



Academic Checklist

2017-18 • University of Alaska Southeast

We've prepared this list to help take the guesswork out of navigating your first year of academics. Use this checklist throughout the academic year to make sure you stay on track with everything you need to do to in order to be a successful UAS student!

Keep this list where you won't lose it and share it with others!

Important Resources

Academic Advising:

Student Resource Center:
(907) 796-6000

Arts & Sciences:
(907) 796-6090

Business:
(907) 796-6402

Education:
(907) 796-6076

Disability Support, Counseling, & The Health Center:

(907) 796-6000

Financial Aid:

(907) 796-6255

Learning & Testing Center:

(907) 796-6348

Study Away:

(907) 796-6455

IT Help Desk

(907) 796-6400

August

- Ensure you're registered for classes/review your schedule.*
- Order your textbooks early so they arrive prior to the first day of instruction.
- Verify your financial aid requirements are complete.*
- Organize your semester by creating a semester calendar.*
- Login to Blackboard and become comfortable navigating the site
- If you have need for medical, physical, psychological, or learning assistance, visit disability support services.
- Attend New Student Orientation.

September

- Introduce yourself to your professors and classmates the first week of class.
- Read through each of your syllabi and make a plan for all of your assignments.
- Apply for Study Away/Exchange options before they are due if you want to be considered for the upcoming year.
- Reach out to classmates and create study groups.
- Attend Campus Kickoff and first club meetings of the year to determine involvement opportunities.
- Ensure you've added and dropped relevant courses prior to September 8. If you need help, contact your academic advisor.
- If you live on campus, complete your roommate agreement with your roommates to be clear on boundaries and expectations.
- Check your email daily for information from UAS.
- Attend the UAS Egan Library Open House.

October

- Look at your current grades and if they don't meet your expectations, visit the Learning Center and check in with your professor.
- Check in with your academic advisor to ensure you're staying on track.
- Connect with your study groups prior to mid-terms
- Complete your FAFSA for next academic year financial aid.

November

- Map out the rest of your semester, paying special attention to finals week and big projects. Plan to get things done early.
- Withdraw from any classes you are failing (and unable to pass) before the November 3 deadline.
- Meet with your advisor and register for Spring Courses-registration begins on November 13.

December

- Plan out extra time for final projects and studying prior to finals week.
- If you live on campus, make sure to sign up for a checkout at least 24 hours in advance of departure and before Saturday, December 16 at 5PM.
- Watch for your final grades to be posted at UAOnline by December 20 at noon.*
- Verify that your DegreeWorks is accurate at UAOnline.*

January

- Ensure you're registered for classes.
- If you're a new student, be sure you attend New Student Orientation.
- Organize your semester by creating a semester calendar.
- Order your textbooks early so they arrive prior to the first day of instruction.
- Introduce yourself to your professors and classmates the first week of classes.
- Read through each of your syllabi and make a plan for all of your assignments.
- Reach out to your classmates and create study groups.
- Ensure you've added and dropped relevant courses prior to January 26. If you need help, contact your academic advisor.
- If you live on campus, complete or review your roommate agreement to be clear on boundaries and expectations.

February

- Fill out your UA Scholarship Application and UAS Supplemental Application before February 15 to be considered for scholarships.
- Meet with your academic advisor to ensure you're staying on track.
- Schedule an appointment with Career Services if you're interested in finding summer work and want help with finding a job, resume building, or the application process.
- Apply for Study Away/Exchange options before they are due if you want to be considered for the upcoming year.
- View the Summer 2018 class schedule at UAonline.*

March

- Withdraw from any classes you are failing (and unable to pass) before the March 30 deadline.
- Map out the rest of your semester, paying special attention to finals week and big projects. Plan to get things done early.
- Fill out your 2018-19 Housing Agreement if you plan to live on campus for the upcoming year.

April

- Meet with your advisor and register for fall courses - registration begins on April 2.
- Plan out extra time for final projects and studying prior to finals week.
- If you live on campus, make sure to sign up for a checkout at least 24 hours in advance of departure and before Saturday, May 5 at 5PM.

May

- Watch for your final grades to be posted at UAOnline by May 9 at noon.*
- Verify that your DegreeWorks is accurate*

* These items will require you to log-in to UAOnline at uaonline.alaska.edu. You will utilize your UA Username and password to access these services.