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This is an example of a form used to document academic advising sessions. Contact the Academic Advising Center at advising@uaf.edu or (907) 474-6396 or 1-888-823-8780 to receive an electronic version of this form that can be adapted to your departmental needs.

**TIP:** Make this form into an enterable pdf that is tied to a database.
Academic Appeals - Grade Appeals

I. Introduction

The University of Alaska is committed to the ideal of academic freedom and so recognizes that the assignment of grades is a faculty responsibility. Therefore, the University administration shall not influence or affect an assigned grade or the review of an assigned grade.

The following procedures are designed to provide a means for students to seek review of final course grades alleged to be arbitrary and capricious. Before taking formal action, a student must attempt to resolve the issue informally with the instructor of the course. A student who files a written request for review under the following procedures shall be expected to abide by the final disposition of the review, as provided below, and may not seek further review of the matter under any other procedure within the university.

II. Definitions

A. A "grade" refers to final letter grades A, B, C, D, F (including +/-), and Pass. The I (incomplete) designates a temporary grade for one year, and is not a final grade, so it is not subject to appeal until it becomes final.

B. For the purpose of this procedure, "arbitrary and capricious" grading means:
   1. the assignment of a course grade to a student on some basis other than performance in the course, or
   2. the assignment of a course grade to a student by resorting to standards different from those which were applied to other students in that course, or
   3. the assignment of a course grade by a substantial, unreasonable and unannounced departure from the instructor's previously articulated standards.

C. "Grading errors" denotes errors in the calculation of grades rather than errors in judgment.

D. As used in the schedule for review of academic decisions, a class day is any day of scheduled instruction, excluding Saturday and Sunday, included on the academic calendar in effect at the time of a review. Final examination periods are counted as class days.

E. "Department chair" for the purposes of this policy denotes the administrative chair of the academic unit offering the course (e.g., head, chair or coordinator of an academic department, or the campus director if the faculty member is in the College of Rural and Community Development).

F. The "dean/director" is the administrative chair of the college or school offering the course or program from which the academic decision or action arises. For students at extended campuses the director of the campus may substitute for the dean/director of the unit offering the course or program.

G. "Final grade" for the purposes of this policy is the grade assigned for a course upon its completion.

H. A "grading error" is a mathematical miscalculation of a final grade or an inaccurate recording of the final grade.

I. The next regular semester is the fall or spring semester following that in which the disputed academic decision was made. For example, it would be the fall semester for a final grade issued for a course completed during the previous spring semester or summer session. The spring semester is the next regular semester for an academic decision made during the previous fall semester.

III. Procedures

A. Errors by an instructor in determining and recording a grade or by the university staff in transcribing the grade are sources of error that can be readily corrected through the student's prompt attention following the normal change of grade procedure.
   1. It is a student's obligation to notify the instructor of any possible error immediately by the most direct means available. If this is through an oral conversation and/or the issue is not immediately resolved, it is the student's responsibility to provide the instructor with a signed, written request for review of the grade, with a copy to the unit department chair and the dean of the college or school in which the course was offered.
   2. Notification must be received by the instructor and/or department chair within 15 days from the first day of instruction of the next regular semester (i.e., fall semester for grade issued at the end of the previous spring semester or summer session; spring semester for grade issued at the end of the previous fall semester).
   3. The instructor is responsible for notifying the student in writing of his or her final judgment concerning the grade in question within 5 days of receipt of the request, and for promptly submitting the appropriate change of grade form to the Registrar's Office if an error occurred.
   4. If the student does not receive a response from the instructor or the unit department chair by the required deadline, the student must seek the assistance of the dean of the college or school in which the course was offered.
5. If the instructor is no longer an employee of the university or is otherwise unavailable, the student must bring
the matter to the attention of the unit department chair who will make every effort to contact the instructor by
the 15th class day of the next regular semester.
   a. If the instructor cannot be contacted but course records are available, the department chair will effect
      resolution within 5 class days of notification by the student. The department chair may correct a grading
      error through the regular change of grade process on behalf of the instructor.
   b. If the instructor cannot be contacted and course records are either unavailable or indecisive, the student
      may request a review following the procedure outlined below.
   c. If the instructor can be contacted and elects to participate, then a constructive participation is to be
      welcomed by the review committee. The procedures of Paragraph III.A.5.a. or Paragraph III.A.5.b. will
      be instituted if the instructor withdraws from participation.

6. There may be extenuating circumstances when the deadlines cannot be met due to illness, mail disruption, or
other situations over which the student may have no control. In such a case, upon request from the student,
the dean of individual college, after review of supporting documentation provided by the student, may
recommend to the grade appeals committee that the deadlines be adjusted accordingly. An extension of the
deadline will be limited to one semester but every effort should be made to complete the appeal process
within the current semester.

B. If no such error occurred, the remaining option is by review for alleged arbitrary and capricious grading, or for
instances where the course instructor is unavailable and satisfaction is not forthcoming from the appropriate
department chair.

1. This review is initiated by the student through a signed, written request to the department chair with a copy to
the dean of the college or school in which the course was offered.
   a. The student's appeal of grade may be submitted using university forms specifically designed for this
      purpose and available at the Registrar's Office.
   b. By submitting an appeal of grade, the student acknowledges that no additional mechanisms exist within
      the university for the review of the grade, and that the university's administration can not influence or
      affect the outcome of the review.
   c. The appeal of grade must be received no later than 30 days after the beginning of the next regular
      semester (i.e., fall semester for grade issued at the end of the previous spring semester or summer session;
      spring semester for grade issued at the end of the previous fall semester) or within 5 days of receipt of
      notification of the process by the dean/director of the college or school in which the course was offered.
   d. The request must detail the basis for the allegation that a grade was improper and the result of arbitrary
      and capricious grading and must present the relevant evidence.

2. It is the responsibility of the department chair to formally notify both the instructor who issued the grade and
the dean of the unit's college or school that a request for an appeal of grade has been received.

3. If the instructor of the course is also the department chair, the Dean of the College will designate another
department chair within the college to act as the department's representative for all proceedings. If the
instructor of the course is also the Dean of the College, the Provost will designate another Dean within the
University to act as the college's monitor of all proceedings.

4. The dean will appoint a 5 member review committee composed of the following:
   a. One non-voting tenure-track faculty member from the academic unit in which the course was offered
      (other than the instructor of the course). This individual shall serve in an advisory role.
   b. Two tenure-track faculty members from within the college or school but outside of the unit in which the
      course was offered. If available, one of these two members will be selected from the members of the
      UAF Faculty Appeals and Oversight Committee.
   c. One tenure track faculty member from outside the college or school in which the course was offered. If
      available, this member is to be selected from the members of the UAF Faculty Appeals and Oversight
      Committee.
   d. The fifth member to be appointed by the dean will be a non-voting student representative.
   e. The campus judicial officer or his/her designee shall serve as a nonvoting facilitator for grade appeals
      hearings. This individual shall serve in an advisory role to help preserve consistent hearing protocol and
      records.

5. The committee must schedule a mutually agreeable date, time and location for the appeal hearing within 10
working days of receipt of the student's request.
   a. During this and subsequent meetings, all parties involved shall protect the confidentiality of the matter
      according to the provisions of the Family Educational Rights and Privacy Act (FERPA) and any other
      applicable federal, state or university policies.
   b. Throughout the proceedings, the committee will encourage a mutually agreeable resolution.
c. The mandatory first item of business at this meeting is for the committee to rule on the validity of the student's request. Grounds for dismissal of the appeal of grade are:
   1) This is not the first properly prepared request for appeal of the particular grade.
   2) The actions of the instructor do not constitute arbitrary and capricious grading, as defined herein.
   3) The request was not made within the policy deadlines.
   4) The student has not taken prior action to resolve the grade conflict with the instructor, as described under section III, A.

d. In the event that the committee votes to dismiss the request, a written notice of dismissal must be forwarded to the student, instructor, department chair and dean within five days of the decision, and will state clearly the reasoning for the dismissal of the request.

6. Acceptance for consideration of the student's request will result in the following:
   a. A request for and receipt of a formal response from the instructor to the student's allegation.
   b. A second meeting scheduled to meet within 10 days of the decision to review the request.
      1) The student and instructor will be invited to attend the meeting.
      2) The meeting will be closed to outside participation, and neither the student nor instructor may be accompanied by an advocate or representative. Other matters of format will be announced in advance.
      3) The proceedings will be tape recorded and the tapes will be stored with the campus Judicial Officer.
      4) The meeting must be informal, non-confrontational and fact-finding, where both the student and instructor may provide additional relevant and useful information and can provide clarification of facts for materials previously submitted.

7. The final decision of the committee will be made in private by a majority vote.
   a. Actions which the committee can take if it accepts the student's allegation of arbitrary and capricious grading must be directed towards a fair and just resolution, and may include, but are not limited to, the following:
      1) direct the instructor to grade again the student's work under the supervision of the department chair,
      2) direct the instructor to administer a new final examination and/or paper in the course,
      3) direct a change of the student's registration status (i.e., withdrawn, audit, dropped) in the course.
   b. The academic decision review committee proceedings will result in the preparation of written findings and conclusions. Conclusions will result in one of the following:
      1) the request for a grade change is denied.
      2) the request for a grade change is upheld; the review committee requests the course instructor to change the grade; and the course instructor changes the grade in accordance with MAU rules and procedures.
      3) the request for a grade change is upheld; the course instructor is either unavailable to change the grade or refuses to, and the review committee directs the dean/director to initiate the process specified by MAU rules and procedures to change the grade to that specified by the review committee.
   c. A formal, written report of the decision must be forwarded to the student, instructor, department chair, dean and the Registrar's Office within five days of the meeting.
   d. The decision of the committee is final.

Revised 8/09
Academic Appeals Other Than Grades

I. Introduction

The University of Alaska is committed to the ideal of academic freedom and so recognizes that academic decisions are a faculty responsibility. Therefore, the University administration shall not unduly influence or affect the review of academic decisions that are a faculty responsibility.

The following procedures are designed to provide a means for students to seek review of academic decisions alleged to be arbitrary and capricious. These academic decisions may involve non-admission to or dismissal from any UAF program that involve pass/fail decisions by a committee of faculty on non-course examinations (such as qualifying, comprehensive or thesis examinations) or satisfactory/unsatisfactory evaluations on student previews (such as the annual review of graduate students performance). Before taking formal action, a student must attempt to resolve the issue informally. A student who files a written request for review under the following procedures shall be expected to abide by the final disposition of the review, as provided below, and may not seek further review of the matter under any other procedure within the university.

II. Definitions

A. As used in the schedule for review of academic decisions, a class day is any day of scheduled instruction, excluding Saturday and Sunday, included on the academic calendar in effect at the time of a review. Final examination periods are counted as class days.

B. "Department Chair" for the purposes of this policy denotes the administrative head of the academic unit offering the program (e.g., head, chair or coordinator of an academic department, or division coordinator or program chair if the faculty member is in the College of Rural and Community Development).

C. “Committee of Faculty” for the purposes of this policy denotes the group of faculty who rendered the initial decision being appealed. Such groups may include, but are not limited to: graduate examinations committees, graduate advisory committees, and thesis defense committees.

D. The "dean/director" is the administrative head of the college or school offering the course or program from which the academic decision or action arises. For students at extended campuses the director of the campus may substitute for the dean/director of the unit offering the course or program.

E. The next regular semester is the fall or spring semester following that in which the disputed academic decision was made. For example, it would be the fall semester for a final grade issued for a course completed during the previous spring semester or summer session. The spring semester is the next regular semester for an academic decision made during the previous fall semester.

III. Procedures

A. A student wishing to appeal an academic decision other than a grade assignment must first request an informal review of the decision.

1. Notification must be received by the Provost within 30 days after the beginning of the next regular semester.

2. There may be extenuating circumstances when the deadlines cannot be met due to illness, mail disruption, or other situations over which the student may have no control. In such a case, upon request from the student, the Provost, after review of supporting documentation provided by the student, may adjust the deadlines accordingly. An extension of the deadline will be limited to one semester but every effort should be made to complete the appeal process within the current semester.
3. In cases where the decision was rendered by a committee of faculty (such as those dealing with graduate examinations and evaluations), the Provost will request the appropriate committee to conduct an informal review of its decision. The committee of faculty will determine whether its original decision should be overturned or changed in any way. The committee of faculty will submit its recommendation to the Provost through the department chair and Dean/Director within 10 days.

4. In all other matters, The Provost will request the appropriate department chair to conduct an informal review of the decision. The department chair will determine whether the original decision should be overturned or changed in any way. The department chair will submit his/her recommendation to the provost through the dean/director within 10 days. In the event that the department chair is directly involved, the provost can ask the dean/director to conduct an informal review and submit his/her recommendations directly to him.

5. The Provost will consult with the student on the committee of faculty’s or department chair’s recommendation. If the student does not find that recommendation acceptable, he/she may request the Provost to conduct a formal review.

B. The formal review will be conducted as follows.

1. This formal review is initiated by the student through a signed, written request to the Provost.
   a. The student's request for formal review may be submitted using university forms specifically designed for this purpose and available from the Office of the Provost.
   b. By submitting a request for a review, the student acknowledges that no additional mechanisms exist within the university for the formal review of the decision, and that the university's administration including the college dean/director cannot influence or affect the outcome of the formal review.
   c. The request for a formal review must be received no later than 10 days after the student has learned the outcome of the informal review (III.A.4.).
   d. The request must detail the basis for the allegation that the decision was made on a basis other than sound professional judgment based upon standard academic policies, procedures and practices.

2. The Provost will appoint a 5-member review committee composed of the following:
   a. One tenure-track faculty member from the academic unit in which the decision was made.
   b. Two tenure-track faculty members from within the college or school, but outside of the unit in which the decision was made. If available, one of these two members will be selected from the members of the UAF Faculty Appeals and Oversight Committee.
   c. One tenure track faculty member from outside the college or school in which the decision was made. If available, this member is to be selected from the members of the UAF Faculty Appeals and Oversight Committee.
   d. The fifth member to be appointed by the Provost will be a non-voting student representative.
   e. The campus judicial officer or his/her designee shall serve as a non-voting facilitator for appeals hearings. This individual shall serve in an advisory role to help preserve consistent hearing protocol and records.
   f. The department chair of the program in which the decision was made will act as the program's monitor of all proceedings.

3. The committee must schedule a mutually agreeable date, time and location for the appeal hearing within 10 working days of receipt of the student's formal request.
   a. During this and subsequent meetings, all parties involved shall protect the confidentiality of the matter according to the provisions of the Family Educational Rights and Privacy Act (FERPA) and any other applicable federal, state or university policies.
   b. Throughout the proceedings, the committee will encourage a mutually agreeable resolution.
   c. The mandatory first item of business at this meeting is for the committee to rule on the validity of the student's request. Grounds for dismissal of the request for review are:
i. The student has not provided sufficient reason in support of the allegation that the academic decision was arbitrary and capricious.
ii. This is not the first properly prepared request for appeal.
iii. The request was not made within the policy deadlines.
d. In the event that the committee votes to dismiss the request, a written notice of dismissal must be forwarded to the student, instructor, department chair, dean/director and provost within 5 days of the decision, and will state clearly the reasoning for the dismissal of the request.

4. Acceptance for consideration of the student's request will result in the following:
   a. A request for, and receipt of, a formal written response from the program department chair to the student's allegation.
   b. A second meeting scheduled to meet within 10 days of the decision to review the request.
      i. The student and the department chair or a representative of the program will be invited to attend the meeting.
      ii. The meeting will be closed to outside participation, and neither the student nor the instructor or department chair may be accompanied by an advocate or representative. Other matters of format will be announced in advance.
      iii. The proceedings will be tape-recorded and the tapes will be stored with the campus Judicial Officer.
      iv. The meeting must be informal, non-confrontational and fact-finding, where both the student and instructor or department chair may provide additional relevant and useful information and can provide clarification of facts for materials previously submitted.

5. The final decision of the committee will be made in private by a majority vote.
   a. Actions which the committee can take if it accepts the student's allegation may include, but are not limited to, the following:
      i. direct the program instructor or department chair to reconsider the decision,
      ii. provide a final alternative decision.
   b. The academic decision review committee proceedings will result in the preparation of written findings and conclusions.
   c. A formal, written report of the decision must be forwarded to the student, instructor, program/department chair, dean and Provost within five days of the meeting. The Provost shall then be responsible for communicating the decision to other relevant offices (e.g., Admissions, Registrar).
   d. The decision of the committee is final.

C. The entire process must be completed by the end of the semester in which the decision first took effect.
Academic Conditional Program Form

This is an example of a form used to document exceptions to university policy for students who are experiencing academic difficulty. Contact the Academic Advising Center at advising@uaf.edu or (907) 474-6396 or 1-888-823-8780 to receive an electronic version of this form that can be adapted to your departmental needs.

**TIP:** Make this form into an enterable pdf that is tied to a database.


Academic Planning

Academic Planning is a comprehensive process involving time management, goal setting, problem-solving, and collaboration. Many students look at academic planning as a bottoms-up approach wherein they work on their next semester class schedule first, figure out how to space out their course workload over the semester, then try to fit the courses they have taken into a current major. Conversely, academic advisors encourage students to plan ahead by thinking about their life and educational goals first so they can discover the most suitable major based on those goals; secondly, factor in semester by semester degree planning so the student can graduate in the most timely way; then ascertain the student’s employment, family responsibilities and personal requirements in relation to their course load so their semester runs as smoothly as possible; and finally select courses appropriate to the conditions pertaining to their life goals, curricular choice, and semester schedule.

Student Antecedents of Curricular Choice

- Own Experience (high school courses, jobs, interests, hobbies)
- Family (parents/guardians, siblings, extended family)
- High Profile Neighborhood or Community Adults (positive or negative)
- Friends/Acquaintances/Generational Cohort
- Teachers/Coaches (school, youth groups, church)
- Culture/Ethnicity
- Religious Beliefs/Values/Philosophy of Life
- Media (tv, movies, books, magazines, internet)

DegreeWorks

Students will have access to the online DegreeWorks degree audit program later in Fall 2009. Academic advisors and students can develop semester by semester plans; run unofficial degree audits; run “What-IF” degree audits for students to explore other UAF majors; run “Look Ahead” audits to incorporate courses the student plans to register for; calculate current and goal grade point averages; view academic history, petitions and exceptions; and view academic advisor notes. DegreeWorks may be accessed through UAOnline http://uaonline.alaska.edu/ or directly at https://degreeworksuaf.alaska.edu/.

Degree Program Worksheets

http://www.uaf.edu/advising/degree/index.html#DegreeReqs

Degree Planning Worksheets

Portrait http://www.uaf.edu/advising/forms/planning_portrait.pdf
Landscape http://www.uaf.edu/advising/forms/planning_4.pdf
Summer Included http://www.uaf.edu/advising/forms/planning_3.pdf

Semester Planning Worksheet

http://www.uaf.edu/advising/planning/SemesterPlanningCalendar.pdf

Class Schedule Worksheet (also located in the printed class schedule)

AHEAD Program

The AHEAD Program is designed to add structure to the currently existing informal method of enrolling high school students at UAF. High school students who want to receive academic advising, official admission into UAF with degree-seeking status (an advantage in the registration process), and dual high school and university credit will want to enroll at UAF through the AHEAD Program. Participation is voluntary and some students may still want to proceed independently in the Dual enrollment Program or pursue TECH PREP opportunities.

General Program Description
High school students with exceptional general scholastic and/or specific talent abilities will be introduced to the AHEAD Program during their freshman year of high school. However, nothing precludes identification of participants in their sophomore or junior year. However, the earlier the participation in the AHEAD Program, the better the opportunity for planning an integrated high school and university curriculum which best meets the needs of the participant.

- **Information and Planning:** The high school student should strive to complete as many high school requirements through the junior year as possible. This will leave the senior year more open for the inclusion of university level courses. Courses to be taken for dual credit should be carefully planned and pre-approved during this phase. Students must fill out outside credit forms prior to the start of each semester in order to receive high school credit for UAF classes. The counselors in each high school will expedite requests for dual credit and the registrar in each high school will be responsible for getting the appropriate paperwork to the UAF AHEAD Coordinator. An admitted, enrolled student who has successfully completed a university course, automatically receives university credit for that course and establishes a UAF academic record. However, the degree to which a selected university course meets high school credit and graduation requirements is determined by the school district.

- **Admission and Enrollment:** Admittance to UAF is based on an evaluation of GPA and coursework. A minimum high school grade point average of 2.50 is required. Students must take the ACT or SAT test prior to enrolling in UAF classes. In addition, the applicant must have completed 75% of the high school academic core curriculum required for admission as a freshman at UAF or be able to demonstrate progress equivalent to 75% of the core. Students wishing to enter the program will complete the AHEAD application, getting all the necessary recommendations required on the form, and return it to the high school registrar. The registrar will then be responsible for forwarding the application to the Admissions Office at UAF. Paperwork should be processed with UAF application deadlines in mind (July 2nd for fall registration, November 1st for spring registration, and March 1st for summer registration). Tuition and fees for concurrently enrolled students are based on the current tuition and fee rates and are the responsibility of the student/parents. The FNSBSD will not pay tuition costs but the registrars in each high school may be able to provide information on possible sources of funding.

Application Procedures

Students should turn in the following information to their high school counselor or registrar:

1. The completed AHEAD Program Application
2. The completed UAF Undergraduate Application
3. An official high school transcript that includes ACT or SAT scores
4. A check for the application processing fee made out to UAF. ($40.00 for OEC, Cert and Associate degrees, $50.00 for the Bachelor degrees).
5. A completed Outside Credit Request Form

The high school counselor or registrar will attach an official transcript and send the entire packet to:

Office of Admissions
Attn: AHEAD Program Coordinator
University of Alaska Fairbanks
PO Box 757480
Fairbanks, AK 99775-7480
Athletics – Advising Student Athletes

1. All athletes must enroll for a minimum of 12 credits. However, they are encouraged to take 15 credits. They are able to take courses below the 100-level only as freshmen. These courses can count towards the 12 credits during their freshmen year.

2. If an athlete drops below the 12 credits in a semester, all aid can be withdrawn and the student will be ineligible for practice and competition.

3. An athlete must complete a minimum of 24 credit hours in a year (including summer sessions) to be eligible for participation the following year. Only 6 credit hours taken in the summer can be used to meet progress-towards-degree requirements. The retaking of credit for the purpose of improving a previous grade will not count toward the 24 credit-hour load.

4. An athlete must declare a major before his/her third year or 5th semester of full-time enrollment.

5. In Division II, once a student-athlete has declared a major, the credits used to meet progress-toward-degree requirements must be degree credit toward the student’s designated degree program.

6. Division I student-athletes (hockey players) first entering a collegiate institution on or after August 1, 2003, and entering their third year of collegiate enrollment shall have completed successfully at least 40 percent of the course requirements in the student’s specific degree program. Student-athletes entering their fourth year of collegiate enrollment shall have completed successfully at least 60 percent of the course requirements in the student’s specific degree program. Student-athletes entering their fifth year of collegiate enrollment shall have completed successfully at least 80 percent of the course requirements in the student’s specific degree program (as opposed to the student’s major) as a prerequisite for further eligibility.

7. Division I student-athletes (hockey players) for those students first enrolled in the certifying institution beginning with the 2003-2004 academic year, the credit in developmental courses shall not exceed six-credit hours per year. These developmental courses must be prerequisites and the students are only allowed to take developmental courses in their freshman year.

8. Student-athletes must maintain a minimum GPA of 2.0 for each academic semester and an overall cumulative GPA of 2.0 to be eligible for competition.

9. An athlete must obtain permission to “drop” a class from the Athletics Compliance Officer.

Please contact the Athletics Compliance Officer at (907) 474-5601 with any questions regarding athlete eligibility or general athletic information.

Practice times for Fall 2009 are as follows: * These times are subject to change.

Basketball (Men's)  MTWRF  11:00 a.m. – 2:00 p.m.
Basketball (Women's) MTWRF  8:00 a.m. – 11:00 a.m.
Cross Country/Skiing TWRF 2:30 p.m. – 5:30 p.m.,
Hockey MTWRF 2:30 p.m. – 5:30 p.m.
Volleyball MTWRF 2:00 p.m. – 5:00 p.m.
Rifle Practice is worked around class schedules
Swimming MTWRF 5:30 a.m. – 7:30 a.m. and 1:00 p.m. – 3:00 p.m. and Sat. 6:00 a.m. –8:00 a.m.

Athletics Peak Semester and Travel Times

Basketball – Men’s Fall & Spring Wed. – Sun.
Basketball – Women’s Dec - Feb Wed. – Sun.
Hockey Fall & Spring Tues. p.m. – Sun.
Nordic Skiing January - March Mon. – Sun.
Rifle Fall & Spring 1 week Nov., 1 week Jan., 1 week March
Swimming Fall & Spring Wed. – Sun.
Volleyball Fall Wed. – Sun.
Practice Schedules Fall 2009-2010

ATHLETIC PRACTICE SCHEDULE

MONDAY
- 7:00 am - 8:30 pm
- 8:00 am - 10:00 pm

TUESDAY
- 7:00 am - 8:30 pm
- 8:00 am - 10:00 pm

WEDNESDAY
- 7:00 am - 8:30 pm
- 8:00 am - 10:00 pm

THURSDAY
- 7:00 am - 8:30 pm
- 8:00 am - 10:00 pm

FRIDAY
- 7:00 am - 8:30 pm
- 8:00 am - 10:00 pm

SATURDAY
- Swim
  6:00 am - 8:00 am & 11:00 am - 3:00 pm

RIFLE
- No assigned time block

Updated: 08/09
DegreeWorks

UAF has recently deployed a new degree audit program. DegreeWorks is an easy to use web based academic advising and degree audit tool (similar to CAPP) designed to enhance the advisement and course planning process. DegreeWorks may be accessed through UAOnline http://uaonline.alaska.edu/ or directly at https://degreeworksuaf.alaska.edu/.

DegreeWorks will enable students and academic advisors to:

- View progress toward a degree
- Run a degree audit on any major
- See how completed courses apply to graduation requirements
- List any outstanding degree requirements needed to graduate
- View the status of petitions or departmental memos
- Determine how courses may be used toward a different major

NOTE: DegreeWorks audit is an UNOFFICIAL audit. Official degree audits are only generated through the Application for Graduation process. Any “Notes” may be viewed by students and other academic advisors alike, so keep any academic advising notes confined to factual information concerning majors/career discussed, courses selected and rejected, referrals to other UAF or community resources. Contact Graduation Services at graduation@uaf.edu or view the DegreeWorks web site at http://www.uaf.edu/reg/degeworks/ for more information.
The Registrar's Office welcomes you to DegreeWorks, a web-based degree audit and academic advising tool designed to enhance the academic planning process at the University of Alaska Fairbanks. Just as a Global Positioning System (GPS) will tell you exactly where you are every step of the way, DegreeWorks is your Graduation Planning System that tells how far you've come and how far you need to go to reach your graduation goals.

DegreeWorks will enable students and advisors to:

- View progress toward a degree
- Run a degree audit on any major
- See how completed courses apply to graduation requirements
- List any outstanding degree requirements needed to graduate
- View the status of petitions or departmental memos
- Determine how courses may be used toward a different major

Please be aware that a DegreeWorks audit is an UNOFFICIAL audit. We encourage you to work closely with your academic advisor to ensure you have met all of the necessary requirements to graduate. Official degree audits are only generated through the Application for Graduation process. Please contact Graduation Services at graduation@ualaska.edu if you have any questions.

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Fresh Start readmission will completely restart a student’s GPA, so if the student had any passing grades in the past, those credits will not be counted and the course grade will not be used to calculate the student’s GPA. Fresh Start may be a good option for students who have been away from UAF for two or more years and primarily have grades below a 2.0 on their transcript.
Early Warning Committee
The Vice Provost runs reports for the Early Warning Committee during the third week of the semester. Freshman students in lower-division Core courses are contacted the committee or appropriate department to ascertain why the student is not attending class or is not performing well.

Freshman Progress Reports
The Registrar obtains class grades from faculty who teach freshman-level courses by the end of the 6th week of the semester (October 9, 2009 and February 26, 2010). These mid-semester grades are posted onto UAOnline and departments contact students with grades below a “C” (2.0) to ascertain the student’s academic progress. Referrals to learning assistance programs is crucial at this stage and faculty have the option of withdrawing the student from their course by submitting a Faculty-Initiated Withdrawal Form to the Registrar. Students who are not withdrawn by faculty are given information concerning the withdrawal deadline and encouraged the student to explore the ramifications of withdrawal or failing a course on financial aid, health insurance, international status, athletic status, and academic standing.

NOTE: The following pages include suggested dates and methods for using this information for student outreach. Instructions to run BANNER reports can be found in Chapter 8. Training to run reports will be held 10/13/09 and 3/02/10 in 301 RASM from 1:00 – 2:00 p.m.
### September

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<td>30</td>
<td>Residence Halls Open</td>
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<td>6</td>
<td>7</td>
<td>Labor Day</td>
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</tbody>
</table>

#### Run Non-Returning List-Send survey if needed and/or were not contacted in Spring.

| 20  | 21  | 22  | 23  | 24  | 25  | 26  |

### October

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</table>

#### Run Freshman Progress Reports * (See below)

| 25  | 26  | 27  | 29  | 29  | 30  | 31  |

#### Contact Freshmen with low mid-term grades

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th>Last Day to Withdraw</th>
</tr>
</thead>
</table>

#### Run Non-Returning List** contact students who have not registered for Spring semester.

| 13  | 14  | 15  | 16  | 17  | 18  | 19  |

### November

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<tr>
<td>30</td>
<td>Admissions Deadline</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td>Registration for Spring Begins</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
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<td>15</td>
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</tr>
</tbody>
</table>

#### Begin to contact students regarding advising for Spring 2010 classes

| 22  | 23  | 24  | 25  | 26  | 27  | 28  |

#### Run New Admit Report for Spring Semester* (See below) On-going until classes start

| 30  |      |      |      |      |      |      |

### December

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<td>11</td>
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</tr>
</tbody>
</table>

#### Run Non-Returning List** contact students who have not registered for Spring semester.

| 13  | 14  | 15  | 16  | 17  | 18  | 19  |

#### Run Last day of Instruction

| 20  | 21  | 22  | 23  | 24  | 25  | 26  |

#### Run Res Halls Close at Noon

| 27  | 28  | 29  | 30  | 31  | 1   | 2   |

### Notes

* Begin to contact students personally to help determine classes and establish a student/advisor relationship within the department.

** List will show who has not registered for Spring semester, they can be contacted and reminded to register.

*Contact Progress Report recipients with low grades to let them know of their options for classes. Have information on hand about assistance available on campus. Make sure students are aware of Last Day to Withdraw (October 30). Freshman Progress Report Training Oct 13.

** Run Freshman Progress Report Training 1-2 401 RAM
### January

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<td>6</td>
</tr>
</tbody>
</table>

**Run Dean’s/Chancellor’s Lists**

<table>
<thead>
<tr>
<th>17</th>
<th>18 Alaska Civil Rights Day - Campus Closed</th>
<th>19</th>
<th>20</th>
<th>21 First Day of Class</th>
<th>22</th>
<th>23</th>
</tr>
</thead>
</table>

**Run probation list** (See below)

<table>
<thead>
<tr>
<th>4</th>
<th>25</th>
<th>26</th>
<th>27</th>
<th>28</th>
<th>29 Last day of Registration 100% tuition refund</th>
<th>30</th>
</tr>
</thead>
</table>

**Run Non-Returning List** Survey those not continuing.

### February

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<tr>
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<tr>
<td>45</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5 Last day to Drop 50% tuition refund</td>
<td>6</td>
</tr>
</tbody>
</table>

Check with Admissions for new UA Scholars list to begin contacting students

<table>
<thead>
<tr>
<th>7</th>
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</table>

**Run Dean’s/Chancellor’s Lists**

<table>
<thead>
<tr>
<th>14</th>
<th>15 Last day to apply for Spring graduation</th>
<th>16</th>
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<tr>
<th>21</th>
<th>22</th>
<th>23</th>
<th>24</th>
<th>25</th>
<th>26 Freshman Progress Reports due</th>
<th>27</th>
</tr>
</thead>
</table>

### March

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**Run Freshmen Progress Reports** (See below)

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<tr>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12 Campus Closed</th>
<th>13</th>
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</table>

**SPRING BREAK NO CLASSES**

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<th>14</th>
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</table>

Continue contacting Freshmen with low mid-term grades

<table>
<thead>
<tr>
<th>21</th>
<th>22</th>
<th>23</th>
<th>24</th>
<th>25</th>
<th>26 Last Day to Withdraw</th>
<th>27</th>
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</table>

Continue contacting Freshmen if needed

### April

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<tbody>
<tr>
<td>4</td>
<td>5 Registration for Fall Semester Begins</td>
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<td>7</td>
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**Begin to contact students regarding advising for Fall 2010 classes**

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<tr>
<th>18</th>
<th>19</th>
<th>20</th>
<th>21</th>
<th>22</th>
<th>23 Springfest (no classes)</th>
<th>24</th>
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**Run New Admit List**

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<tr>
<th>25</th>
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</table>

* Contact Progress Report recipients with low grades to let them know of their options for classes. Have information on hand about assistance available on campus. Make sure students are aware of Last Day to Withdraw (March 26).
### Approximate Quick Reference Time Line - Fall

#### August:
- Prior to start of classes:
  - Run **New Admits** report – this allows departments to contact students personally and establish a student/advisor relationship.
  - Run **Probation** report – check students’ registration for fall semester and contact them with concerns.

#### September:
- Week 3:
  - Run **Non-Returning** list – send survey to determine reasons why students did not return.

#### October:
- Week 3 – 4:
  - Run **Freshman Progress Reports** Allow ample time for grade information to be input before running report. Contact those who receive low grades, encourage them to talk with instructors and inform them of the last day to withdraw. Contact those with passing grades to give encouragement and support.

#### November:
- Week 2:
  - Contact students to remind them to **register for spring** courses.
- Week 3-4:
  - Run **New Admits** report for spring semester – begin contacting potential students before the semester break.

#### December:
- Week 2:
  - Run **Non-Returning list** – contact students who have not registered for spring and make them aware of advisor availability.

### Approximate Quick Reference Time Line - Spring

#### January:
- Week 3:
  - Run **Probation** list – check for students who did poorly during the fall semester.
  - Run **Dean’s/Chancellor’s** list from Fall semester and congratulate students for a job well done.
- Week 4:
  - Run **Non-Returning** Student list – send out survey.

#### February:
- Week 2:
  - Contact Admissions for list of new UA Scholars for fall semester.

#### March:
- Week 1:
  - Run **Freshman Progress** reports – contact students with low grades to let them know their options with classes.

#### April:
- Week 2:
  - Contact students and remind them to **register for fall semester**. It is preferable that they do this prior to the end of the spring semester, while faculty advisors are still widely available.
- Week 4:
  - Run **New Admit** list – contact students who will be new for Fall to welcome them and direct them on how to register for classes.

#### May:
- Week 1:
  - Run **Non-Returning** Student list – contact those who have not registered for fall semester.
- Week 4:
  - Run **Probation** list once grades have posted from spring semester.
  - Run **Dean’s/Chancellor’s** list from Spring semester and congratulate students for a job well done.
Freshman Progress Reports

Checklist

___ 1. Obtain Freshman Progress Reports (SFR2LGR).
___ 2. Identify departmental students to contact (particularly those with low grades).
___ 3. Run advisor copy of unofficial transcript.
   ___ a. Review transcript for overall progress.
   ___ b. Compare transcript with signed registration form, if available in department.
___ 4. Compare list of those with low grades to Probation List.
___ 5. Prioritize student contacts list based on:
   ___ a. Probation students with low grades.
   ___ b. Students with more than one low grade.
   ___ c. Students with only one low grade.
   ___ d. Students with no low grades to encourage continued success
___ 6. Confirm telephone number or email address and contact students.
   ___ a. Strategize solutions for success.
      ___ i. Consider dropping/changes course to avoid low grade.
      ___ ii. Inform student of available labs and tutoring services.
      ___ iii. Make sure student knows of withdrawal deadline.
   ___ b. Send information packets as requested by students.
___ 7. Encourage follow-up as requested/appropriate.

Flowchart
Non-Returning Students

Checklist

___ 1. Obtain list of non-returning students from previous semester and confirm contact information (SFR2NRS).
   ___ a. Mailing address (SOADDRQ).
   ___ b. Telephone address (SPATELE).
___ 2. Determine degree-seeking status.
   ___ a. Non-Degree Seeking – send recruitment letter.
   ___ b. Degree Seeking – identify departmental students.
___ 3. Send out surveys or call and conduct survey for non-returning students.
___ 4. Review returned surveys.
___ 5. Maintain files should campus-wide data review be conducted.

Flowchart
# Non-Returning Student Survey

**What are you doing now?**

- Full-time work
- Full-time school
- Looking for work
- Stay at home parent
- Other: 

**Other Comments:**

- Family responsibilities/problems
- Other:

**Did you have a major?**

- NO
- YES

**If yes, what?**

**Did you find resources to help you?**

- NO
- YES

**If yes, mark which:**

- Writing Center
- Extra help from instructor or TA
- Math Lab(s)
- Departmental Labs/tutoring
- Developmental Educ. (DEVE, DEVM, DEVSI)
- Academic Advising Center
- Rural Student Services
- Health & Counseling Services
- Supplemental Instruction
- Student Support Services
- Workshops on study skills (test taking, etc.)
- Other

**Is there anything else you would like to share with me that might be helpful to improve the university?**

---
Probation Students

Checklist

1. Obtain new Probation List at beginning of semester (SHR2PRB).
   a. Identify departmental students.
   b. Print copy or email to designated advisor.

2. Determine current registration status (SFAREGQ).
   a. If registered, run advisor copy of unofficial transcript.
   b. If not registered, contact student and complete survey.

3. Review transcript and confirm probation status.
   a. Check both cumulative GPA and term GPA.
   b. If one or the other is below 2.0, student has been correctly placed on probation.
   c. If incorrectly placed on probation, notify Dean's office of error.

4. Compare class schedule from transcript to reg. form signed by advisor.
   a. If available, check if student has received any Freshmen Progress Reports for this semester.
   b. Review to determine if the student followed advice given or made changes to schedule.

5. Determine if student is in a responsible or questionable course of study.
   a. Responsible course of study:
      i. Repeating classes student did poorly in?
      ii. Dropping down in difficulty?
      iii. Taking fewer credits?
         o Contact student to check in and give encouragement.
   b. Questionable course of study:
      i. Not retaking classes?
      ii. Continuing on to next level of course after doing poorly?
      iii. No change or an increase in course load?

6. Contact student and offer assistance.
   a. List of computer labs on campus and hours of operation.
   b. Phone numbers and locations of the Writing Center & Math Labs.
   c. Disability Services phone number.
   d. ASUAF tutoring and Student Support Services Program

7. Remind student of last day to withdraw from classes for semester.

8. The Advising Center has a list of late start classes if the student needs to stay at full time status. (In this manual and at: http://www.uaf.edu/advising/degree/index.html)

9. Keep track of contacts for records, along with suggestions for student.

10. Maintain files should campus-wide data review be conducted.

Flowchart

1. Obtain Probation List
2. Identify Departmental Students
3. Determine Registration Status
4. Run Unofficial Transcript
5. Confirm Probation Status
6. Remove Incorrect from Mailing List
7. Review Transcripts
8. Check Low Grade Rpt.
9. Registration vs. Advised Courses
10. Responsible Course of Study
11. Encourage & Check In
12. Questionable Course Placement
13. Specific Follow-Up
14. Not Registered
Sample Survey for Probation Students

Reasons for Academic Difficulty

Major: ______________________________ Minor: __________________________

School/College: __________________________________________________________

Class Standing:    _______ FR   ________ SO   ________   JR   ________  SR

Housing:  _________  On Campus     OR  _________  Off Campus

Please check all of the reasons from the following list which may indicate why you have had difficulty in classes at UAF:

_______ My social life conflicted with my studies
_______ Transportation difficulties
_______ Medical problems/illness (either personal or within family)
_______ Conflicts at home
_______ Residence Life/housing issues
_______ Classes were too big
_______ Overwhelmed by amount of reading and/or homework

_______ Instructor not friendly or helpful
_______ No connection with anyone at UAF
_______ Didn’t know what to expect
_______ Didn’t apply myself
_______ Didn’t know how to manage time
_______ Possible learning disability
_______ Ineffective study habits
_______ Didn’t know about available help
_______ Unaware of policies for drop/withdrawal
_______ Received feedback from instructor after drop date
_______ Didn’t know I was doing poorly
_______ Overwhelmed by work responsibilities
_______ Overwhelmed by family responsibilities

Others   (please explain or briefly list):
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Thank you for your feedback
Newly Admitted Student Advising

1. Review **placement test information** with newly admitted student. A record of test information must be on file in the Admissions Office before a student can be fully admitted. Determine if student is Admit Incomplete (awaiting test scores or high school or college transcript), or if the student is an Admit on Probation.

2. If a student places into
   - developmental level math, English, or reading course **or**
   - was a late admit (application submitted after deadline), **or**
   - has a total high school gpa below 2.0

   this student may be academically at-risk and an **Academic Tracking Program** should be considered to provide more comprehensive, frequent, and intensive academic advising their first two semesters. Contact the Academic Advising Center for more details on how to set up an **Academic Tracking Program**.

3. Encourage advisee to discuss **current educational/career plans** and progress.

4. Review with advisee the **Core requirements, general university requirements**, as well as **specific requirements for the degree and major**. Enter semester by semester educational plans and advising notes on **DegreeWorks**.

5. Appraise the **course choices** made by the advisee realistically, based on placement test predictions, difficulty of subject matter, number of hours employed, where living, family responsibilities, etc. Use the **Academic Advising Interaction Form** for prompts of what areas impact their academic plans and to document referrals and notes. The advisee will be limited to 13 credits if he or she was admitted on probation.

6. Check with advisee to determine **financial resources** and refer to Financial Aid Office for further information.

7. Appraise the advisee’s need for **learning assistance** resources when necessary; e.g., reading improvement, study skills, and tutoring.

8. **Maintain regular meeting schedules** with advisee, especially to review freshman progress reports and withdrawal deadline, particularly if student was admitted on probation.

9. Suggest the use of the **Career Services** office if student’s plans seem unrealistic, unclear, or if the advisee seems to lack correct information about him/herself or the requirements of the career field to which he/she aspires. The **ACT DISCOVER** program, the **ALASKA CAREER INFORMATION SYSTEM** and the **STRONG INTEREST INVENTORY** (computerized career and educational planning systems), are available in the Academic Advising Center as additional resources for all students.

10. Maintain a folder on each advisee to provide a history of the academic progress each advisee is making, including any changes made.
Ice Breakers

To start a conversation with a student, try some of these questions. What other questions can you add to the list?

1. What are some “hot buttons” of yours—things you can talk about forever?

2. What things can you do for hours at a time?

3. What would you get up to do at 5 a.m.?

4. What makes you feel great?

5. What are two successes you’ve had in the past six months?

6. What are some of your goals for the next six months?

7. How do you see yourself living five years from now?

8. Tell me about a turning point in your life.

9. What things do you dread doing?

10. What two or three areas of study are you considering? How are they similar? How are they different?

11. What is your favorite book/music/film/tv show and why?

12. Who has been influential in helping you make the decision to come to UAF? (parent, spouse, friend, employer)

Source: Noel-Levitz Academic Advising for Student Success and Retention
No Degree Intended (NODS) Application

The Intent to Register Form and In-Person Registration form were discontinued in the summer of 2009. Students who want to take courses as a nondegree student must fill out a free application on UAOnline. This application is not to be used by students who intend on obtaining an Occupational Endorsement, Certificate, Associate, or Baccalaureate degree from UAF. Once students have submitted the application form, they will be directed to schedule courses on UAOnline.
OnBase Digital Imaging

OnBase is a document imaging system that has been deployed statewide by the University of Alaska at https://ddi.alaska.edu/appnet.

Application Form Contact the Office of Admissions to obtain an application for any NEW members of your staff who need access to scanned documents at admissions@uaf.edu or 907-474-7500 or 1-800-478-1823.

Document Types are all the various kinds of documents that are scanned into the system. Each document type has a specific name. The first two letters tell you which group the document type belongs to (AD=Admissions, FA=Financial Aid, RO=Registrar). For example, AD Application UG is an undergraduate application for admission. A list of all document types will appear at the end of this manual.

Password Maintenance OnBase authentication is done using the University’s enterprise directory (EDIR). When you log into OnBase, it checks EDIR for your UA ID # and your password. NEVER ATTEMPT TO CHANGE YOUR PASSWORD WITHIN ONBASE. If you want to change your password, you must do so in EDIR. EDIR can be accessed at https://edir.alaska.edu/

Password Expiration It is important to log into OnBase regularly or your password may expire. If this happens, you will need to know the following:

1. Your AUTHSERV (EDIR) password which you would use to log into MyUA or edir.alaska.edu. If you have never logged into an application via AUTHSERV (EDIR) before, OR if you are experiencing problems logging in please first use the ELMO (Easy Login Maintenance Option) to reset your password. LINK TO ELMO NOW. <https://elmo.alaska.edu>

2. Your UA ID number. This is located on your Polar Express Card.

3. We have attached the OnBase Thin Client User manual which will help you get started. If you have tried to log into OnBase Thin Client already and are experiencing difficulty please try the following steps:

A. Open the START menu of your computer and select CONTROL PANEL
B. In the CONTROL PANEL click on ADD or REMOVE programs
C. When the ADD or REMOVE programs window opens Select the ADD NEW PROGRAMS ICON from the left-hand tool bar of your window. (the other options are "Change or Remove Programs," "Add/Remove Windows Components," and "Set Program Access and Defaults.")
D. The ADD NEW PROGRAMS window will show you all of the new programs available within the NETWORK. Select OnBase 7.2 ActiveX Installation from the options. (*Note: This will not work unless you are an administrator on your computer. If you are not an administrator, please contact your departmental administrator or contact OIT for assistance.)
If an undergraduate degree student chooses not to enroll for a semester or more, that student may be eligible to re-enroll in a degree program without reapplying for admission. Students remain eligible to register for classes in their degree program if:

- They have not been academically disqualified, and
- They have not attended a non-UA institution since they were last enrolled at UAF, and
- Their lapse in enrollment is less than two years, and
- They are continuing with the same degree program as before.

If a student meets all the above requirements, the student need only consult with his/her academic advisor and register for classes. If a student does not meet all these requirements, the student will need to submit a regular undergraduate application for admission along with the appropriate processing fee ($40.00 for OEC, Certificate, and Associate degrees, $50.00 for Bachelor degrees) and transcripts of any non-UA coursework taken.

*Comments and/or conditions may be added to admission status by dean or director on the acceptance letter*
Registration Enrollment Procedures for New Students

Registration is available for Fall semester in early April, Summer sessions in late February, and for Spring semester in early November. Students admitted into a major are provided with departmental contact information for academic advising. New local students will be able to meet with an academic advisor and register for courses in much the same way that continuing students do.

New students outside of the campus service area can discuss course selection with an academic advisor via phone or email and do not have to be physically present to register. A Registration Form needs to be filled out and signed by an academic advisor for all undergraduate and first-time graduate students before they can register for classes. Students at community campuses use this registration form http://www.uaf.edu/schedule/pdfs/crcd_registration_form.pdf.

<table>
<thead>
<tr>
<th>Registration Enrollment Procedures Department Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone/Email</td>
</tr>
<tr>
<td>• Check for Admission, Major status</td>
</tr>
<tr>
<td>• Determine if Registration Form or Non-degree Application is needed</td>
</tr>
<tr>
<td>• If non-degree, have student fill out non-degree application on UAOnline</td>
</tr>
<tr>
<td>• If Registration form is needed print one from Banner (see chapter 8 of this manual-SFR2FRF)</td>
</tr>
<tr>
<td>• Print test scores and look up possible transfer credits, attach Registration form</td>
</tr>
<tr>
<td>• Provide documentation to advisor prior to appointment</td>
</tr>
</tbody>
</table>

During Appointment

- Give academic advisor paperwork, include degree program worksheet
- "PIN" student on SPAAPIN
- Stamp form with department name
- Advisor makes two copies of the Registration form
- Return original Registration form to Registrar's Office
- Confirm registration and print SFAREGQ
- Department keeps file copy of paperwork
- Make sure student knows how to register on UAOnline (http://uaonline.alaska.edu)
- Send copy of Registration form, SFAREGQ, degree checklist and friendly note to student

<table>
<thead>
<tr>
<th>In Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Have student fill out non-degree application if NODS OR have them print their Registration Form from UAOnline if admitted into a major. Registration Forms can be printed from BANNER SFR2FRF</td>
</tr>
<tr>
<td>• Assist student in filling out the Registration Form</td>
</tr>
<tr>
<td>• Attach &quot;You Are Not Done Yet&quot; tag onto copy of registration form and make sure student knows how to register on UAOnline (<a href="http://uaonline.alaska.edu">http://uaonline.alaska.edu</a>)</td>
</tr>
<tr>
<td>• Print test scores and look up possible transfer credits, attach Registration form</td>
</tr>
<tr>
<td>• Provide documentation to advisor prior to appointment</td>
</tr>
</tbody>
</table>

*Note: SPAAPIN is the student profile access and personal identification number system used by UAF for student record access.*
Registration Form Printing Instructions & Schedules

Step #1: Go to www.uaonline.alaska.edu

Step #2: Click on “Login To Secured Area (students, staff & faculty)

Step #3: Fill in your User ID and Pin (New Users, use Birthday mmddyy)

Step #4: Select “Student Services, Financial Aid & Acct Information”

Step #5: Click on “Registration”

Step #6: Select Correct Term and Submit

Step #7: “Check Your Registration Eligibility”

Step #8: The next window should display: “Print your UAF Registration Form Here”

Step #9: If the “Print” link is not available, please ask for help.....

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Spring 2010 Registration Schedule  
November 2009

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
<tr>
<td>Graduate Students, Seniors &amp; Juniors</td>
<td>Continuing Sophomores &amp; Freshmen</td>
<td>All continuing degree seeking students</td>
<td>All continuing degree seeking students</td>
<td>All continuing degree seeking students</td>
</tr>
<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
</tr>
<tr>
<td>New &amp; Returning Degree Students, and all Non-degree Students</td>
<td>Registration continues</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SPAAPIN: ‘1’ for any day PRIOR to day student can register  
‘0’ for day student can Register  
F10 to Save

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Fall 2010 Registration Schedule  
April 2010

<table>
<thead>
<tr>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td>Continuing Graduate Students, Sophomores &amp; Juniors</td>
<td>Continuing Sophomores &amp; Freshmen</td>
<td>All continuing degree seeking students</td>
<td>All continuing degree seeking students</td>
<td>All continuing degree seeking students</td>
</tr>
<tr>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>New &amp; Returning Degree Students, and all Non-degree Students</td>
<td>Registration continues</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SPAAPIN: ‘1’ for any day PRIOR to day student can register  
‘0’ for day student can Register  
F10 to Save
Specific Academic Advising Guidelines

1. Before advising students:
   - Read Schedule and highlight key areas
   - Mark Schedule with canceled classes (this helps to eliminate these as options right away)
   - Mark Faculty Advisor Manual pages used most frequently when advising
     Core Curriculum Oral & Writing Intensive Courses
     General Worksheets
     Humanities/Social Sciences/Math/Natural Sciences 100-level courses
     Late Start Classes
     Test Score/Placement Information
     Transfer Credit
   - Highlight sections in the Catalog of most use
     Applying for Admissions
     Undergraduate Transfer Credits and course placement
     Academics and Regulations
     How to Earn a Degree
     Degrees & Programs
   - Review changes to degree(s), policies and procedures (Faculty Senate actions) for accurate information
   - Determine office hours and post them prior to or during advising/course selection at the start of each semester

2. Ascertain background information for each student on (SGASTDN/SAAADMS/SPAPERS in BANNER or in UAOnline). **Check to see if student has the “Confidentiality” tag posted** (SPACMNT in BANNER or on UAOnline).
   - Test Scores and placement information (SOATEST in BANNER or on UAOnline)
   - High School history
     Courses and performance in these courses
     Particular attention should be given to math courses taken, grades, and how long ago these courses were taken
   - Transfer credit evaluation (check SHI2TCE/SHATRNS in BANNER, **Student Transfer Credit Equivalency** in UAOnline)
   - Interests/plans/areas to possibly explore
   - Other commitments and circumstances that might affect his/her course load or study responsibilities (family/job/travel/living on or off campus)
   - Financial Aid considerations

3. Discuss degree progression and credit/course load for each semester (including Financial Aid requirements)

4. Review core requirements with attention to math and science options in relation to degree plans (BA vs. BS)
5. Assist in selecting courses with student
   - Review: Core courses (with placement information)
     Additional degree requirements (m/n/h/s)
     Major/minor courses
   - Utilize BANNER (SSASECQ/SSI2AVL) to determine course availability and/or possible need to waitlist
   - Have student complete the registration form (registration forms are available on UAOnline, from the Registrar’s Office or by printing directly from Banner – SFR2FRF) and check that all information is complete (remind student to inform the Registrar’s office of correct local address)
   - Always use a degree worksheet to determine degree progression. They can be printed from http://www.uaf.edu/advising/requirements_current/index.html
   - Make sure student signs the form
   - Sign as academic advisor - NEVER sign a blank form!

6. Briefly tell student the next step(s) in the procedure (How to register online and, if needed, where to go when they leave your office) including waitlist information if appropriate – clear the student to register by “pinning” in Banner (SPAAPIN)

7. Remind students of services available for them to use:
   - Math Lab in Chapman Building
   - Writing Center – 801 Gruening
   - Developmental Math/Writing Lab - 305 Gruening
   - Speaking Center – 507 Gruening
   - Supplemental Instruction courses – 509 Gruening

8. Inform student of the role of the academic advisor and types of assistance available to student

9. Encourage student to come back within 2-3 weeks after the start of the semester for follow-up Freshmen Progress Report should be turned in by the 4th full week of classes for all Freshmen. All students have until the 9th Friday to withdraw from course(s) (W will appear on transcript)

10. During Drop/Add timeframe, check for Financial Aid status along with courses that fit student’s needs and interests

11. Keep notes of each student contact within the student’s file kept in the department

12. Explain any changes in procedures or course information for each succeeding semester

Reminders for Continuing/Returning Students (in addition to above)

13. Check current degree-seeking status (SGASTDN) or look up transcript on UAOnline

14. Check previous courses taken (SHACRSE without entering the term) and those currently enrolled in (SFAREGQ with term entered)

15. Check for ‘O’ and ‘W’ courses as well as total number of upper-division credits completed and needed for graduation
Unofficial Transcript Printing Instructions (UAOnline)

1. Go to uaonline.alaska.edu, click on Login to Secured Area.

2. Enter your Student ID number (usually your SSN) and your pin number (the same number you use when registering for classes).

3. Click on “Student Services, Financial Aid & Account Information.”

4. Click on “Student Records”:

5. Click on “Academic Transcript”:

6. Make sure the “Transcript Level” says Undergraduate-UAF (you will only have a choice if you have attended other UA institutions). Click “Submit”:

7. The next screen should show your current transcript, including transfer credits. **Print it out!**
What Every Academic Advisor Should Know

2009 – 2010 University of Alaska Fairbanks Catalog http://www.uaf.edu/catalog/
Admission requirements for certificate/associate/baccalaureate programs (pp. 22 – 25)
Admission requirements for the majors in your college/school (p. 26)
Transfer Credit Regulations (pp. 32 – 39)
Grade Point Average (GPA) and Grading System (pp. 44 – 45)

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Students may repeat courses and all grades will appear on the transcript. However, only the last grade earned (regardless if grade is higher or lower than the previous grade) and will be used to calculate gpa.

Academic Standards (p. 46)

Chancellor’s List – semester gpa of 3.9 or higher (full-time students only)
Dean’s List – semester gpa of 3.5 or higher (full-time students only)
Good Standing - cumulative and semester gpa is 2.0 or higher
Probation – semester and/or cumulative gpa is below 2.0 (student limited to 13 credits maximum)
Academic Disqualification – probation students with semester and cumulative gpa less than 2.0 at end of spring semester (student dropped from degree status into Non-Degree status and limited to 10 credits maximum and must register in person)

Course Load Classification (p. 43)

<table>
<thead>
<tr>
<th>Classification</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time</td>
<td>12+</td>
</tr>
<tr>
<td>Part-Time</td>
<td>&lt;12</td>
</tr>
</tbody>
</table>

Class Standing (p.43)

Freshman 0 – 29 credits  Sophomore 30 – 59 credits
Junior 60 – 89 credits  Senior 90+ credits

Course Numbers (pp. 235 – 236)

<table>
<thead>
<tr>
<th>Course Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 – 049 - Non-Credit Courses 050 – 099 Developmental Courses</td>
</tr>
<tr>
<td>100 – 299 Lower-Division Courses 300 – 499 Upper-Division Courses</td>
</tr>
</tbody>
</table>

Course Designators (p. 236)

<table>
<thead>
<tr>
<th>Designation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>X - Core</td>
<td>Humanities</td>
</tr>
<tr>
<td>O or O/2-</td>
<td>Oral Intensive</td>
</tr>
<tr>
<td>W-</td>
<td>Writing Intensive</td>
</tr>
<tr>
<td>h</td>
<td>Social Science</td>
</tr>
<tr>
<td>m</td>
<td>Mathematics</td>
</tr>
<tr>
<td>n</td>
<td>Natural Science</td>
</tr>
</tbody>
</table>

Class Schedules http://www.uaf.edu/uaf/academics/cat.html
Fairbanks http://www.uaf.edu/schedule/
Tanana Valley Campus http://www.tvc.uaf.edu/Courses/index.html
Center for Distance Education & Independent Learning http://distance.uaf.edu/lib/cataloglists/fall09-us-ux.pdf
College of Rural & Community Development http://www.uaf.edu/uaf/academics/cat.html
Northern Military Programs http://www.tvc.uaf.edu/interior/military.html
Summer Sessions & Lifelong Learning http://www.uaf.edu/summer/courses/summer_2009_catalog.pdf

Course Finder http://www.uaf.edu/coursefinder/
**UAOnline**  [http://uaonline.alaska.edu](http://uaonline.alaska.edu)

- Apply for Admission (no login required)
- Distance Education Gateway (no login required)
- Class Schedule (no login required)
- Class Catalog (no login required) NOT the same thing as the *2009 – 2010 University of Alaska Fairbanks Catalog*
- Transfer Credit Resource Site (no login required)

**Student Menu** (login required)
- List of Advisees
- Student Demographics
- Student Schedule
- Active Registrations
- Student Prerequisite Information
- Registration History
- Placement Test Scores
- Holds

**Advisor Menu** (login required)
- Unofficial Transcript
- DegreeWorks (new unofficial audit program)
- CAPP (old unofficial audit program)
- Student Transfer Credit Equivalency

**BANNER**

- **Semester Codes** 200903 (Fall 2009) 201001 (Spring 2010) 201002 (Summer 2010)
- **QMenu** [http://www.alaska.edu/oit/training/Documentation_docs/QMenu04.pdf](http://www.alaska.edu/oit/training/Documentation_docs/QMenu04.pdf)
  The DSD Query Menu (QMENU) is a Web interface to the Decision Support Database (commonly referred to as “DSD”, “RPTS”, or “data warehouse”). University of Alaska staff and faculty members use QMENU to retrieve administrative information relating to students.

- **QAdHoc** [http://www.alaska.edu/oit/training/Documentation_docs/QAdhoc.pdf](http://www.alaska.edu/oit/training/Documentation_docs/QAdhoc.pdf)
  QAdhoc is the ad hoc query component of the DSD QUERY MENU (QMenu) which is an Oracle Web Application Server interface to the University of Alaska Decision Support Database (i.e. 'RPTS', 'data warehouse'). University of Alaska staff and faculty members use QAdhoc when no preexisting QMenu query matches their information needs.

**OnBase** [http://www.uaf.edu/admissions/](http://www.uaf.edu/admissions/)
- Thin Client

**Faculty Senate Policies**

- **Faculty Senate Actions (Policies)** [http://www.uaf.edu/uafgov/faculty/fspolicyindex.html](http://www.uaf.edu/uafgov/faculty/fspolicyindex.html)
- **Course/Program Approvals** [http://www.uaf.edu/uafgov/course_approvals/FY09_approvals/index.html](http://www.uaf.edu/uafgov/course_approvals/FY09_approvals/index.html)
- **Curriculum Index** [http://www.uaf.edu/uafgov/faculty/curriculum_review08-09/FY09_Curriculum_Index.pdf](http://www.uaf.edu/uafgov/faculty/curriculum_review08-09/FY09_Curriculum_Index.pdf)
**Academic Advising Center Website**  [http://www.uaf.edu/advising/](http://www.uaf.edu/advising/)

- **Degree Program Worksheets**  [http://www.uaf.edu/advising/degree/index.html](http://www.uaf.edu/advising/degree/index.html)
  - Baccalaureate - up to 7 years prior to graduation
  - Associate/Certificate/Occupational Endorsement - up to 5 years prior to graduation
- **Major Explorer Guides**  [http://www.uaf.edu/advising/majors/index.html](http://www.uaf.edu/advising/majors/index.html)
- **Semester & Class Planning Schedules**  [http://www.uaf.edu/advising/planning/index.html](http://www.uaf.edu/advising/planning/index.html)
- **Pre-Professional Opportunities**  [http://www.uaf.edu/advising/degree/index.html#preprof](http://www.uaf.edu/advising/degree/index.html#preprof)

**Grade Calculators** (Shockwave must be installed)
- GPACalculator  [http://www.onlineconversion.com/grade_point_average.htm](http://www.onlineconversion.com/grade_point_average.htm)

**Methods of Academic Advising**

- **Individual**
  - In-Person (Appointment or Walk-In)
  - Telephone
  - Email or WebCam
- **Group**
  - Department
  - Residence Halls
  - Coffee Shop
  - Academic Advising Event in Wood Center
- **Informal**
  - Hallway
  - Shuttle Stop
  - Dining Hall
  - Before or After Class

**Forms**  [www.uaf.edu/reg/forms/index.html](http://www.uaf.edu/reg/forms/index.html)

- **Add/Drop/Audit**
- **Change of Major**
  * Credit/No Credit (Academic Advisor Signature not required)
  * Faculty-Initiated Withdrawal
- **Late Withdrawal/Audit**
- **Registration**
- **Total Withdrawal**
- **Undergraduate Petition**

  * Form not available online

**NOTE: NEVER SIGN A BLANK OR INCOMPLETE FORM!!**