# Dates to Remember

## Two-Year Advising Calendar (Freshman/Sophomore Years 0-60sch)

### Year 1: Summer preceding 1st Semester of enrollment

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May-August (Mainly incoming freshmen)</td>
<td>Sign up for orientation and meet advisors to plan for Fall Semester. To schedule appointments call 432-552-2661. After advisement, register for classes online: <a href="http://my.utpb.edu">http://my.utpb.edu</a></td>
</tr>
</tbody>
</table>

### Year 1: Fall Semester

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August - September</td>
<td>Walk-in advisement</td>
</tr>
<tr>
<td>October</td>
<td>Freshmen Seminar (review fall schedules and schedule appointments for advisement in preparation for Spring registration).</td>
</tr>
<tr>
<td>Early November</td>
<td>Meet advisors and register for classes online: <a href="http://my.utpb.edu">http://my.utpb.edu</a></td>
</tr>
</tbody>
</table>

### Year 1: Spring Semester

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st week of school</td>
<td>Walk-in advisement for clarifications and changes</td>
</tr>
<tr>
<td>January - March</td>
<td>Gather information on careers; meet with career services staff</td>
</tr>
<tr>
<td>March</td>
<td>Schedule appointments for advising and planning for Fall. Call 432-552-2661</td>
</tr>
<tr>
<td>April</td>
<td>After meeting with advisors, register for Fall classes online: <a href="http://my.utpb.edu">http://my.utpb.edu</a></td>
</tr>
</tbody>
</table>

### Year 2: Fall Semester

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>Walk-in advisement for clarifications and changes</td>
</tr>
<tr>
<td>September - October</td>
<td>Gather information and narrow your options (for those who have not declared their majors and those who intend to change majors)</td>
</tr>
<tr>
<td>October</td>
<td>Schedule appointments for advisement in preparation for Spring registration. Call 432-552-2661 for appointments.</td>
</tr>
<tr>
<td>Early November - December</td>
<td>After meeting with advisors, register for Spring classes online: <a href="http://my.utpb.edu">http://my.utpb.edu</a></td>
</tr>
</tbody>
</table>

### Year 2: Spring Semester

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Walk-in advisement for clarifications and changes</td>
</tr>
<tr>
<td>February - March</td>
<td>Declare major (for those who have not already declared a major)</td>
</tr>
<tr>
<td>March</td>
<td>Schedule appointments with the new advisor for your declared major</td>
</tr>
<tr>
<td>April</td>
<td>After meeting with advisors register online: <a href="http://my.utpb.edu">http://my.utpb.edu</a></td>
</tr>
</tbody>
</table>

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## Academic Advising Guidebook

Office of Academic Advising

[UTPB Falcons]
Common Terms and Definitions

FRESHMAN: classification for a student who has been admitted to UTPB and who has earned less than 30 semester credit hours.

FULL-TIME STUDENT: an undergraduate student taking at least 12 credit hours per fall or spring semester.

GRADE POINT AVERAGE (GPA): the average of all grades earned at UTPB and transferred from other universities and colleges. GPA is computed by dividing the total number of quality points by the total number of credit hours attempted.

JUNIOR: classification for an undergraduate student who has earned at least 60 hours of credit but not more than 89.

MESA JOURNAL: UTPB’s student newspaper.

PREREQUISITE: a course that must be successfully completed prior to taking another specific course.

SCANTRON: a form that must be used for testing and assessment purposes. It may be purchased at the University Bookstore.

SENIOR: classification for an undergraduate student who has earned more than 89 credit hours.

SOPHOMORE: classification for an undergraduate student who has earned between 30 and 59 credit hours.

SYLLABUS: a very important outline given at the beginning of every course stating all expectations for that course, when assignments are due, what topics will be covered, when tests will be given, grading standards, office hours and instructor contact information.

TRANSCRIPT: the record of a student’s academic courses and grades. An official copy of a transcript can be requested from the Registrar’s Office for a fee.

UNDERGRADUATE STUDENT: student who has not yet earned a bachelor’s (baccalaureate) degree.
Common Terms and Definitions

**ACADEMIC ADVISOR:** professional who can help with course recommendations, chart your academic progress and fill out a degree plan.

**ACADEMIC COURSE SCHEDULE:** a listing of all classes being offered throughout the semester. Students can view the course schedule online at http://www.utpb.edu/academics/course-schedules

**ACADEMIC DEGREE PLAN:** an official document listing all courses and academic requirements for graduation.

**ADD/DROP:** any change in a student’s schedule after registration. Also refers to the first few days of a semester in which a student is allowed to make schedule changes.

**BACHELOR’S DEGREE:** also known as a baccalaureate degree. It is an academic degree consisting of a minimum of 120 credit hours that includes the required General Education Core, as well as classes in the field of study, and is typically completed in four years.

**BLACKBOARD:** online portal where students can view course syllabi, assignments, grades, documents and files posted by instructors, and is also used to communicate with professors and classmates.

**BLUE BOOK:** a blank booklet with a blue paper cover often required for written exam answers and essays; it may be purchased at the bookstore.

**CREDIT HOUR:** unit of measure used to determine college credit earned. To earn one semester credit hour, a student must attend class for one classroom hour per week for the entire semester. Also referred to as SCH (Semester Credit Hours) or Units.

**FAFSA:** Free Application for Federal Student Aid. FAFSA is an online application widely used by universities to determine a student’s eligibility for Pell Grant funds, scholarships, and student loans.

**FALCON ADVISEMENT REPORT:** a computer-generated analysis that enables a student and advisor to assess the student’s academic progress and unfulfilled bachelor’s and minor degree requirements.

Our Mission

The mission of the Academic Advising Office at The University of Texas of the Permian Basin is to provide quality professional academic advising to all students in a cooperative, supportive, and courteous atmosphere. The office also helps students define their initial educational objectives and assists them in planning their academic calendar to achieve goals within the guidelines of The University’s rules and regulations. In addition, the Academic Advising Office supports faculty in helping students to meet their academic goals in a timely manner.

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Odessa, TX, 79762

Email: advising@utpb.edu
Phone: (432) 552-2661
Fax: (432)552-3661
Website: www.utpb.edu/advising
Twitter: @UTPBAdvising
Facebook.com/UTPBAAdvising
Our Advising Team

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Academic Advisor for Undergraduate Online Programs
PEREZ_A@UTPB.EDU or ONLINEADVISING@UTPB.EDU (432)552-2668

Student Support Services

PASS OFFICE - Programs Assisting Student Study: (432)552-2630
The PASS office provides testing services for the following exams/assessments: TSI, CLEP, Quick THEA, IACT and Chemistry/Math Placement. It offers in-house proctoring services for students who need to make-up exams as well as non-UTPB students taking correspondence courses. Another function of the PASS Office is to provide disability services to students accepted to UTPB. For more information visit: http://www.utpb.edu/pass

REGISTRAR'S OFFICE: (432) 552-2635
This office coordinates the add/drop process, enrollment verification, records, Veteran benefit questions, and TSI liable holds. http://utpb.edu/registrar

RETENTION OFFICE: (432)552-3601
This office promotes and maintains successful academic progress of all students by providing academic counseling and assistance. The office administers two key programs to help students:
- Academic Probation. A student is placed on academic probation when his or her cumulative GPA falls below a 2.0.
- Early Alert. A tool faculty and staff which alerts staff in the office to any problems a student may be having in courses.
http://www.utpb.edu/retentionoffice

STUDENT LIFE: (432) 552-2651
This office coordinates campus events and student activities. http://www.utpb.edu/campus-life/studentlife

SUCCESS CENTER: (432) 552-3350
This office proves academic support in Science, Math, Writing, SI-Supplemental Instruction and AVID-Advancement Via Individual Determination. Additionally, it provides tutoring services and coordinates the OWL-Online Writing Lab. http://www.utpb.edu/successcenter
Student Support Services

ADMISSIONS OFFICE: (432)552-2605
This office serves as the initial point of entry for students at UTPB. Any inquiries about your application status should be directed to this office.
http://www.utpb.edu/admissions

ADVISING OFFICE: (432) 552-2661
This office provides academic support and guidance toward degree completion. Students are required to meet with an academic advisor at least once a semester to review their progress and plan for the subsequent semester.
http://www.utpb.edu/advising

BOOKSTORE: (432) 552-0220
The UTPB bookstore is stocked with books, apparel and more.

REACH DISTANCE LEARNING CENTER: (432)552-2870
This learning center provides support and services for all resources connected to Blackboard.
http://www.utpb.edu/online/reach

CAREER SERVICES: (432)552-2633
Career services provides career counseling, career interest and personality testing, student job placement, resume critiques, and mock interviews for students. Additionally, it oversees a student work co-op program and the study abroad program.
http://www.utpb.edu/careerservices

FINANCIAL AID: (432) 552-2620
This office coordinates scholarships, financial aid, disbursement, loans, and SAP as it relates to financial aid.
http://www.utpb.edu/financial-aid

OFFICE OF ACCOUNTING: (432) 552-2706
Inquiries about bills, fees, payment plans may be directed to this office.
http://www.utpb.edu/services/business-affairs/accounting/

Types of Degrees

COLLEGE OF ARTS AND SCIENCES
- Bachelor of Arts (BA)
- Bachelor of Fine Arts (BFA)
- Bachelor of Music (BM)
- Bachelor of Social Work (BSW)
- Bachelor of Science (BS)

COLLEGE OF BUSINESS AND ENGINEERING
- Bachelor of Business Administration (BBA)
- Bachelor of Arts (BA)
- Bachelor of Science (BS)

COLLEGE OF EDUCATION
- Bachelor of Arts (BA)
  Teacher Certification (Grades EC-6)
  Teacher Certification (Grades 4-8)
  Teacher Certification (Grades 7-12)
  Teacher Certification (Grades EC-12)

NURSING PROGRAM
- Bachelor of Science in Nursing (BSN)
**Majors and Minors at UTPB**

<table>
<thead>
<tr>
<th>UNDERGRADUATE MAJORS</th>
<th>CODE</th>
<th>BACHELOR'S DEGREE</th>
<th>OFFERED AS A MINOR?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accountancy</td>
<td>ACCT</td>
<td>BBA</td>
<td>Yes</td>
</tr>
<tr>
<td>Art</td>
<td>ART</td>
<td>BA, BFA</td>
<td>Yes</td>
</tr>
<tr>
<td>Art History (MIO)</td>
<td>ART</td>
<td>Minor Only</td>
<td>Minor Only</td>
</tr>
<tr>
<td>Athletic Training</td>
<td>ATHL</td>
<td>BS</td>
<td>No</td>
</tr>
<tr>
<td>Bilingual Education/ESL Studies</td>
<td>BIOL</td>
<td>Minor Only</td>
<td>Minor Only</td>
</tr>
<tr>
<td>Biology</td>
<td>CHEM</td>
<td>BS</td>
<td>Yes</td>
</tr>
<tr>
<td>Business (MIO)</td>
<td>DRAF</td>
<td>Minor Only</td>
<td>Minor Only</td>
</tr>
<tr>
<td>Chemistry</td>
<td>ENG</td>
<td>BA</td>
<td>Yes</td>
</tr>
<tr>
<td>Child and Family Studies</td>
<td>CHILD</td>
<td>BA</td>
<td>Yes</td>
</tr>
<tr>
<td>Coaching (MIO)</td>
<td>COMM</td>
<td>Minor Only</td>
<td>Minor Only</td>
</tr>
<tr>
<td>Communication</td>
<td>COMM</td>
<td>BA</td>
<td>Yes</td>
</tr>
<tr>
<td>Computer Science</td>
<td>COSC</td>
<td>BS</td>
<td>Yes</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>CRIM</td>
<td>BS</td>
<td>Yes</td>
</tr>
<tr>
<td>Criminology</td>
<td>DRAM</td>
<td>Minor Only</td>
<td>Minor Only</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>ECON</td>
<td>BS</td>
<td>Yes</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>ENGR</td>
<td>Minor Only</td>
<td>Minor Only</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>ENGL</td>
<td>BA</td>
<td>Yes</td>
</tr>
<tr>
<td>Entrepreneurship (MIO)</td>
<td>FINA</td>
<td>Minor Only</td>
<td>Minor Only</td>
</tr>
<tr>
<td>Finance</td>
<td>GNA</td>
<td>BBA</td>
<td>Yes</td>
</tr>
<tr>
<td>Fine Arts (MIO)</td>
<td>HIST</td>
<td>BA</td>
<td>Yes</td>
</tr>
<tr>
<td>Geology</td>
<td>HUM</td>
<td>BA</td>
<td>Yes</td>
</tr>
<tr>
<td>Geology</td>
<td>ITES</td>
<td>BS</td>
<td>No</td>
</tr>
<tr>
<td>Sociology</td>
<td>ISYS</td>
<td>BS</td>
<td>No</td>
</tr>
<tr>
<td>Genetics</td>
<td>KINE</td>
<td>BS</td>
<td>Yes</td>
</tr>
<tr>
<td>Geology</td>
<td>LAC</td>
<td>BA</td>
<td>Yes</td>
</tr>
<tr>
<td>Management</td>
<td>MKT</td>
<td>BBA</td>
<td>Yes</td>
</tr>
<tr>
<td>Marketing</td>
<td>MATH</td>
<td>BS</td>
<td>Yes</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>MENG</td>
<td>BS</td>
<td>No</td>
</tr>
<tr>
<td>Mexican-American Studies (MIO)</td>
<td>MCIS</td>
<td>Minor Only</td>
<td>Minor Only</td>
</tr>
<tr>
<td>Multidisciplinary Studies</td>
<td>MDS</td>
<td>BA</td>
<td>No</td>
</tr>
<tr>
<td>Music</td>
<td>MBK</td>
<td>BM</td>
<td>Yes</td>
</tr>
<tr>
<td>Nursing</td>
<td>PNUR</td>
<td>BSN</td>
<td>No</td>
</tr>
<tr>
<td>Petroleum Engineering</td>
<td>PENG</td>
<td>BS</td>
<td>No</td>
</tr>
<tr>
<td>Political Science</td>
<td>POL</td>
<td>BS</td>
<td>Yes</td>
</tr>
<tr>
<td>Psychology</td>
<td>PSYCh</td>
<td>BA</td>
<td>Yes</td>
</tr>
<tr>
<td>Social Work</td>
<td>SOWK</td>
<td>BSW</td>
<td>Yes</td>
</tr>
<tr>
<td>Sociology</td>
<td>SOCI</td>
<td>BA</td>
<td>Yes</td>
</tr>
<tr>
<td>Spanish</td>
<td>SPAN</td>
<td>BA</td>
<td>Yes</td>
</tr>
<tr>
<td>Special Populations Studies (MIO)</td>
<td>SPAN</td>
<td>Minor Only</td>
<td>Minor Only</td>
</tr>
</tbody>
</table>

**Important Academic Rules and Regulations**

**TSI – TEXAS SUCCESS INITIATIVE**
This comprehensive assessment program determines college readiness for first-time freshmen. Developmental classes are recommended if a student does not meet the required test scores. For more information on minimum passing standards, please consult your undergraduate catalog.

**SAP – SATISFACTORY ACADEMIC PROGRESS**
Federal regulations require the UTPB Financial Aid Office to establish standards which measure Satisfactory Academic Progress (SAP). These standards are qualitative (GPA) and quantitative (completion percentage). These are reviewed after each semester and if students fall below the required SAP standards, they will be placed on **FINANCIAL AID WARNING** (also known as **PROBATION PERIOD**). Failure to make progress after the probationary semester will result in **FINANCIAL AID SUSPENSION**. Students may appeal at any point by visiting [http://ss.utpb.edu/financial-aid](http://ss.utpb.edu/financial-aid) and clicking on the link that says “Financial Aid Recovery Plan (SAP appeal).”

**SIX DROP RULE**
Students enrolled in a Texas public institution of higher education as first-time freshmen in the fall 2007 and thereafter are not permitted to drop more than six courses during their entire undergraduate career (Texas Admin. Code 4.10). This limit includes all transfer work taken at a Texas institution of higher education. Any courses dropped prior to the census class day will not be considered attempted hours. Courses that students transfer from a private or out-of-state institution are not subject to this rule.
Enrolling in Classes
my.utpb.edu

Access MY.UTPB.EDU

Username = FalconID such as: (lastname)_(letter of first initial + 5 digits of your Student ID number)

Password = Will be made on this account claim page

1. Check to see if you have any holds, if not, you are clear to register.
2. Search for courses using “Class Search” or directly go to “Enroll in Courses”
3. You can add courses to your Shopping Cart for your Advisor to review. Your Advisor cannot modify your Shopping Cart and the Shopping Cart does not guarantee a place for you in that course.
4. To add courses, click Enroll in Classes >>> Add>>> Find Classes/Class Search. Enter the course subject (i.e. MNGT) and the course number if you know it (i.e. 3310). To search for “Online Only” courses, select the drop down menu next to Location and select “9 Online”
5. Select the desired course. After you have successfully added all of your courses into your Shopping Cart, you will want to click “Proceed to Step 2 of 3” which should be in green and finish the checkout process.
6. If you cannot pass on and get a red error message, click the read error message. If the course is successfully added, you will see a green check mark and it will be added to your Fall 2015 Course Schedule.

General Education Requirements

The purpose of the General Education Core Curriculum is to provide UTPB graduates with basic intellectual competencies that are essential tools for learning in any discipline.

The General Education Core Curriculum consists of 42 semester credit hours in the following categories:

010 - COMMUNICATION – 6 credits
060 - AMERICAN HISTORY – 6 credits
040 - LANGUAGE, PHILOSOPHY & CULTURE – 3 credits
020 - MATHEMATICS – 3-4 credits
030 - LIFE AND PHYSICAL SCIENCES – 8 credits
070 - GOVERNMENT OR POLITICAL SCIENCE – 6 credits
050 - CREATIVE ARTS – 3 credits
090 - COMPONENT AREA – 3-4 credits
080 - SOCIAL AND BEHAVIORAL SCIENCES – 3 credits

For a complete listing of courses under each category, please consult your undergraduate catalog.
http://www.utpb.edu/academics/undergraduate-success/academic-advising-center

http://www.utpb.edu/academics/undergraduate-catalog
Course Information

Courses are numbered to show both the collegiate level at which they are offered and the semester hour value of the course. The first digit shows the level and the second digit shows the credit hours. The last two digits are departmental designations. The digits following the period (.) are section numbers used for scheduling purposes.

<table>
<thead>
<tr>
<th>Course Level</th>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developmental</td>
<td>ENGL 0399  003</td>
<td>Fund. of Composition</td>
</tr>
<tr>
<td>Freshman</td>
<td>ENGL 1301  005</td>
<td>Composition I</td>
</tr>
<tr>
<td>Sophomore</td>
<td>MATH 2413  002</td>
<td>Calculus I</td>
</tr>
<tr>
<td>Junior</td>
<td>HIST 3310  001</td>
<td>Colonial Mexico</td>
</tr>
<tr>
<td>Senior</td>
<td>BIOL 4141  001</td>
<td>Genetics Laboratory</td>
</tr>
</tbody>
</table>

Managing Time

Are you studying enough to get the grades you want?

Ideally, you should study two hours per credit hour for an easy class, three hours per credit hour for an average class, and four hours per credit for a difficult class.

Let's calculate how much ‘free’ time you have during a given week if you factor in study time, work, etc.

15 Hours in class
45 Hours of study (1.5x3 hours per credit)
20 Hours of work
20 Hours family/friends time (less than 3 hours per day)

+ 42 Hours of sleep (6 hours per night)

= 142 Hours

Out of a possible 168 hours per week.
This means you have 26 hours to spare!

Course schedules are posted online prior to the start of each registration period every semester.

http://www.utpb.edu/academics/course-schedules
Course Suggestion Worksheet

This course recommendation worksheet (or a similar document) will be given to you during Freshman Orientation and serves as a basis for you to enroll in courses using my.utpb.edu.

COURSE SELECTIONS FOR FALL 2015

<table>
<thead>
<tr>
<th>NAME</th>
<th>UTD</th>
<th>MAJOR</th>
<th>NOTES</th>
</tr>
</thead>
</table>

Suggested Courses for FALL 2015:
- UNIV 1101 (Must take Fall 2015)
- ENGL 1301
- HIST 1301
- PSYC 1301
- MATH 2412
- CHEM 1311/1111

**SCHOLARSHIP TITLE**
- Student must enroll in at least 12sh in the fall and spring semesters
- Student must earn a minimum 2.00 GPA at the end of the fall semester and a 3.00 cumulative by the end of the spring semester
- Student must complete 30sh in the academic year
- Scholarship is awarded in the fall and spring semesters only

Pay close attention to the “NOTES” section as it may denote ‘holds’ that need to be cleared prior to registering for courses.

Be mindful about the number of hours for which you are registering. Students on scholarship and those receiving certain types of financial aid typically have to enroll in a minimum number of credit hours per semester.

Calculating Your GPA

Grade point average (GPA) is computed by dividing the total quality points earned by the total credit hours attempted. Each letter grade is awarded a designated number of grade points.

See sample calculation method below:

\[
\text{GPA} = \frac{\text{Total number of quality points earned}}{\text{TOTAL semester hours attempted}}
\]

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hrs.</th>
<th>Grade Earned</th>
<th>Grade Point Value</th>
<th>Total Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST 1301</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>KINE 1115</td>
<td>1</td>
<td>A</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>ENGL 1301</td>
<td>3</td>
<td>B</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>COMM 1515</td>
<td>3</td>
<td>A</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>MATH 2412</td>
<td>4</td>
<td>C</td>
<td>2</td>
<td>8</td>
</tr>
<tr>
<td>Total</td>
<td>14</td>
<td></td>
<td></td>
<td>42</td>
</tr>
</tbody>
</table>

\[
\text{Total Grade Points / Total Credit Hours} = \text{GPA}
\]

\[
\frac{42}{14} = 3.00
\]

Other grades approved for use are UTPB include:
- S = Satisfactory
- U = Unsatisfactory
- I = Incomplete
- Z = Acceptable Progress
- PR = Work in Progress (Master’s thesis/project)
- W = Dropped class or withdrawal from the University

Only grades of A, B, C, D, U, and F are included in computing GPA.

An “I” grade is reported when students have not met all requirements of a course by the end of the semester and the instructor considers the allowance of additional time to complete course requirements.
Meeting with an Academic Advisor

It is important to take advantage of the time you have with your academic advisor to ensure that you are following the right path in your quest toward degree completion. Here are some important tips as to things you should do BEFORE, DURING and AFTER you meet with an academic advisor.

BEFORE YOUR ACADEMIC ADVISING APPOINTMENT, YOU SHOULD:

1. Think about your educational goals, major options and progress in your courses.
2. Be prepared with questions to ask your advisor and bring necessary materials such as your latest Falcon Advisement Report.
3. Be familiar with university policies and procedures, academic deadlines and course selections.
4. Know where your appointment will take place and plan to be on time.

DURING YOUR ACADEMIC ADVISING APPOINTMENT, YOU SHOULD:

1. Participate and be engaged in the advising process. Academic Advising is a two-way street and we need to know what your educational goals are in order to be able to point you in the right direction.
2. Don’t be afraid to ask questions when you don’t understand.
3. Take notes. You and your academic advisor may discuss a lot of information and you can use your notes to refer back to later.

AFTER YOUR ACADEMIC ADVISING APPOINTMENT, YOU SHOULD:

1. Most importantly, take your academic advisor’s advice.
2. Begin formulating your class schedule based on the course recommendations provided so that you are ready for the registration period.
3. Review materials given to you and follow-up with recommended resources suggested to you.
4. Write down any questions you may still have for future appointments.

Making a Schedule Based on Your Needs

Here are some important points to consider when building your schedule:

1. Record class and lab times in appropriate day/hour blocks on a time schedule sheet.
2. Record meal times and all regularly scheduled personal activities such as meetings and employment.
3. Record any special activities you need to do or want to do on a regular basis.
4. Schedule a preview time (5-30 minutes) immediately before each class whenever possible. During this time you can review all or some of your notes in preparation for the upcoming class.
5. Schedule review time immediately after your classes (5-30 minutes) whenever possible. Use this time to edit and summarize your notes. Also, look over assignments that were given and begin to plan when and how you will complete them.
6. Schedule your intensive study/review time for each class. Schedule some time each day for each class.
7. Schedule a weekly review for each course. Do it at the end of the week if possible.
8. Keep open some day or evening time for daily physical activity. This will not only give you a general sense of well-being, but can reduce tension and help you accomplish a tough class, study and work schedule.
9. Designate some empty blocks of time for academic or personal needs.
10. Schedule time during Fridays, Saturdays and Sundays for you to relax with family and friends.