Academic Success Guide

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Academic Advising Center
510 Gruening Building - (907)474-6396 - www.uaf.edu/advising - uaf-advising@alaska.edu
Division of General Studies
You need to have placement test scores (ACT, SAT, ACCUPLACER and ALEKS) prior to registering for classes your first semester at UAF.

Students may not enroll in classes unless they meet the placement requirements.

**Testing Locations**

**ACT, SAT, ACCUPLACER**
Testing Services,
Rm 211 Gruening Building
uaf-testing-dept@alaska.edu
(907) 474-5277

**ALEKS PPL**
Anywhere you have internet access
go.alaska.edu/mathplacement

**Restrictions if you do not take placement tests:**

- You will not be able to register for UAF courses requiring MATH or ENGL placement.
- You will not be able to enroll in Perspectives on the Human Condition (PHC) courses unless you place into ENGL F111X or above.
- You will not be able to enroll in many Core or Natural Science classes unless you place into DEV M105, or higher MATH as well as placement into ENGL F111X.

**Stay at a 2.0 or above to remain in “Good Standing”**

Wondering about your GPA?
How does retaking a class impact my GPA?
Use the GPA Calculators at the AAC website.
http://www.uaf.edu/advising/student-resources/gpacalc/index.xml
UAF requires all undergraduate students to meet with their academic advisor before registering for classes. An academic advisor is a member of the faculty or staff with training and experience to help you select classes, plan semesters 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 were initially advised over the phone, you should meet with an academic advisor in person once you are a current student at UAF.

**Using Your Academic Advisor Effectively**

**MAKE AND KEEP APPOINTMENTS:** Call if you need to cancel or change an appointment.

**COME PREPARED:** Bring a tentative class schedule or use the Schedule Planner on UAOnline.

**ASK QUESTIONS:** If you don’t understand a policy or procedure, keep asking until you do.

**BE OPEN-MINDED:** Your academic advisor’s job is to present you with options so you can make better decisions.

**ACT RESPONSIBLY:** Accept responsibility for your decisions.

**KEEP CURRENT:** Stay up-to-date on policies, procedures, and requirements and ask if you don’t know.

**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. Keep copies of petitions and waivers if you have them, until graduation.

**SEEK HELP:** Seek help from your academic advisor when you need it.

**LEARN DEGREE WORKS:** Ask your advisor to show you our degree audit system called Degree Works.

**FOSTER A RELATIONSHIP:** The better your academic advisor knows you, the more helpful they can be.

**When To See Your Academic Advisor:**

- to discuss your educational/career plan
- to discuss problems which affect academic performance
- to discuss academic progress
- to discuss career options
- 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/staff advisor in your department. See www.uaf.edu/advising/home for list of departmental advisors.

General Studies and Pre-Major Students

Academic Advising Center
510 Gruening Bldg.
http://www.uaf.edu/advising
(907) 474-6396
uaf-advising@alaska.edu

Rural Alaska or Alaska Native Students

Rural Student Services
2nd floor Brooks
(907) 474-7871
http://www.uaf.edu/ruralss
fyrss@uaf.edu

AA, AAS, Certificate, and Occupational Endorsement students

Student Assistance and Advising Center
UAF Community and Technical College
http://www.ctc.uaf.edu/
(907) 455-2800
uaf-ctc@alaska.edu
USING THE NEW STUDENT SCHEDULE PLANNER

1. Log in to UAOnline (http://uaonline.alaska.edu).
2. Select “Student Services & Account Information”, then “Registration”.
3. Select “Schedule Planner”.
4. Select the term and campuses (ex: UAF Main, e-Learning) and click “Add Course” to add classes.
5. Add breaks to block off times for no classes.
6. Click on “Generate Schedule”.
7. Click “View” to view your schedule options.
8. When you’ve found a schedule you like, click “Send to Cart”. You will be redirected back to UAOnline. Click “Complete Registration Changes” to register, or “Save Cart” to return to it later. You can access your saved cart from the “Registration” menu at UAOnline.

You must have cookies enabled in your browser to use Schedule Planner.
Thinking of changing your major?

Use the "What if" option

- Using the “What If” option, Degree Works will generate a new audit for you.
- This new audit will show you how close you are to graduation if you were to switch majors.
- You can find the Change of Major form at www.uaf.edu/reg/forms

**Step 1:** Click the “What If” button on the left-hand side of the screen.

**Step 2:** Use the drop down menus to select Degree, Academic Year (a.k.a. the Catalog Year), Major, Minor (if any), and Concentration (if any).

**Step 3:** Double check that you have entered the correct information by looking in the “Chosen Areas of Study” box.

**Step 4:** Click the “Process What-If” button and a new audit should appear showing what courses you have/have not met towards earning whatever degree information you entered.
Explore these learning environments to see what works best for you. Talk with your major department about potential learning opportunities outside of the classroom.

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

**Lab:** A hands-on 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.

**eLearning:** eLearning courses come in a variety of types but all courses are designed to provide access and flexibility to students and are primarily online, asynchronous courses that can be completed from any location.

**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 or social work.

**Internship:** An intern is a person 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 availability.

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**Credit by Examination**
- CLEP (College Level Examination Program)
- DANTES-DSST (Standardized Subject Tests)
- Local Credit by Exam Program

Contact Testing Services at 474-5277 or visit their office on the 2nd floor Gruening Building.

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**Credit for Prior Learning**

In acknowledging that individuals learn a great deal outside the walls of educational institutions, some UAF departments participate in a program that allows up to 25 percent of the total credit requirements for graduation to be granted for prior learning; you must be enrolled in a certificate, associate or bachelor’s degree program.

Contact the Academic Advising Center by Phone:
(907) 474-6396 or E-mail: uaf-advising@alaska.edu
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:

- 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.

**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.

**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.

**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 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 these 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**”

“**The main issue is**”

“**Finally**”

“**Pay attention**”

“**This will be on the test**”

**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.
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 helpful tips:

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 distance delivery/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 located on pg. 11.

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 TERM PAPERS.
- Study least-liked subjects first!

Use your study time efficiently
- Schedule study time when you’re most alert.
- Study at 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, Facebook….
- 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.

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.
VARK: This questionnaire aids students in finding out about their learning styles and preferences for working with information. The VARK (Visual, Auditory, 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” Student Success Workshop (see page 10) or try it online at: www.varklearn.com/english/page.asp?p=questionnaire.

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

### Study Skills 101

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Date</th>
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<tbody>
<tr>
<td>Discover How You Learn</td>
<td>Thurs, Jan 29, 2015</td>
</tr>
<tr>
<td>Time Management</td>
<td>Tues, Feb 3, 2015</td>
</tr>
<tr>
<td>How to Read a Textbook</td>
<td>Thurs, Feb 5, 2015</td>
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<tr>
<td>Note Taking Skills</td>
<td>Thurs, Feb 19, 2015</td>
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<tr>
<td>Successful Test Taking</td>
<td>Thurs, Feb 12, 2015</td>
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<tr>
<td>Do you have Writing Anxiety?</td>
<td>Tues, Feb 17, 2015</td>
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<tr>
<td>Reducing Math Anxiety</td>
<td>Tues, Feb 10, 2015</td>
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<tr>
<td>Memory and Concentration</td>
<td>Tues, Feb 24, 2015</td>
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</tbody>
</table>

### University Skills 201

<table>
<thead>
<tr>
<th>Workshop</th>
<th>Date</th>
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<tbody>
<tr>
<td>What Can I Do With a Liberal Arts Degree?</td>
<td>Thurs, Feb 26, 2015</td>
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<tr>
<td>Applying to Grad School &amp; Pre-Professional Information:</td>
<td>Tues, Mar 3, 2015</td>
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<tr>
<td>Managing Stress and Test Anxiety</td>
<td>Thurs, Mar 5, 2015</td>
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<tr>
<td>Salary Expectations for Majors</td>
<td>Tues, Mar 10, 2015</td>
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<tr>
<td>Degree Works: Graduate in 4 Years</td>
<td>Thurs, Mar 12, 2015</td>
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<tr>
<td>Keys to Being an Online Student</td>
<td>Tues, Mar 24, 2015</td>
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<tr>
<td>The Myths of Multi-Tasking</td>
<td>Thurs, Mar 26, 2015</td>
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</tbody>
</table>

**All workshops are FREE of charge.**

1:05 pm-1:55 pm, Gruening 409

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**Important UAF Contact Information**

- **Office of Admissions & the Registrar**
  102 Signers’ Hall
  [http://www.uaf.edu/admissions](http://www.uaf.edu/admissions) 474-7500

- **Bookstore**
  200 Constitution Hall
  [http://www.uaf.bkstr.com](http://www.uaf.bkstr.com) 474-7348

- **Career Services**
  110 Eielson Building
  [http://www.uaf.edu/career/](http://www.uaf.edu/career/) 474-7596

- **Disability Services**
  208 Whitaker Hall
  [http://www.uaf.edu/disability](http://www.uaf.edu/disability) 474-5655

- **Financial Aid**
  101 Eielson Building

- **Honors Program**
  Copper Lane House
  [http://www.uaf.edu/honors](http://www.uaf.edu/honors) 474-6612

- **International Programs & Initiatives**
  215 Eielson Building
  [http://www.uaf.edu/oip/](http://www.uaf.edu/oip/) 474-5327

- **Residence Life**
  MBS Complex
  [http://www.uaf.edu/reslife/](http://www.uaf.edu/reslife/) 474-7247

- **Student Support Services**
  514 Gruening Building
  [http://www.uaf.edu/sss/](http://www.uaf.edu/sss/) 474-6844

- **Testing Services**
  211 Gruening Building
  [http://www.uaf.edu/testing/](http://www.uaf.edu/testing/) 474-5277

- **eLearning & Distance Education**
  2175 University Ave. S.
  [http://elearning.uaf.edu](http://elearning.uaf.edu) 479-3444

- **International Programs & Initiatives**
  215 Eielson Building
  [http://www.uaf.edu/oip/](http://www.uaf.edu/oip/) 474-5327

- **UAF Computing Help Desk**
  [http://www.alaska.edu/oit/get-help/](http://www.alaska.edu/oit/get-help/) 450-8300

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Revised 12/14
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