



UNIVERSITY OF ALASKA
FAIRBANKS

Academic Planning Guide

WHAT YOU'LL FIND INSIDE:

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

Linda Hapsmith, Director
Lillian Misel, Academic Advisor
Ginny Tschanz, Academic Advisor

Academic Advising Center

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

Spring Semester 2010 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

Note Taking Skills

Tuesday, February 2, 2010

How to Read a Textbook

Tuesday, February 9, 2010

Reducing Math Anxiety

Tuesday, February 18, 2010

Successful Test Taking

Tuesday, February 23, 2010

Time Management

Tuesday, March 2, 2010

Managing Stress & Test Anxiety

Tuesday, March 16, 2010

Memory & Concentration

Tuesday, April 20, 2010

University Skills 201

Liberal Arts Majors: Put Your Degree to Work

Tuesday, March 23, 2010

Public Speaking & Beyond: Classroom Success and Speaking

Thursday, March 25, 2010

Graduate School & Pre-Professional Information

Tuesday, March 30, 2010

DegreeWorks: Graduate in Four Years! (held in Rasmuson 301)

Tuesday, February 11, 2010

Tuesday, March 18, 2010

Tuesday, April 8, 2010

Discover How You Learn

Tuesday, April 6, 2010

Resume Writing

Tuesday, April 13, 2010

It Takes Two: Connecting to Your Audience when Speaking

Thursday, April 15, 2010

Interested in Professional Careers?

- If thinking of a career in medicine, dentistry, law school, or other professional careers, it's important to plan ahead for application requirements.
- See the Academic Advising Center website for pre-professional information on chiropractic, dentistry, law library science, medicine, occupational therapy, optometry, pharmacy, physical therapy, physicians assistant, and veterinary medicine. 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'd like to work in to learn more about the skills you'll need to acquire.

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.

Using Your Academic Advisor Effectively

- **MAKE AND KEEP APPOINTMENTS.** Find a list of advisors for each department online: 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.

Make use of your Advisor!

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. 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/ and UAF Catalog, 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 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 degree requirements
- to discuss career considerations
- to select courses during registration
- to add or drop courses

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.

Mandatory Placement!

Students must have placement test scores (ACT, SAT, ASSET, or ACCUPLACER) 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.** 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 improve 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 HRS</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	A	4	X	4	=	16
		13				35.2 QPs

$$35.2 \text{ Quality Points} \div 13 \text{ Credit Hrs} = 2.707 \text{ G.P.A}$$

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

See page 45 in the 2009-10 Catalog for a further breakdown of GPA points

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

Admissions (National Student Exchange, UA Scholars)

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

Career Services

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

EDGE Program

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

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

Information

UAF campus 474-7211

Registrar's Office

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

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

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 for list of departmental advisors.

Academic Advising Center

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

For students from rural
Alaska or Alaska Natives.

Student Assistance and Advising Center

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

For AA, AAS, Certificate, and Occupational
Endorsement students

Major: _____

Academic Advisor Name: _____

Office/Phone: _____

Email: _____