

Guide to Academic Success

Academic Advising Center

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

Frank Boldt

Academic Advisor
fdboldt@alaska.edu

Stacey Howdeshell

Generalist Advisor
sahowdeshell@alaska.edu

Andrea Schmidt

Certified Athletic Advisor
alschmidt3@alaska.edu

Ginny Kinne

Degree Completion Advisor
vrkinne@alaska.edu

Bobbi Jensen

Lead Academic Advisor
bobbi.jensen@alaska.edu

Naturally Inspiring.



What you will find inside

Mandatory Placement	pg. 2	Effective Studying	pg. 7
Mandatory Advising	pg. 3	Time Management	pg. 8
Schedule Planner	pg. 4	Discover how you learn	pg. 9
Degree Works	pg. 5	Student Success Workshop Schedule	pg. 10
▶ “What if” option		Contacting Information	pg. 10
Alternate Ways to Earn Credit,	pg. 6	Semester Planning Calendar	pg. 11
▶ Instruction types		Class Schedule Worksheet	pg. 12

Mandatory Placement

You need to have placement test scores (ACT or SAT or ACCUPLACER for English and ALEKS for math) prior to registering for classes at UAF. Students may not enroll in classes unless they meet the placement requirements.

Testing Locations

ACT/SAT/ACCUPLACER

Testing Services, Rm 211 Gruening
uaf-testing-dept@alaska.edu
 (907) 474-5277
 OR UAF CTC, 6th & Barnette
 (907) 455-2800

ALEKS MATH PLACEMENT

Anywhere you have internet access
www.uaf.edu/admitted/aleks

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 DEVM F105, 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>

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 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 select courses during registration
- to discuss academic progress
- To add or drop courses
- to discuss career options
- to discuss your education/career plan
- to discuss problems which affect your academic performance

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/admitted/advising 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

*AA, AAS, Certificate, and
Occupational Endorsement students*

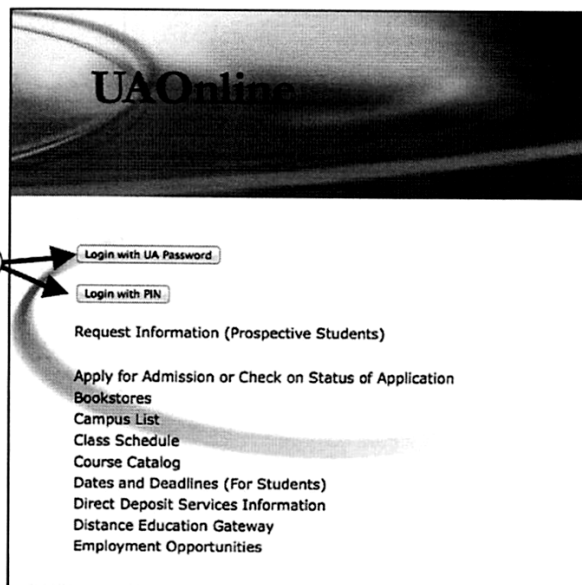
Student Assistance and Advising Center
UAF Community and Technical College
<http://www.ctc.uaf.edu/>
(907) 455-2800
uaf-ctc@alaska.edu

*Rural Alaska or Alaska
Native Students*

Rural Student Services
2nd Floor Brooks Bldg.
<http://www.uaf.edu/ruralss>
(907) 474-7871
fyrrs@uaf.edu

VISIT THE STUDENT CENTER

1. LOG IN TO UAOOnline



UOnline

1. Login with UA Password

Login with PIN

Request Information (Prospective Students)

Apply for Admission or Check on Status of Application

Bookstores

Campus List

Class Schedule

Course Catalog

Dates and Deadlines (For Students)

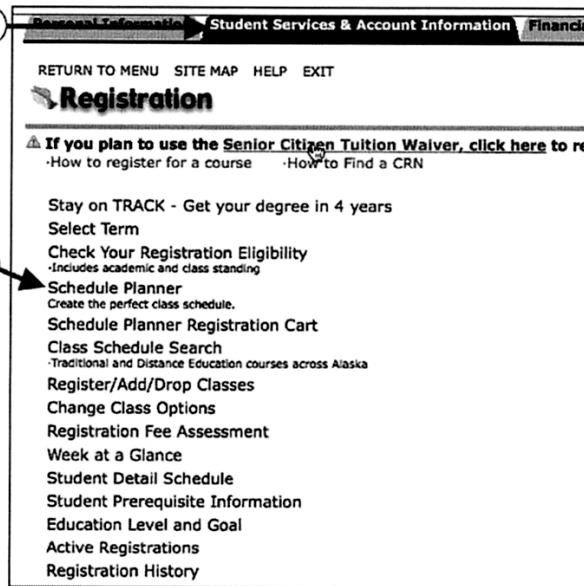
Direct Deposit Services Information

Distance Education Gateway

Employment Opportunities

2. VISIT STUDENT SERVICES & ACCOUNT INFORMATION

3. LAUNCH SCHEDULE PLANNER



2. Student Services & Account Information

RETURN TO MENU SITE MAP HELP EXIT

Registration

If you plan to use the Senior Citizen Tuition Waiver, click here to re

How to register for a course How to Find a CRN

Stay on TRACK - Get your degree in 4 years

Select Term

Check Your Registration Eligibility

Includes academic and class standing

Schedule Planner

Create the perfect class schedule.

Schedule Planner Registration Cart

Class Schedule Search

Traditional and Distance Education courses across Alaska

Register/Add/Drop Classes

Change Class Options

Registration Fee Assessment

Week at a Glance

Student Detail Schedule

Student Prerequisite Information

Education Level and Goal

Active Registrations

Registration History

FOLLOW THE DIRECTIONS TO PLAN SCHEDULES

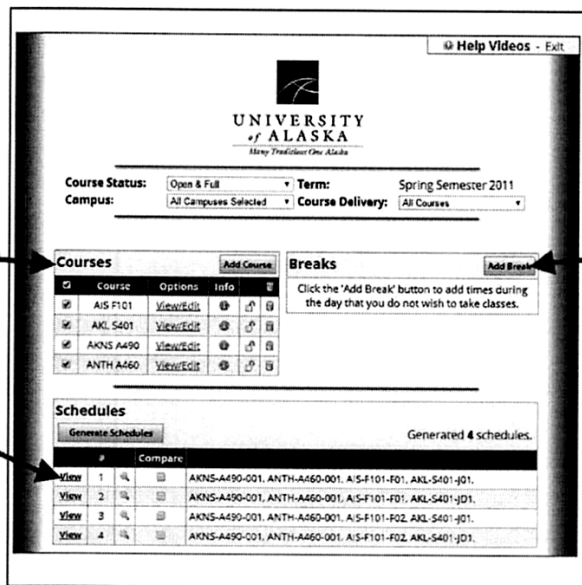
4. ADD COURSES TO TAKE NEXT TERM

5. ADD BREAKS TO BLOCK OFF TIMES FOR NO CLASS

6. CLICK "VIEW" TO VIEW SCHEDULES

7. WHEN YOU'VE FOUND A SCHEDULE YOU LIKE,

CLICK "SEND TO CART" TO BEGIN REGISTRATION!



UNIVERSITY of ALASKA

Course Status: Open & Full Term: Spring Semester 2011

Campus: All Campuses Selected Course Delivery: All Courses

4. Courses

Course	Options	Info
AIS F101	View/Edit	
AKL S401	View/Edit	
AKNS A490	View/Edit	
ANTH A460	View/Edit	

5. Breaks

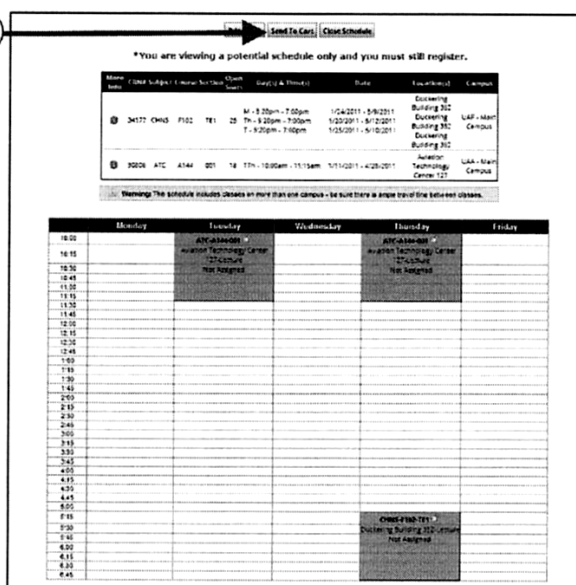
Click the 'Add Break' button to add times during the day that you do not wish to take classes.

6. Schedules

Generate Schedules

Generated 4 schedules.

#	Compare
1	AKNS-A490-001, ANTH-A460-001, A/S-F101-F01, AKL-S401-J01
2	AKNS-A490-001, ANTH-A460-001, A/S-F101-F01, AKL-S401-J01
3	AKNS-A490-001, ANTH-A460-001, A/S-F101-F02, AKL-S401-J01
4	AKNS-A490-001, ANTH-A460-001, A/S-F101-F02, AKL-S401-J01



7. Send To Cart

*You are viewing a potential schedule only and you must still register.

Course	CRN	Subject	Section	Days	Time	Days	Time	Location	Campus
AKNS A490	102	TE	25	M - 8:20am - 7:00pm	1/24/2011 - 5/8/2011	Building 302	Rooming	UAF - Main	Campus
AKNS A490	102	TE	25	M - 8:20am - 7:00pm	1/24/2011 - 5/8/2011	Building 302	Rooming	UAF - Main	Campus
AKNS A490	102	TE	25	M - 8:20am - 7:00pm	1/24/2011 - 5/8/2011	Building 302	Rooming	UAF - Main	Campus

Warning: The schedule includes classes on more than one campus - be sure there is ample travel time between classes.

Monday	Tuesday	Wednesday	Thursday	Friday
10:00				
10:15				
10:30				
10:45				
11:00				
11:15				
11:30				
11:45				
12:00				
12:15				
12:30				
12:45				
1:00				
1:15				
1:30				
1:45				
2:00				
2:15				
2:30				
2:45				
3:00				
3:15				
3:30				
3:45				
4:00				
4:15				
4:30				
4:45				
5:00				
5:15				
5:30				
5:45				
6:00				
6:15				
6:30				
6:45				

DegreeWorks

Once you are successfully logged into your UAOnline account click on the Student Services & Account Information link.



Student Services & Account Information

Apply for Admission, Register, View your academic records (Transcripts, Grades, etc.) and sign up for Direct Deposit Services

On the Student Services & Account Information page click the link **DegreeWorks/Electronic Degree Audit**. This will redirect you to page that will ask for your home campus.

DegreeWorks



Please note that only undergraduate degrees are available through Degree Works at this time.

After selecting your home campus you will be directed to your DegreeWorks audit.

Using the "What If" option in DegreeWorks

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.

Alternate Ways to Earn Credit

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.



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 are required to be enrolled in a certificate, associate or bachelor's degree program to earn Credit for Prior Learning.

For more information contact the Academic Advising Center
(907) 474-6396 or E-mail: uaf-advising@alaska.edu

Types of Instruction

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.

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:

- 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 personal notation 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, highlight, 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.

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 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.

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!

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!**

Discover How You Learn

VARK: This questionnaire aids students in finding out 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" Student Success Workshop (see page 10) or try it online at: www.varklearn.com/english/page.asp?p=questionnaire.

When you...	Visual	Auditory	Kinesthetic & Tactile
Spell	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?
Talk	Do you sparingly speak but dislike listening for too long? Do you favor words such as <i>see</i> , <i>picture</i> , and <i>imagine</i> ?	Do you enjoy listening but are impatient to talk? Do you use words such as <i>hear</i> , <i>tune</i> , and <i>think</i> ?	Do you gesture and use expressive movements? Do you use words such as <i>feel</i> , <i>touch</i> , and <i>hold</i> ?
Concentrate	Do you become distracted by untidiness or movement?	Do you become distracted by sounds or noises?	Do you become distracted by activity around you?
Meet someone again	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?
Contact people on business	Do you prefer direct, face-to-face, or personal meetings?	Do you prefer the telephone?	Do you talk with them while walking or participating in an activity?
Read	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?
Do something new at work	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?
Put something together	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?
Need help with a computer application	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.

Student Success Workshops

For the current semester workshop dates & topics go to www.uaf.edu/advising/lr/ or call 474-6396.

Tuesday & Thursday 1:05pm-1:55pm

409 Gruening Building

All workshops are FREE of charge

STUDY SKILLS

Discover How You Learn
Time Management
How to Read a Textbook
Note Taking Skills
Successful Test Taking
Overcoming Writing Anxiety
Reducing Math Anxiety
Memory and Concentration

UNIVERSITY SKILLS

Student Groups: Getting Involved
Learn about Pre-Professional Programs
Managing Stress and Test Anxiety
Salary Expectations for Majors
Schedule Planner & Degree Works
Keys to Being an Online Student
The Myths of Multi-Tasking

Important UAF Contact Information

Office of Admissions & the Registrar

102 Signers' Hall
www.uaf.edu/admissions
474-7500

Bookstore

200 Constitution Hall
www.uaf.bkstr.com
474-7348

Career Services

110 Eielson Building
www.uaf.edu/career/
474-7596

eLearning & Distance Education

131 Bunnell Building
elearning.uaf.edu
455-2060 or 479-3444

Disability Services

208 Whitaker Hall
www.uaf.edu/disability
474-5655

Financial Aid

101 Eielson Building
www.uaf.edu/finaid/
474-7256

Honors Program

Copper Lane House
www.uaf.edu/honors
474-6612

International Programs & Initiatives

215 Eielson Building
www.uaf.edu/oip/
474-5327

Residence Life

MBS Complex
www.uaf.edu/reslife/
474-7247

Student Support Services

514 Gruening Building
www.uaf.edu/ss/
474-6844

Testing Services

211 Gruening Building
www.uaf.edu/testing/
474-5277

UAF Computing Help Desk

www.alaska.edu/oit/get-help/
450-8300

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				11			

CLASS SCHEDULE WORKSHEET

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 - 9:00am	8:00 - 9:30am	8:00 - 9:00am	8:00 - 9:30am	8:00 - 9:00am
9:15 - 10:15am	9:45 - 11:15am	9:15 - 10:15am	9:45 - 11:15am	9:15 - 10:15am
10:30 - 11:30am		10:30 - 11:30am		10:30 - 11:30am
11:45 - 12:45pm	11:30 - 1:00pm	11:45 - 12:45pm	11:30 - 1:00pm	11:45 - 12:45pm
1:00 - 2:00pm		1:00 - 2:00pm		1:00 - 2:00pm
2:15 - 3:15pm	2:00 - 3:30pm	2:15 - 3:15pm	2:00 - 3:30pm	2:15 - 3:15pm
3:30 - 4:30pm	3:40 - 5:10pm	3:30 - 4:30pm	3:40 - 5:10pm	3:30 - 4:30pm
4:40 - 5:40pm		4:40 - 5:40pm		4:40 - 5:40pm
5:50 - 6:50pm	5:20 - 6:50pm	5:50 - 6:50pm	5:20 - 6:50pm	5:50 - 6:50pm
7:00 - 8:30pm or 7:00 - 10:00pm	7:00 - 8:30pm or 7:00 - 10:00pm	7:00 - 8:30pm or 7:00 - 10:00pm	7:00 - 8:30pm or 7:00 - 10:00pm	7:00 - 8:30pm or 7:00 - 10:00pm