike listening for too long? Do you favor words such as <i>see, picture, and imagine</i> ?	Do you enjoy listening but are impatient to talk? Do you use words such as <i>hear, tune, and think</i> ?	Do you gesture and use expressive movements? Do you use words such as <i>feel, touch, and hold</i> ?
<b>Concentrate</b>	Do you become distracted by untidiness or movement?	Do you become distracted by sounds or noises?	Do you become distracted by activity around you?
<b>Meet someone again</b>	Do you forget names but remember faces or remember where you met?	Do you forget faces but remember names or remember what you talked about?	Do you remember best what you did together?
<b>Contact people on business</b>	Do you prefer direct, face-to-face, personal meetings?	Do you prefer the telephone?	Do you talk with them while walking or participating in an activity?
<b>Read</b>	Do you like descriptive scenes or pause to imagine the actions?	Do you enjoy dialogue and conversation or hear the characters talk?	Do you prefer action stories or are not a keen reader?
<b>Do something new at work</b>	Do you like to see demonstrations, diagrams, or posters?	Do you prefer verbal instructions or talking about it with someone else?	Do you prefer to jump right in and try it?
<b>Put something together</b>	Do you look at the directions and the picture?	Do you call someone to tell you how to put it together or talk to yourself while you put it together?	Do you ignore the directions and figure it out as you go along?
<b>Need help with a computer application</b>	Do you seek out pictures or diagrams?	Do you call the help desk, ask a neighbor, or growl at the computer?	Do you keep trying to do it or try it on another computer?

Adapted from Colin Rose (1987). Accelerated Learning.

# Discover How You Learn!

**LASSI:** An excellent tool to illustrate how you learn best! The **Learning and Study Strategies Inventory (LASSI)** is designed to help you develop or expand your awareness on how you study and learn which can help you be successful in college. Contact the Academic Advising Center for your free password to access this tool.

**VARK:** This questionnaire aids students in finding out something about their learning styles and preferences for working with information. The **VARK (Visual, Aural, Read/Write, Kinesthetic)** illustrates the best ways for you to approach materials you're trying to learn and can help you in your college courses. To try the VARK, attend the "Discover How You Learn" workshop on Tuesday, September 14<sup>th</sup> (see information below) or try it online at: [www.varklearn.com/english/page.asp?p=questionnaire](http://www.varklearn.com/english/page.asp?p=questionnaire)

## **Other ways to gain hands on experience is by taking in information in different ways.**

Explore these learning environments to see what works best for you. Talk with your major department about potential learning opportunities outside of the classroom. Career Services also provides information about internships, student jobs, and volunteer options.

**Lecture:** Traditional classroom setting where students learn from a teacher and recite the information through tests, quizzes and short papers.

**Lab:** A hands-component of a class (such as Biology or Chemistry) where students are given the opportunity to learn through hands-on experiments illustrating the concepts learned in lecture.

**Practicum:** A college course, often in a specialized field of study, that is designed to give students supervised practical application of a previously studied theory. Practicums are common for education, social work, and counseling majors.

**Internship:** is someone who works in a temporary position with an emphasis on on-the-job training rather than merely employment. Internships can be either paid or unpaid and sometimes students can receive college credit for the internship.

**Fieldwork:** courses held typically during the summer for Anthropology, Geology, and Wildlife Biology where raw data is collected for research. UAF offers several field classes during the summer. Check with your major department for ability.

# Learning Assistance

If you find that you are struggling, take advantage of the resources on campus. Your student fees fund them, so you might as well use them! See the Academic Advising Center if you need additional help or information. When you encounter difficulties, take advantage of these resources:

**Lab hours will be posted at the start of each semester around campus and on the Academic Advising Center website**

## **Math & Statistics Lab**

Chapman 305

474- 7332

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

## **Writing Center**

Gruening 801

474- 7193

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

## **Developmental Math Lab**

Gruening 406

474-5356, 455-2856

## **Foreign Language Lab**

Gruening 608

474-7396

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

## **Accounting Lab**

Bunnell 208A

474- 1945

<http://www.uaf.edu/som/students/resources/accounting-help/>

## **UAF-Community and Technical College Learning Center**

CTC 120, DTC 205

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

If you are a **first-year student** living in the Residence Halls, take advantage of EDGE Peer Mentors. See your RA for current information.

If you need help with **Chemistry**, stop by 146 Reichardt

**Rural Student Services** offers study groups for some courses. Stop by 2<sup>nd</sup> floor Brooks Building or call them at 474-7871 or look at their website <http://www.uaf.edu/ruralss/>

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. Stop by Gruening 508, call 474-6844 or visit [www.uaf.edu/sssp/](http://www.uaf.edu/sssp/)

**Supplemental Instruction** is a free program available to students in entry level courses such as Chemistry F105X, Biology F111X, Biology F115X, History F100X, and a variety of other courses. Ask your professor if SI is available with your class or call the Academic Advising Center for more information at 474-6396.

**The Speaking Center** is available to UAF students to practice and videotape their public speaking skills. 30 minute blocks of time may be reserved Monday-Friday between 8:00am-5:00pm. Call the Communication Department at 474-6591 for more information or to make an appointment or see their website <http://www.uaf.edu/speak/>

**Computer Labs** are available in various buildings on campus for student use. The Office of Information Technology has a comprehensive list on their website, along with hours of operation: <http://www.alaska.edu/oit/cts/labs/>