

# 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 degree 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
- Submit 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
- 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
- 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.
- 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
- Submit 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
- Submit your [FAFSA](#) and apply for [scholarships](#)
- Continue to update your resume with your new UAS accomplishments and experience

### YEAR 4

- Check your DegreeWorks audit for accuracy
- 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](#)