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# SBS Academic Advising Information

## Main Campus
### Academic Advisors

[https://sbs.arizona.edu/advisor](https://sbs.arizona.edu/advisor)

## Arizona Online Campus
### Academic Advisors

[https://sbs.arizona.edu/online-advisors](https://sbs.arizona.edu/online-advisors)

To schedule an appointment and view weekly drop-in availability, visit the Trellis Website:

[http://student.trellis.arizona.edu/](http://student.trellis.arizona.edu/)

## Appointments, Drop-Ins, and Email – Determine What is Best for You:

<table>
<thead>
<tr>
<th>Schedule an Appointment</th>
<th>Drop-In Advising</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 Minute Meeting</td>
<td>5-10 minutes for quick questions</td>
<td>Quick questions/clarifications</td>
</tr>
</tbody>
</table>

- Course planning past the current semester (graduation plan)
- Minor exploration
- Transfer credit approvals
- Study Abroad planning
- Advising signature for financial aid appeal
- Concerns about academic difficulties and advice about academic success strategies
- Personal exploration regarding graduate school, internships, jobs, etc.
- Degree checks for graduation

- General information about course offerings or content
- Verification of existing schedule
- General information about major requirements or UA policy
- Quick signatures
- Questions like: “Does this math course meet my degree requirement?”
- Turn in special forms (i.e. internship, research, or preceptor enrollment)
- If you have an urgent question, please feel free to drop-in. We will do our best to help, and schedule a follow-up meeting if needed

*Make advising appointments online & add the appointment date and time to your calendar so you remember to attend.*

*Drop-in advising is on a first-come, first-served basis. There may be a wait, so make sure you have some time.*

*Make sure you use your UA email address for advising communication. Allow 24-48 business hours for a response.*
ADVISING ROLES & RESPONSIBILITIES

Students:
- Read your University email daily
- Take initiative and meet with your advisor, at least once per semester, to discuss your degree progress
- Learn your degree, major, and minor requirements, and track your progress towards graduation
- Utilize UA resources that will help you succeed academically and prepare for life after graduation
- Ask questions!

Advisors:
- Provide accurate and consistent information to the best of their abilities
- Review program requirements, policies, procedures, and deadlines during 1 on 1 student meetings
- Listen responsively to address student concerns and questions
- Refer students to appropriate support services when needed
- Are available and accessible to answer questions

TWO MINDSETS

Carol Dweck, PhD

FIXED MINDSET
INTELLIGENCE IS STATIC

GROWTH MINDSET
INTELLIGENCE CAN BE DEVELOPED

<table>
<thead>
<tr>
<th>AVOID CHALLENGES</th>
<th>CHALLENGES</th>
<th>EMBRACE CHALLENGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>GIVE UP EASILY</td>
<td>OBSTACLES</td>
<td>PERSIST IN THE FACE OF SETBACKS</td>
</tr>
<tr>
<td>SEE EFFORTS AS PRUITLESS</td>
<td>EFFORT</td>
<td>SEE EFFORT AS THE PATH TO MASTERY</td>
</tr>
<tr>
<td>IGNORE USEFUL CRITICAL FEEDBACK</td>
<td>CRITICISM</td>
<td>LEARN FROM CRITICISM</td>
</tr>
<tr>
<td>FEEL THREATENED BY THE SUCCESS OF OTHERS</td>
<td>SUCCESS OF OTHERS</td>
<td>FIND LESSONS AND INSPIRATION IN THE SUCCESS OF OTHERS.</td>
</tr>
</tbody>
</table>

As a result they may plateau early and achieve less than their full potential. All this confirms a deterministic sense of the world.

As a result they achieve ever higher levels of achievement. All this gives them a greater sense of free will.
# STUDENT RESPONSIBILITIES

**Student Four Year Timeline:** Advisors are here to help you with all these steps. Every semester it is recommended that you meet with your advisor at least once (more if needed), and that you always ensure your well-being comes first by reaching out for personal or academic assistance when necessary.

<table>
<thead>
<tr>
<th>1st Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
<th>4th Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plan to complete 30+ units by the end of your 1st year</td>
<td>Plan to complete 60+ units by the end of your 2nd year</td>
<td>Plan to complete 90+ units by the end of your 3rd year</td>
<td>Plan to complete 120+ units by the end of your 4th year and graduate!</td>
</tr>
<tr>
<td>0-29 completed units = First Year Standing</td>
<td>30-59 completed units = Sophomore Standing</td>
<td>60-89 completed units = Junior Standing</td>
<td>90+ completed units = Senior Standing</td>
</tr>
</tbody>
</table>

- Explore interests, strengths, careers
- Make a tentative 4-year plan of classes
- Get involved with clubs, organizations, and volunteering
- Start looking into internships, research, or study abroad
- Start building a resume
- Start to develop effective time management and study strategies
- Attend office hours
- Explore campus resources that can enhance your academic and personal success
- Meet with your advisor to discuss your degree and graduation requirements

- Finalize and declare major(s) and minor(s)
- Seek volunteer opportunities, internships, research, or study abroad programs
- Update resume
- Develop relationships with faculty and attend office hours
- Research post-graduate options and talk with mentors about your goals
- Stay involved in activities that suit interests and goals
- Meet with your advisor to discuss your degree and graduation requirements

- Research career options and graduate programs
- Talk to advisors, internship coordinators, and career services to enhance professional skills
- Update resume
- Continue volunteer opportunities, internships, research, and club involvement
- Take graduate entrance exams
- Continue connecting with faculty and mentors
- Meet with your advisor to discuss your degree and graduation requirements

- Apply for graduation and meet with your advisor to complete your degree check
- Finalize career, professional, or graduate school plans
- Apply for graduate or professional schools
- Submit resumes and begin interviewing for jobs or graduate schools
- Meet with your advisor to discuss your degree and graduation requirements
Student Semester Timeline: Your advisors are here to help you with all of these steps

**Term Begins:** Identify semester goals and finalize semester schedule

---

**Week 1:** If necessary, make any last-minute changes to your schedule
- Check academic dates and deadlines calendar on the Registrar’s website regarding adding and dropping courses for the semester

---

**Week 2:** Evaluate how you are doing in your classes. Make a time management plan for the semester.
- The deadline to drop a course without a W occurs the 2nd week of classes

---

**Weeks 3-8:** Visit your instructors during their office hours before your first exams and papers. Start looking into clubs, volunteer opportunities, and campus resources to support your success.
- During weeks 3 through 10, you can drop a course through UAAccess but will receive a “W” on your transcript (you can receive a maximum of 18 units of “W” at the UA)

---

**Weeks 7-8:** Get ready to register for next term and make an appointment with your academic advisor

---

**Weeks 8-10:** Re-evaluate how you are doing in your current courses. Attend office hours and seek academic assistance when necessary.
- The final withdrawal deadline will occur week 10

---

**Weeks 11-13:** During weeks 11-13, you can drop a course with a W only through an electronic Late Change Petition and with a documented extenuating circumstance, which must be approved by your instructor and the Dean’s Office

---

**Week 13-15:** Complete projects due at the end of the term. Verify final exam schedule and start to review. Visit office hours and Think Tank for extra help.
- Complete withdrawal from all classes is available until the last day of classes

---

If you are enrolled in a dynamically dated class (5 weeks, 7 weeks, etc.) make sure you look at the Dates and Deadlines for those classes to understand add/drop/withdrawal deadlines, as they will be different from 15-week courses: [https://www.registrar.arizona.edu/courses/dates-deadlines](https://www.registrar.arizona.edu/courses/dates-deadlines)
# GRADUATION REQUIREMENTS

## UNIVERSITY FOUNDATION REQUIREMENTS

### English
Choose one of the following sequences based on your foundation writing placement

- **ENGL 101(A) & 102**
- **ENGL 106, 107, & 108** (ESL students)
- **ENGL 109H** (Honors course, requires appropriate placement)

### Math
Your foundation math requirement depends on your major. Always review your math requirement with your advisor.

- **General Strand**: PHIL 110, LING 123, or a higher MATH course
- **Moderate Strand**: MATH 107, MATH 112, or a higher MATH course
- **Advanced Strand**: MATH 113, MATH 122A and MATH 122B, MATH 125, or a higher MATH course

Students must test into MATH 107, or higher MATH courses, or complete the necessary math sequence based on placement.

**For example:** MATH 100 → MATH 107 or MATH 112

- Some majors require additional math/statistics courses as part of the major curriculum.
- It is highly recommended that students complete their foundation math requirement before their junior year.
- Meet with your advisor to plan correctly!

## Second Language
Students must demonstrate second language proficiency at the required level of their degree/major. Your second language requirement depends on your degree/major. Always review your language requirement with your advisor.

- **Bachelor of Science (B.S.) degree**: 2nd semester proficiency required (EX: SPAN 101 and SPAN 102)
- **Bachelor of Arts (B.A.) degree**: 4th semester proficiency required (EX: SPAN 101, SPAN 102, SPAN 201, and SPAN 202)

There are 3 ways to demonstrate second language proficiency:

1. Complete a second language course with a “C” or better (e.g., SPAN 102/202 or FREN 102/202)
2. Earn an appropriate score on a language proficiency exam administered by UA
3. Earn an appropriate AP, IB, or CLEP exam score
Placement Information

- Writing Placement: [https://english.arizona.edu/foundations-writing](https://english.arizona.edu/foundations-writing)
- Math Placement: [http://math.arizona.edu/academics/placement](http://math.arizona.edu/academics/placement)
- Language Proficiency Requirements: [http://advising.humanities.arizona.edu/secondlanguage-proficiency-requirements](http://advising.humanities.arizona.edu/secondlanguage-proficiency-requirements)
- Language Proficiency Exam: [https://lppe.humanities.arizona.edu/](https://lppe.humanities.arizona.edu/)
- Testing Office, for Math Placement Test and CLEP Exam: [http://testing.arizona.edu/](http://testing.arizona.edu/)

GENERAL EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>Required for First-Year Students only</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Intro and Exit General Education Courses</strong></td>
</tr>
<tr>
<td><em>UNIV 101: Intro to General Education (1 unit)</em></td>
</tr>
<tr>
<td><em>UNIV 301: General Education Capstone (1 unit)</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required for ALL Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Foundations</strong></td>
</tr>
<tr>
<td>English Foundation (Approx. 6 units)</td>
</tr>
<tr>
<td>Math (Approx. 3 units)</td>
</tr>
<tr>
<td>Second Language (Approx. 8-20 units)</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

*Required for First-Year Students only; Transfer Students are exempt.*
UNIT & GPA REQUIREMENTS

- Minimum 120 Overall Units required
- Minimum 42 Upper Division (UD) Units required
  - UD = Any 300-499 level courses
- Minimum 56 Units must be University Level
  - (Not taken at a community college)
- Minimum 30 Units in Residence
  - (In residence means taken at UA)
- Minimum 18 of 30 units in residence must be Upper Division (300-499 level courses)
- Minimum 2.0 Cumulative GPA, 2.0 Major GPA, and 2.0 Minor GPA is required to graduate
  - If a student’s Cumulative GPA falls below a 2.0 at any point in their undergraduate education, they are placed on academic warning or academic probation, and are required to meet with academic advisors.
  - Students who continue below a 2.0 Cumulative GPA for 3 semesters or more risk being ruled academically ineligible to remain at the University

SAMPLE DEGREE REQUIREMENTS

NEW GEN ED STRUCTURE
Spring 2022 and beyond

First-Years

Min. 120 Total Units
42 Upper Division (UD) units (UD = courses numbered 300-499)

MAJOR
Approx. 36-45 units

MINOR
Approx. 18-23 units
OR SECOND MAJOR
Approx. 36 Units

REQUIRED ELECTIVES
Approx. 15-30 units

FOUNDATIONS
- English
- Math
- Second Language
Approx. 17-25 units

NEW GENERAL EDUCATION
- UNIV 101 and UNIV 301
- Exploring Perspectives
- Building Connections
Approx. 23 units
UNDERSTANDING YOUR ADVISEMENT REPORT

Access Your Advisement Report through your UAccess Student Center:

Your Advisement Report is the official record of your progress toward graduation.

We strongly recommended that you view your Advisement Report as a PDF document.

Your Advisement Report tells you important information:

• Your requirement term or catalog year
• Your GPA (overall GPA, major GPA, and minor GPA)
• Units Required, Completed & in Progress

Note: Units listed in the total units (middle column) includes all units completed and currently in progress at UA.

Graduation Requirements

<table>
<thead>
<tr>
<th>Academic level</th>
<th>Required GPA</th>
<th>Actual GPA</th>
<th>GPA Status</th>
<th>Requirement Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Career</td>
<td>2.000</td>
<td></td>
<td>Not Satisfied</td>
<td>Fall 2020</td>
</tr>
<tr>
<td>Law Major (BA)</td>
<td>2.000</td>
<td></td>
<td>Not Satisfied</td>
<td>Fall 2020</td>
</tr>
<tr>
<td>Unit Requirements</td>
<td>Required Units</td>
<td>Total Units</td>
<td>In Progress Units</td>
<td>Unit Status</td>
</tr>
<tr>
<td>Units Required for this Degree</td>
<td>120.00</td>
<td>18.00</td>
<td>14.00</td>
<td>Not Satisfied</td>
</tr>
<tr>
<td>Upper Division Units</td>
<td>42.00</td>
<td>0.00</td>
<td>0.00</td>
<td>Not Satisfied</td>
</tr>
<tr>
<td>Units in Residence</td>
<td>30.00</td>
<td>14.00</td>
<td>14.00</td>
<td>Not Satisfied</td>
</tr>
<tr>
<td>Upper Division Units in Residence</td>
<td>16.00</td>
<td>0.00</td>
<td>0.00</td>
<td>Not Satisfied</td>
</tr>
</tbody>
</table>
Community college transfer students need to pay attention to the Community College Limit on their Advisement Report PDF - 56 university level units are required to graduate.

Community College Limit

**Satisfied:** A maximum of 64 units of community college course work may apply toward graduation. A minimum of 56 units of course work must be completed at a 4-year institution, military institution, or as test credit.

- **Units:** 56.00 required, 67.00 completed

Your Advisement Report PDF also keeps track of the courses you completed and are currently taking. TR = Transfer Course, EN = Taken and completed at UA, IP = In Progress Currently

Minor Units

**Satisfied:** A minimum of 18 units are required in the minor.

- **Units:** 18.00 required, 18.00 completed

<table>
<thead>
<tr>
<th>Term</th>
<th>Subject</th>
<th>Catalog Nbr</th>
<th>Course Title</th>
<th>Grade</th>
<th>Units</th>
<th>RptCd</th>
<th>RqDes</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2019</td>
<td>ELCR</td>
<td>1TR</td>
<td>ELCR Lower Division Transfer</td>
<td>TA</td>
<td>3.00</td>
<td>GETH</td>
<td>TR</td>
<td>TR</td>
</tr>
<tr>
<td>Fall 2019</td>
<td>ELCR</td>
<td>1TR</td>
<td>ELCR Lower Division Transfer</td>
<td>TA</td>
<td>3.00</td>
<td>GETH</td>
<td>TR</td>
<td>TR</td>
</tr>
<tr>
<td>Fall 2019</td>
<td>ELCR</td>
<td>1TR</td>
<td>ELCR Lower Division Transfer</td>
<td>TA</td>
<td>3.00</td>
<td>GETH</td>
<td>TR</td>
<td>TR</td>
</tr>
<tr>
<td>Fall 2020</td>
<td>HIST</td>
<td>301</td>
<td>Intro Study of History</td>
<td>B</td>
<td>3.00</td>
<td></td>
<td>EN</td>
<td>EN</td>
</tr>
<tr>
<td>Fall 2020</td>
<td>HIST</td>
<td>405A</td>
<td>Medieval Europe</td>
<td>B</td>
<td>3.00</td>
<td></td>
<td>EN</td>
<td>EN</td>
</tr>
<tr>
<td>Sprng 2021</td>
<td>HIST</td>
<td>443</td>
<td>Env. Hist. of Middle East</td>
<td></td>
<td>3.00</td>
<td></td>
<td>IP</td>
<td>IP</td>
</tr>
</tbody>
</table>

Pay attention to the red “Not Satisfied” areas. If you have questions about unsatisfied requirements, talk with your academic advisor.

**4. Law Core**

**Not Satisfied:** Complete 4 courses.

- **Courses:** 4.00 required, 0.00 completed, 4.00 needed

<table>
<thead>
<tr>
<th>Term</th>
<th>Subject</th>
<th>Catalog Nbr</th>
<th>Course Title</th>
<th>Grade</th>
<th>Units</th>
<th>RptCd</th>
<th>RqDes</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>LAW</td>
<td>401</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>LAW</td>
<td>402A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>LAW</td>
<td>402B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>LAW</td>
<td>404</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Courses Available: LAW 401, LAW 402A, LAW 402B, LAW 404

Courses Available: This area shows students which UA courses meet the degree requirements for a specific category. If a course does not appear in this section, then it likely does not apply to that category.
Minors or Double Majors (Required for nearly all SBS students)

Nearly all SBS College Students are required to have a Minor or a Second Major (only PPEL major students do not need a minor or second major):

- Most Minors are at least 18 units, and 9 units must be upper division (300-499 level courses).
- Students are encouraged to choose a minor in an area related to their interests and career goals. Your minor often does not need to be related to your major.
- You may choose any minor on campus, or take courses toward a thematic minor:
  - SBS College Minors: [https://sbs.arizona.edu/minors](https://sbs.arizona.edu/minors)
  - All Minors - Advising Directory: [http://advising.arizona.edu/advisors/minor](http://advising.arizona.edu/advisors/minor)
- Double Majors may be a great choice for students who wish to explore a second subject in greater detail. Planning ahead and meeting with your academic advisor can help students complete a double major within a four-year timeframe.
  - SBS College Majors: [https://sbs.arizona.edu/declare-your-major](https://sbs.arizona.edu/declare-your-major)
  - All Majors – Advising Directory: [https://advising.arizona.edu/advisors/major](https://advising.arizona.edu/advisors/major)
- SBS College Programs for Arizona Online Students: [https://sbs.arizona.edu/undergraduate-online-programs](https://sbs.arizona.edu/undergraduate-online-programs)
SBS COLLEGE CAREER OPPORTUNITIES

The programs in the College of Social and Behavioral Sciences provide a multidimensional approach to understanding human behavior and relationships from social, cultural, and human perspectives. You will build interpersonal skills and learn how to apply your knowledge in a career or graduate program that suits your interests and goals.

UArizona’s Senior Survey showed that students who participated in an internship or other engagement experience were one and a half times more likely to report employment upon graduation. Some SBS programs require an internship for graduation, and all programs encourage it. We suggest you connect with your department’s internship coordinator to discuss internship options.

Student Engagement and Career Development
We strongly recommend using the resources of Student Engagement and Career Development (SECD) early on in your academic career, even before you are in an active internship or job search. This can include:

- Making an account in Handshake, which is the University’s job and internship portal for on-campus jobs, and off-campus jobs and internships
  - Handshake is also how you RSVP for Student Engagement and Career Development events!
- Attending career fairs, employer information sessions, alumni talks, and other SECD events
- Participating in skill-building programs, such as:
  - Blue Chip Leadership
  - Build the Skill: Professional Communication
  - Functional skill-building opportunities, such as Forage, which connects employers and students to provide a “pre-internship” type of experience; students can try out a work experience with an employer in a risk-free learning environment.

What does it take to make a difference?
(And are you up for the challenge?)
Enroll in Blue Chip Leadership and find out!
Career Courses
SBS and SECD have collaborated to offer you two Career Courses in which you can earn one unit of upper division credit while exploring career paths and building job-searching skills:

SBS 311: Design Your Life
Are you wondering (and worrying) about what you should do with your life and your career? In 7 short weeks, you’ll have the opportunity to design a fulfilling life and career, specific to you.

- Uncover career paths that interest you and develop strategies to explore those interests.
- Determine what you want in life and in your career, and how to get it.
- What fizzles? What rings true?

SBS 411: Design Your Search
In 7 short weeks, you have the opportunity to design an internship or job search specific to you.

You’ll gain knowledge about timelines, resources, and expectations of a successful search and reflect on how your personal skills have value in your desired career path. You should take this course when you are in an active search for a job or internship or plan to start searching soon.

Complex Relationship between Career and Major
All of our programs can apply to a wide variety of career paths. Approximately 50% of employers who recruit on campus recruit for all majors. So instead of asking, “What can I do with this major?” think about, “what big questions, issues, work environments, and job duties excite you, and start exploring from there.” Research Career Clusters through SECD, such as Arts and Media, Commerce and Management, Data and Technology, Education and Social Services, Environment and Resources, Global Impact and Public Service, and Research and Academia- all of which relate to SBS majors!

LifeLab: From Here to Career
Get on-demand support with your career, no matter your starting point.

OPEN HOURS
Monday-Friday, 12 PM - 5 PM
NEW LOCATION: BEAR DOWN GYM ROOM 264

✓ Chat 1:1 with a LifeLab Guide to uncover your questions and goals.
✓ Explore different resources and programs that can get you closer to where you want to be.
✓ Commit to a next step and find out how to make it happen. Build career momentum, one step at a time.
TRANSFER CREDIT

Transfer Credit Office: https://transfercredit.arizona.edu/

- For all transfer coursework, before taking the course you should verify that credits will transfer to UA and fulfill necessary requirements
- How to View your Transfer Credit Report

For courses taken at Arizona Community Colleges:

- Use the AZ Transfer Course Equivalency Guide to make sure that you take correct courses at your local AZ community college

If You Plan to Take Courses Outside of the State of Arizona:

- View the UA Transfer Credit Guide to see if the out of state courses have already been evaluated

Transfer Credit Approvals:

- For approval of other courses not listed on the transfer guides, submit a Course Equivalency or Credit Request
- For Math courses submit a Math Transfer Credit Evaluation Request to the Math department.

Transfer Credit Reminders:

- Grades of “C” or better are required in all transfer work
- Transfer courses will never impact your UArizona GPA
- You cannot GRO classes taken elsewhere
- Once coursework is complete, you need to send official transcripts to the UA

Studying Abroad: https://global.arizona.edu/study-abroad

If you plan to study abroad, see your advisor early to talk about planning for your semester away. Graduating in four years while also studying abroad is feasible with the right planning!

- Save some appropriate general education, major, & minor coursework is often a best practice
- Plan ahead and discuss your plans with your academic advisor
REGISTRATION TIPS AND REMINDERS

Check Notices, Holds, and To-Do List on your UAccess Student Center.
- Some items are informational, other items may require immediate action
- Past due balance, academic warning/advising, and campus health holds, etc. may restrict you from registering!

Every student is given an enrollment date, which is assigned in UAccess. Your enrollment appointment will begin at 6AM on the date assigned, and remain open until the start of the next semester.

Starting in October and March each semester, you can view your enrollment date on your UAccess student page. This will tell you when you can start adding courses to your shopping cart and when you can begin enrolling in courses.

Remember that your enrollment date is based on your class standing, which is based on units completed as of the beginning of this semester, not how many years you’ve been a student.

• 0-29 units completed = First Year registration
• 30-59 units completed = Sophomore registration
• 60-89 units completed = Junior registration
• 90+ units completed = Senior registration

Registration tutorials & Registration dates are also listed on the Registrar’s Website.

Student Center How-To Guides: https://it.arizona.edu/documentation/student-center-how-tos
Common Enrollment Error Messages:

If you get an error message when enrolling in a course, take a minute to think about why:

• **Do you meet the enrollment requirements and prerequisites listed for the course on UAccess?**
  o When searching for courses, always click on the course and look at the “enrollment requirements” listed
  o You can also use the “check availability” feature in your UAccess shopping cart in order to determine your ability to enroll in a course
  o During the beginning of your enrollment period, some courses may only be available to students declared in certain majors. Once all students (Seniors through First Years) have had their enrollment period, departments will often open courses that may have been restricted to you earlier. This means that you can keep courses in your shopping cart, and try enrolling later, once some courses become available to you.

• **Are you trying to enroll in a course that requires department consent?**
  o Courses like internship, preceptorship, research, or independent study may require you to apply before getting permission to enroll in these courses. You cannot enroll yourself in these courses.

• **Are you trying to enroll in a course that is restricted only to Honors students?**

• **Are you trying to enroll in a course through one of UA’s distance or online campuses?**
  o Main campus students only have ability to enroll in main campus courses.

• **Are you trying to enroll in more than 19 units?**
  o You need permission to enroll in more than 19 units, and can discuss that permission with your major academic advisor

Checking Enrollment Requirements:

Make sure you look at enrollment requirements to determine your eligibility to enroll.

<table>
<thead>
<tr>
<th>Meeting Information</th>
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<tbody>
<tr>
<td><strong>Days &amp; Times</strong></td>
<td><strong>Days &amp; Times</strong></td>
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<tr>
<td>MoTuWeTh 9:00AM - 9:50AM</td>
<td>TuTh 1:30PM - 2:45PM</td>
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<td><strong>Room</strong></td>
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<tr>
<td>Education, Rm 316</td>
<td>Rountree Hall, Rm 204</td>
</tr>
</tbody>
</table>

**Enrollment Information**

**SPAN 101 or placement (1PR or 2 PL= 201-309)**

**Enrollment Information**

**Junior or Senior BA LAW majors.**
Searching for Classes:

From your UAccess Student Center, you can search for classes under the “Enrollment” tab. Make sure you are searching in the correct “Term” (semester).

Looking for a full 15-week course, or an accelerated 7-week course? Use the “Session” dropdown menu to filter (7-week courses are available for many GE courses each semester).

Looking for a specific class in a certain subject area? Use the subject search area, and type in the course number.

If you want to see all classes offered, even classes that are currently full, uncheck the “show open classes only” box.

Use “Advanced Filters” to access many more search criteria.

Use the “Course Attribute” and “Course Attribute Value Fields” to search for general education classes.

Looking for an online class? You can search for fully online courses by using the “Mode of Instruction”

When searching for new GE Program courses in Class Search, select "General Ed (Begins Spring 22)". 
IMPORTANT POLICY INFORMATION

Get to know the Catalog: http://catalog.arizona.edu/
Get to know the Registrar’s Website: http://www.registrar.arizona.edu/

Dates & Deadlines
• Make sure you understand important deadlines each semester, like last day to add courses, last day to drop without a W, last day to drop on your own through UAccess, last day to file for GRO, and last day to receive a refund. Bookmark this page and refer to it every semester https://www.registrar.arizona.edu/dates-and-deadlines

Grade Replacement Opportunity (GRO)
• You can replace up to 3 courses or 10 units with a new grade. You are only eligible before you reach 60 units earned at UA http://registrar.arizona.edu/academics/grade-replacement-opportunity-gro

Withdrawing from Courses
• Understand Withdrawal Deadlines and Withdrawal Options
• You can receive a W in a maximum of 18 units (6 classes)
• Medical/Retroactive Withdrawal is possible for students with medical or personal circumstances affecting completion of coursework
• Always talk with advisors about these policies and the options best suited for you

Back 2 UA
• You can leave the UA for two semesters, if you are in good academic standing, and return without having to reapply to the university https://admissions.arizona.edu/how-toapply/returning-students/back2ua
• If you have a scholarship, check with the Scholarship Office about taking time away from UA

Financial Aid & Bursar’s Office
• Understand your financial aid and ask questions
• Review information about summer financial aid: https://financialaid.arizona.edu/types-ofaid/summer
• For tuition and fees visit the bursar’s office: http://bursar.arizona.edu/students/fees

Academic Eligibility
• A 2.0 GPA is required to be in good academic standing. Students below a 2.0 are on academic warning or probation, and are required to meet with advisors to go over academic plans. https://catalog.arizona.edu/policy/undergraduate-academic-eligibility-policy
Have a scholarship?
  • Make sure you understand how many units you need to take each year at UA: (most require 30 units per academic year at the University of Arizona) [https://financialaid.arizona.edu/types-of-aid/scholarships](https://financialaid.arizona.edu/types-of-aid/scholarships)
  • Financial Aid and Scholarship Appeals: [https://financialaid.arizona.edu/policies/merit-and-assurance-appeals](https://financialaid.arizona.edu/policies/merit-and-assurance-appeals)

## CAMPUS RESOURCES

### University Services & Resources

Office of the Registrar: [http://registrar.arizona.edu/](http://registrar.arizona.edu/)

Academic Dates, Deadlines, and Enrollment Information: [https://www.registrar.arizona.edu/dates-and-deadlines](https://www.registrar.arizona.edu/dates-and-deadlines)

Academic Catalog: [http://catalog.arizona.edu/](http://catalog.arizona.edu/)

Bursar’s Office: [http://bursar.arizona.edu/](http://bursar.arizona.edu/)

Tuition & Fees Calculator: [https://tuitioncalculator.fso.arizona.edu/#/](https://tuitioncalculator.fso.arizona.edu/#/)

Scholarships & Financial Aid: [https://financialaid.arizona.edu/](https://financialaid.arizona.edu/)
**Student Support Resources**

Think Tank: [thinktank.arizona.edu](http://thinktank.arizona.edu)

Writing Skills Improvement Program: [http://wsip.arizona.edu/](http://wsip.arizona.edu/)

THRIVE Center: [https://thrive.arizona.edu/](https://thrive.arizona.edu/)

Student Engagement & Career Development: [http://career.arizona.edu/](http://career.arizona.edu/)

Campus Recreation: [https://rec.arizona.edu/](https://rec.arizona.edu/)

Disability Resource Center: [http://drc.arizona.edu/](http://drc.arizona.edu/)

SBS College Scholarships: [https://sbs.arizona.edu/scholarships](https://sbs.arizona.edu/scholarships)

Scholarship Universe: [https://financialaid.arizona.edu/scholarshipuniverse](https://financialaid.arizona.edu/scholarshipuniverse)

UA Phonebook and Directory: [http://directory.arizona.edu/phonebook](http://directory.arizona.edu/phonebook)

UA Libraries: [http://new.library.arizona.edu/](http://new.library.arizona.edu/)

UI TS (technology services): [http://uits.arizona.edu/](http://uits.arizona.edu/)

Dean of Students: [https://deanofstudents.arizona.edu/](https://deanofstudents.arizona.edu/)

Campus Resources: [https://deanofstudents.arizona.edu/support/campus-resources](https://deanofstudents.arizona.edu/support/campus-resources)

Campus Health: [https://www.health.arizona.edu/](https://www.health.arizona.edu/)

CAPS (Counseling Services): [https://health.arizona.edu/counseling-psychservices](https://health.arizona.edu/counseling-psychservices)
**Advising Services**

Advising Resource Center: [https://advising.arizona.edu](https://advising.arizona.edu)

Advising Directory: [https://advising.arizona.edu/content/academic-advisor-directory](https://advising.arizona.edu/content/academic-advisor-directory)

GPA Calculators: [https://advising.arizona.edu/content/onlinetools/grade-calculators](https://advising.arizona.edu/content/onlinetools/grade-calculators)

Arizona Transfer Guide: [https://www.aztransfer.com/](https://www.aztransfer.com/)

**Student Involvement**

ASUA: [https://asuatoday.arizona.edu/](https://asuatoday.arizona.edu/)

Student Centers: [https://diversity.arizona.edu/student-centers](https://diversity.arizona.edu/student-centers)

UA Leadership Programs: [http://leadership.arizona.edu/](http://leadership.arizona.edu/)

Study Abroad: [https://global.arizona.edu/study-abroad](https://global.arizona.edu/study-abroad)

**Transfer Credit Office:** [https://transfercredit.arizona.edu/](https://transfercredit.arizona.edu/)

**Pre-Health Advising:** [http://clas.arizona.edu/prehealth/advisingresources](http://clas.arizona.edu/prehealth/advisingresources)

**Pre-Law Advising:** [https://theacenter.arizona.edu/pre-law/prelaw-advising](https://theacenter.arizona.edu/pre-law/prelaw-advising)

**Math Placement Testing:** [https://www.math.arizona.edu/academics/placement/exams](https://www.math.arizona.edu/academics/placement/exams)

**Language Placement & Proficiency Testing:** [https://advising.humanities.arizona.edu/language-placement-and-proficiency-exams-faqs](https://advising.humanities.arizona.edu/language-placement-and-proficiency-exams-faqs)

**Immigrant Student Resource Center:** [https://immigrant.arizona.edu/](https://immigrant.arizona.edu/)

**Transfer Center:** [https://transfercenter.arizona.edu/home](https://transfercenter.arizona.edu/home)

**First Cats:** [https://thrive.arizona.edu/first-cats](https://thrive.arizona.edu/first-cats)

**Fostering Success:** [https://fosteringsuccess.arizona.edu/](https://fosteringsuccess.arizona.edu/)

**Handshake** – UA’s job board and career development platform: [https://career.arizona.edu/jobs/handshake](https://career.arizona.edu/jobs/handshake)