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.

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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. 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.
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:**

- 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

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**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.
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.

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### 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
- Language Arts
- Math
- Reading
- Science
- Writing

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

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### Calculating Your GPA

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<tr>
<th>COURSE</th>
<th>GRADE</th>
<th>CREDIT HRS</th>
<th>QUALITY POINTS</th>
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13 Credit Hrs = 35.2 QPs

35.2 Quality Points ÷ 13 Credit Hrs = 2.707 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

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# PLAN AHEAD

Use these boxes to plan a sequential pattern of courses for several consecutive semesters.
Ask your faculty advisor to assist you.

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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

Honors Program
Copper Lane House
http://www.uaf.edu/honors
474-6612

International Programs
215 Eielson
http://www.uaf.edu/oip/
474-7677

Financial Aid
101 Eielson Bldg.
http://www.uaf.edu/finaid/
474-7256

Residence Life
Moore/Skarland/Bartlett
http://www.uaf.edu/reslife/
474-7247

Information
UAF campus 474-7211

Student Support Services
512 Gruening
http://www.uaf.edu/ssp/
474-6844

Student Assistance and Advising Center
Tanana Valley Campus Center
http://www.tvc.uaf.edu/
455-2800
fytvc@uaf.edu
For students from rural Alaska or Alaska Natives.

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
fyrss@uaf.edu
For students from rural Alaska or Alaska Natives.

Major: _____________________________
Academic Advisor Name:_____________
Office/Phone: _______________________
Email: _____________________________

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