

## ACADEMIC LINGO

### **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](http://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](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 10<sup>th</sup> week of the semester. Meet with your advisor and financial aid before withdrawing.