



ACADEMIC ADVISING PLANNER

University of Alaska Southeast

School of Arts and Sciences

Contents

Our Goal	2
Academic Advising in Arts and Sciences	2
Student Learning Outcomes	2
Your Goals	2
Student Responsibilities	3
Advisor Responsibilities	3
First Year Advising Checklist	4
General Education Requirements (GER)	6
Humanities, Social Science and Natural Science	7
Four Year plan	8
Four Year Advising Checklist	10
Being a full Time Student	12
Troubleshooting	13
On Campus Resources	14
Academic Lingo	16
Personal Notes	20

STUDENT RESPONSIBILITIES

- Plan and attend regular appointments with your advisor each semester
- Come prepared for advising appointments (e.g. review your DegreeWorks prior to appointment, bring your four-year plan, a list of courses you are considering for the following semester, any questions you may have)
- Clarify personal goals and values
- Become knowledgeable about college programs, policies and procedures
- Ask questions. If there is anything you are uncertain about, an advisor may not have the answer, but they can point you in the correct direction.
- Take responsibility for exploring career options
- Seek opportunities that are consistent with areas of interest
- Review DegreeWorks audit and graduation requirements frequently for accuracy
- Review [academic catalog](#) and course descriptions

ADVISOR RESPONSIBILITIES

- Be accessible and responsive to advisees
- Communicate college policies and procedures
- Match students' needs with available resources and make appropriate referrals
- Assist students with planning programs consistent with their abilities and interests
- Educate advisee about the major and/or career field
- Monitor and support students' progress
- Discuss linkage between academic preparation and the world of work
- Keep abreast of curriculum requirements

FIRST YEAR ADVISING CHECKLIST

PRIOR TO THE START OF THE YEAR (AFTER REGISTERING FOR CLASSES)

- Get to know the online academic tools, [UAOnline](#), [UAS Online](#)
- Review your detailed class schedule
- Purchase [your textbooks](#) by early August
- Check your DegreeWorks (found in UAOnline) audit to check that information is correct (AP credits, IB credits, transfer credits, chosen degree)

SEPTEMBER

- Make an appointment to meet your academic advisor to discuss academic and career goals and/or learn about tools to help you identify these goals
- Review all course syllabi and mark important dates (papers, exams, presentations, etc.) on your calendar
- Learn about , locate and use campus resources ([Learning Center](#), [Writing Center](#), [Library](#), [Student Health Services](#), [Counseling](#), [Disability Support Services](#), [Recreation Center](#), [Native and Rural Student Center](#), [Student Housing](#), etc.)
- Attend [Campus Kickoff](#). Plan to attend a couple of student organizations meetings or events

OCTOBER

- Review your midterm grades. Do you need to utilize additional resources?
- Predict your GPA for the fall semester
- Meet with your professors to discuss your current course progress
- [Explore study away](#) opportunities
- Spring semester courses are available for viewing
- Check UAOnline to make sure you have no holds on your record that prohibit spring registration
- Submit your FAFSA for the next school year

NOVEMBER

- Make an appointment with your advisor to review courses for the spring semester
- Register for spring courses
- Prepare for final exams determine when and where they will take place

DECEMBER

- Continue preparation for finals
- Review your DegreeWorks degree audit
- Check your grades, on UAOnline
- Reflect on your fall semester, identify goals for spring semester

JANUARY

- Review your detailed class schedule
- Review your DegreeWorks audit
- Add/drop classes (as needed) to fine tune your schedule by [drop deadline](#)
- Order your [textbooks](#)
- Plan how to incorporate activities within your academic schedule
- Apply for [UAS and UA scholarships](#) by February 15

FEBRUARY

- Explore internship/employment/volunteer opportunities for the summer
- Attend the [job fair](#)
- Ensure that you have submitted your scholarship applications
- Meet with your advisor to share any updates
- Connect with campus academic resources
- Summer class schedule search is available on UAOnline
- Register for summer courses as appropriate
- Study away exchange applications are due

MARCH

- Review your midterm grades. Do you need to utilize additional resources?
- Meet with your professors to discuss your current course progress
- Predict your GPA for spring semester
- Check UAOnline to make sure you have no holds on your record that prohibit registration
- Fall class schedule search is available on UAOnline
- Consider study away opportunities, if you haven't already

APRIL

- Make an appointment with your advisor to review courses for the fall
- Develop a four-year academic plan
- Register for fall semester courses
- Prepare for final exams determine when and where they will take place

MAY

- Review your DegreeWorks degree audit
- Check your grades
- Reflect on your spring semester, identify goals for fall semester

GENERAL EDUCATION REQUIREMENTS (GER)

[General Education Requirements](#) encompass broad areas of knowledge that support advanced learning in the major and emphasis requirements of each degree. The aim of general education requirements is to prepare students for lifelong learning, to gain research skills, build competence in evaluating information and constructing knowledge in multiple ways, and most importantly to foster the ability to think critically. Some degree programs require specific GER courses.

<input type="checkbox"/> Writing Across	WRTG S111	3 credits
<input type="checkbox"/> Intermediate Composition Writing or Technical Report Writing	ENGL S211 or S212	3 credits
<input type="checkbox"/> Oral Communication Skills	COMM S111, S235, S237 or S241	3 credits
<input type="checkbox"/> Fine Arts	ART S160, S261, S262 MUS S123 THR S111, S211 or S212	3 credits
<input type="checkbox"/> Humanities	Refer to Catalog	3-6 credits
<input type="checkbox"/> Social Science, two subject areas	Refer to Catalog	6-9 credits
<input type="checkbox"/> Mathematics & Statistics	Refer to Catalog	3 credits min.
<input type="checkbox"/> Lab Natural Science	Refer to Catalog	4 credits
<input type="checkbox"/> Non-lab Natural Science	Refer to Catalog	3 credits

- English, Social Science and the BLA require students to complete a year in a world language, world language will satisfy the humanities General Education Requirement

What are the humanities?

The humanities can be described as the study of how people process and document the human experience. Since humans have been able, we have used philosophy, literature, religion, art, music, history and language to understand and record our world. These modes of expression have become some of the subjects that traditionally fall under the humanities umbrella. Knowledge of these records of human experience gives us the opportunity to feel a sense of connection to those who have come before us, as well as to our contemporaries. At UAS the humanities category includes: art, communication, English, history*, humanities, languages, literature, music, philosophy and theater

What is social science?

Social science is, in its broadest sense, the study of society and the manner in which people behave and influence the world around us.

Social science tells us about the world beyond our immediate experience, and can help explain how our own society works - from the causes of unemployment or what helps economic growth, to how and why people vote, or what makes people happy. It provides vital information for governments and policymakers, local authorities, non-governmental organizations and others. At UAS the social sciences category includes Alaska Native studies, anthropology, economics, geography, history*, political science, psychology and sociology.

*History courses may be counted as meeting either humanities or social science requirements, but not both.

What are natural sciences?

Natural sciences courses explore the scope and major concepts of a scientific discipline. In these courses, you will learn the attitudes and practices of scientific investigators, including logic, precision, experimentation, tentativeness, and objectivity. In courses with a laboratory component, you will gain experience in the methods of scientific inquiry. At UAS the natural sciences category includes astronomy, biology, chemistry, environmental sciences, fisheries, geography, geology, mathematics, oceanography, physical anthropology, physical geography and physics.

FOUR YEAR PLAN

Use the [typical programs of study](#) to inform your four year plan. These can be found on the Arts & Sciences advising website.

Academic Year _____ - _____

FALL	SPRING
<i>Example: English S111 – written communication</i>	<i>Example: English S211 Inter. Comp</i>

Academic Year _____ - _____

FALL	SPRING

Academic Year _____ - _____

FALL	SPRING

Academic Year _____ - _____

FALL	SPRING

FOUR YEAR ADVISING CHECKLIST

YEAR 1

- Learn what campus clubs and activities are right for you
- Familiarize yourself with your DegreeWorks degree audit
- Check your DegreeWorks audit for accuracy
- Identify your academic advisor
- Meet with your academic advisor for course, goal, and career planning
- Review applicable [typical four-year degree plans](#)
- Identify and utilize university resources, such as the [Learning Center](#) and [Disability Support Services](#)
- Interpret prerequisites and course sequences
- Access, navigate and utilize the information and tools located in [UAOnline](#)
- Understand financial aid requirements and how they are connected to grades, units completed, and enrollment
- File your [FAFSA](#) and apply for [scholarships](#)
- Begin to develop a resume

YEAR 2

- Map out an educational plan for your three-year trajectory at UAS using DegreeWorks in consultation with an advisor
- Understand your degree requirements including [General Education Requirements](#)
- Explore and develop academic interests, skills and abilities in collaboration with advisors, faculty, career services and other student support staff
- Work closely with your academic advisor to determine which semester or year may be more beneficial to you when studying away, then determine when applications are due.
- Establish meaningful connections with your major department faculty and staff
- Determine academic standing and progress toward degree using DegreeWorks
- Partner with [career services](#) to create an aspirational resume
- Identify internship, practicum and undergraduate research opportunities
- Determine if you want to [study away](#), and determine with your advisor the semester that would be beneficial
- Shadow career professionals in fields you are considering
- Consider volunteering opportunities related to your major
- Attend events and lectures on campus and in the community related to career, major, and personal interests
- Review your DegreeWorks degree audit
- File your [FAFSA](#) and apply for [scholarships](#)
- Continue to update your resume

YEAR 3

- Participate in experiential learning through internships, volunteer work, civic engagement opportunities, service learning and undergraduate research
- Utilize campus resources such as [career services](#) to explore future educational and professional goals, and investigate paths to achieve those goals
- Identify and meet with faculty members in your chosen academic/career field to discuss post-graduation goals and potential letters of recommendation
- Differentiate between commencement and degree award process
- Take graduate/professional school exams as required
- Review your DegreeWorks degree audit
- Review/adjust your four-year plan
- Explore your career and job options
- Attend events and lectures on campus and in the community related to career, major and personal interests
- File your [FAFSA](#) and apply for [scholarships](#)
- Continue to update your resume with your new UAS accomplishments and experience

YEAR 4

- Review your DegreeWorks audit for degree completion
- Apply for [graduation and commencement](#)
- Apply to graduate/professional school
- Develop your career search strategy and meet with [career services](#) to implement it
- Visit with career services for help with interviews and the employment process
- Attend job fairs on and off campus
- Attend events and lectures on campus and in the community related to career, major, and personal interests
- Connect with [Alumni Relations](#)

A full time course load is 12 - 18 credits.

A bachelor's degree requires a minimum of 120 credits. To complete this degree in four years you need to complete 30 credits an academic year (fall semester, spring semester, and an optional condensed summer semester). Note that 30 credits a year over the course of two semesters requires about 15 credits each fall and spring semester. For every one credit hour in which you enroll, you will spend approximately two to three hours outside of class doing homework.

Examples of homework in college:

- *Problem sets* - questions that are assigned and due on a regular basis, typically in math and science courses. Consider teaming up with other students from your class to work on these.
- *Essays* - rather than lots of short assignments, many classes will require a few essays spaced throughout the semester. Often essays are required in humanities and social science classes, and science classes will have you practice scientific writing. You can get help with writing papers from the Writing Center.
- *Discussion posts* - you might be assigned questions to respond to in the [Blackboard](#) site for your class.
- *Reading* - sometimes lots of reading, you may have to read well over 100 pages a week in all of your courses combined. If you are struggling to get through all your reading, or just want to use your time more efficiently, check out these videos on [building efficient reading skills](#).
- *Projects* - depending on the course you may be required to apply what you are learning in the classroom to a real world situation, such as conducting interviews on a social science topic or using statistics to determine if price influences what people purchase in the cafeteria.
- *Studying* - often in college you will have fewer tests than you may have had in high school, making on going studying important. To set yourself up for success to be able to study you must take notes during class. If you are unsure how to take notes or you want to improve how you take notes check out this video on the [5 best methods](#) of note taking in college. Looking for studying tips in general? Here you [go](#).

To determine the course load most appropriate for you, use the formula:

One (1) course (3 credits) = 3 hours in the classroom per week & 6-9 hours of homework per week.

Five (5) courses (15 credits) = 15 hours in the classroom per week & 30 - 45 hours of homework a week.

Things to consider when deciding *your* course load

- Work (it is recommended that students work fewer than 20 hours a week)
- Adjusting to a new environment
- Extracurricular activities
- Personal obligations

TROUBLESHOOTING

OBJECTIVE/GOAL	HOW	WHERE
<i>Declare/Change a Major/Minor/Certificate Add a degree, Change from pre-major to major</i>	Change of Major form at Registrar's Office and online. Student signs form.	Registrar's Office - Novatney 2 nd Floor
<i>Drop a Course</i>	Student completes via UA Online before the add/drop deadline, typically the first two weeks of the semester. A short term and/or summer class will have a different deadline.	UAOnline or Registrar's Office - Novatney 2 nd Floor
<i>DegreeWorks – resolve an error or answer questions in an audit</i>	Meet with your academic advisor	Email your advisor explaining your questions or concern
<i>Incomplete requests</i>	Request from instructor. Complete incomplete course contract with instructor.	Instructor will file paperwork with academic department.
<i>Register for classes with a time conflict (e.g. field trip)</i>	Seek written (email) permission from professors of all impacted courses	Send permissions in one email to A&S advisor, dmcarl2@alaska.edu, who will place override then you will register via UAOnline.
<i>Waive a pre- or co-requisite</i>	Obtain written permission (email) from instructor.	Send permission to A&S advisor, dmcarl2@alaska.edu, who will place override then you will register via UAOnline.
<i>Withdraw from a course up until the withdrawal deadline, typically week 10, earn a W on transcript.</i>	Student does online after consulting with their advisor and financial aid.	UAOnline or Registrar's Office - Novatney 2 nd Floor

ON CAMPUS RESOURCES

Arts and Sciences Academic Advising

Provides academic counseling and assistance with academic planning.

Find your advisor:

<http://www.uas.alaska.edu/advising/index.html>

Career Services

Provides students assistance with identifying a career path, creating/revising their resume and cover letter, tips and strategies for interviews, and connecting students with internships.

uas.alaska.edu/careerservices

907-796-6368

907-796-6000 (appointments)

Deb Rydman

drrydman@alaska.edu

Mourant 102

Counseling Services

Provides individual and group counseling as well as medication management to undergraduate students.

uas.alaska.edu/Juneau/counseling

907-796-6000 (appointments)

Mourant First Floor

DegreeWorks

Web based tool that tracks your progress to graduation.

Find your advisor:

<http://www.uas.alaska.edu/advising/index.html>

Disability Services

Support and services for students with disabilities.

uas.alaska.edu/dss

907-796-6000 (appointments and information)

Mourant 122

Health Services

Provides health education and services to enrolled UAS students.

uas.alaska.edu/Juneau/health

907-796-6000 (appointments)

Mourant First Floor

<p>Learning Center</p> <p>Provides tutoring services and study tools.</p>	<p>uas.alaska.edu/Juneau/TLC 907-796-6348 Eagan Library 1st Floor</p>
<p>Library</p> <p>Provides one-to-one assistance online or in person regarding research papers, and all library resources. Ask a librarian questions you may have on any library service.</p>	<p>uas.alaska.edu/library 907-796-6502 Egan Library</p>
<p>Financial Aid</p> <p>Provides services for financial aid, work study and scholarships</p>	<p>uas.alaska.edu/financial_aid 907-796-6255 finaid@uas.alaska.edu Novatney 2nd Floor</p>
<p>Native and Rural Student Center</p> <p>Sponsors programs and services that honor diversity, celebrate cultural traditions and knowledge, and enhances the learning experiences of UAS students.</p>	<p>uas.alaska.edu/Juneau/nrsc 907-796-6454 nrsc@uas.alaska.edu Mourant Building 1st Floor</p>
<p>Registrar's Office</p> <p>Maintain students' records. Provide assistance with registration, grades, transcripts, evaluation of transfer credits, commencement, prepare college catalog and schedule classes.</p>	<p>uas.alaska.edu/registrar 907-796-6100 registrar@uas.alaska.edu Novatney 2nd floor</p>
<p>Student Accounts</p> <p>Provides services for billing and collection of student tuition, fees, and housing charges.</p>	<p>uas.alaska.edu/businessservices/studentaccounts 907-796-62667 cashier@uas.alaska.edu Novatney, Room 215</p>
<p>Writing Center</p> <p>Provides one-to-one writing tutoring.</p>	<p>uas.alaska.edu/Juneau/writing-center 907-796-6187 or 907-796-6188 writingcenter@uas.alaska.edu Egan Library Room 105</p>

Academic Advisor:

A staff member whose primary role at the university is to advise students. Advisors can assist with a wide range of needs, including but not limited to:

- Identifying academic and career goals
- Exploring and choosing degree programs
- Helping with course selection, building a schedule and registration
- Connecting to useful resources
- Navigating university systems

Academic Calendar:

The official calendar of UAS provides dates and deadlines related to the academic year. [View the academic calendar](#). Sync important dates from the official calendar to your personal calendar

Academic Catalog (catalog):

The catalog contains course descriptions and the specific requirements for all majors, minors and degree programs at UAS. You are held to these requirements and policies during your time at UAS. [View the academic catalog](#). Curious about the endorsements, certificates, associate degrees, bachelor degrees or minors UAS offers? Visit the catalog to learn more about what is required of each program.

Academic Department or Program:

UAS is made up of three schools: [Arts and Sciences](#), [Career Education](#), and [Education](#). Each of these schools is organized into academic departments or programs. These departments and programs are devoted to a particular academic discipline. For example, University of Alaska Southeast has Natural Sciences department, an Accounting program, and a Mining program. Academic majors or programs are housed within these schools. For example, a marine biology major would be housed in the Natural Sciences department within the School of Arts and Sciences.

Career Services:

A campus department charged with assisting student to obtain internships, job development skills, networking opportunities and much more.

Commencement:

The ceremony that celebrates the completion of a degree. UAS holds commencement once a year in May. Participation in the commencement ceremony does not imply that you have officially graduated.

Course Numbering:

Course numbers indicate the level of academic preparation required as well as the year of study.

050-099 Pre-college level or remedial courses; associate and baccalaureate degree credit not allowed

100-199 Undergraduate courses normally taken in the first year

200-299 Undergraduate course normally taken in the second year

As a general guideline upper division (300-499) courses require at least junior standing or equivalent experience in addition to any stated pre-requisites. Students are expected to have adequate preparation and background to complete courses at this level.

300-399 Undergraduate courses normally taken in the third year

400-499 Undergraduate courses normally taken in the fourth year

Associate Degree students are required to complete a minimum number of 200 level or higher courses. Bachelor Degree students are required to complete a minimum number of 300 level or higher courses.

Credit Hour:

Every UAS course is assigned a certain number of credit hours or “credits”. Credits represent the number of hours of attendance per week for course. Most undergraduate courses are three to four credits; in a three credit course (3+0), the class would meet for three hours each week. Students must complete a minimum number of credit hours to earn a certificate, endorsement or degree. For example, an associate’s degree requires 60 credits of approved coursework.

DegreeWorks:

This web based tool tracks your progress to graduation by showing you how every class you take applies to your specific degree requirements in an unofficial degree audit. You can also use the "what if" feature to view how your courses would apply towards other majors. Find your DegreeWorks audit on [UAOnline](#) under Student Services and Account Information.

Dropping vs. Withdrawing from a Course:

There is a difference between dropping a course and withdrawing from a course. When you drop a course, you get a refund and the class is removed from your transcript. When you withdraw from a class, there is no refund and the class will show up on your transcript with a “W” grade. A “W” grade does not affect your GPA. However, it may affect your financial aid. Review this [website](#) for details and dates for courses less than a full semester.

Dropping: Via [UAOnline](#) available during registration period through the first week of the semester. Starting on the second week of the semester students must submit the [Add/Drop/Change form](#) to the Registrar's Office. The dropped course will not appear on the transcript.

Withdrawing: Via [UAOnline](#) available starting on the 3rd week through the 10th week of the semester or [Add/Drop/Change Request form](#) submitted to the Registrar's Office. Course will appear as a ‘W’ on transcripts and will not affect the Grade Point Average (GPA), but will affect the completion rate, which may negatively impact financial aid eligibility.

Faculty Advisor:

Faculty member who teaches in the classroom and also serves as an academic advisor to students.

FERPA:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. This law prohibits faculty/staff to speak with anyone other than the student about their academic record. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Forms:

To access readily used forms visit the UAS Forms page, uas.alaska.edu/forms

Four Year Plan:

A term used to describe a student's academic timeline at UAS. A four-year plan includes courses within the major/minor, General Education Requirements (GERs), study away information and internship information. Four year plan shells have been pre-made for each program of study in A&S and can be found on this website: http://www.uas.alaska.edu/arts_sciences/advising/educational-planning-resources.html

General/Breadth Elective Courses:

These courses do not fulfill General Education Requirements, major, minor or program requirements, but they do count towards the total number of credits required for completion. The credit difference between your total program requirements and the number of credits required for completion (i.e. a bachelor's degree requires 120) are called general electives. General electives consist of courses numbered 100-499 and may be selected from any department.

General electives are a great way to gain job skills, be exposed to new ideas or take a class for fun.

General Education Requirements (GER):

General Education Requirements encompass broad areas of knowledge that support advanced learning in the major and emphasis requirements of each degree. Associate and Bachelor's degrees at UAS require a minimum amount of general education requirement courses to be completed. Some degree programs require specific course be included in the GER. Find additional information on GERs [here](#).

Graduation:

Graduation is the completion of all degree requirements as recorded on the official transcript. Students can graduate at the end of any semester; fall, spring or summer.

Hold:

Holds are placed onto a student record as a result of a student needing to attend to something at the university. A hold may prevent a student from registering for classes. Common restrictions new students experience include advising holds or holds placed by accounts receivable. Before you register for classes, you must resolve your holds. Find out if you have any holds by logging into [UAOnline](#), clicking on student services and account information, clicking on registration and click on check your registration eligibility. If your hold is a financial hold of less than \$200, the Registrar's Office can register you for classes via paper registration.

Prerequisite:

Course or requirement that must be completed or met before another course or requirement can be started.

Syllabus:

A syllabus is an outline and a summary of topics to be covered in a course. Items to consider when reviewing the syllabi for your courses:

Workload

What type of course is this? Exam-based? Heavy reading and discussion with a few papers?

Deadlines & Policies

When are the exams and major assignments due? Are assignments due in class or electronically by a certain time? What is the late policy? Be sure to check all the deadlines for all your courses to see whether you are committing yourself to four midterms in the same week (and reconsider, if you are).

Continued Guidance

During the semester the syllabus continues to guide you. The syllabus reflects the way the class is organized. The titles for each class meeting will often identify the main themes of that class, and may help you focus your reading for that day in order to prepare for class, as well as guide your studying for exams.

Alert

In high school, the daily schedule typically listed the homework that you would do *after* class. In college, a syllabus generally lists the preparation that you would need to do *before* that day's class.

Transcript:

A document that contains a student's complete academic record at a particular school or university.

- An official transcript is issued by the institution and will either come in a sealed envelope or via secure electronic record.
- An unofficial transcript is a copy of the official.
- You can order an official copy of your UAS transcript and/or access your unofficial transcript on [UAOnline](#).

Withdrawal (W):

For semester length courses students may withdraw after the add/drop period, through the tenth week of the semester. Withdrawing from a class will result in a "W" grade on your transcript. This grade will not affect the Grade Point Average (GPA). No withdrawals from full semester courses are permitted after the 10th week of the semester. Meet with your advisor and financial aid before withdrawing.

PERSONAL NOTES

Degree:

Major:

Minor(s):

Who is my advisor?

Where is my advisor?

Advisor contact information?

Questions for my advisor?
