

# COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCES

## ACADEMIC ADVISING GUIDE

---

### Contents of This Guide:

• SBS Academic Advising Information .....	Page 2-3
• Student Responsibilities .....	Page 4-5
• UA Graduation Requirements .....	Page 6-8
○ University Foundation Requirements (English, Math, Second Language) .....	Page 6
○ Placement Information .....	Page 7
○ University General Education Requirements .....	Page 7
○ University Unit and GPA Requirements .....	Page 8
○ Sample Degree Requirements .....	Page 8
• Understanding Your Advisement Report .....	Page 9-10
• Minors and Double Majors .....	Page 11
• SBS College Career Opportunities .....	Page 12-13
• Transfer Credit .....	Page 14
• Registration Tips and Reminders .....	Page 15-17
○ Common Enrollment Error Messages .....	Page 16
○ Checking Enrollment Requirements .....	Page 16
○ Searching for Classes .....	Page 17
• Important Policy Information .....	Page 18-19
• Campus Resources .....	Page 19-21
○ University Services and Resources .....	Page 19
○ Student Support Resources .....	Page 20
○ Advising Services .....	Page 21
○ Student Involvement .....	Page 21



THE UNIVERSITY OF ARIZONA

**College of Social  
& Behavioral Sciences**

## SBS ACADEMIC ADVISING INFORMATION

### Main Campus

#### Academic Advisors

<https://sbs.arizona.edu/advisor>

### Arizona Online Campus

#### Academic 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/>

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

Schedule an Appointment 30 Minute Meeting	Drop-In Advising 5-10 minutes for quick questions	Email Quick questions/clarifications
<ul style="list-style-type: none"> <li>• Course planning past the current semester (graduation plan)</li> <li>• Minor exploration</li> <li>• Transfer credit approvals</li> <li>• Study Abroad planning</li> <li>• Advising signature for financial aid appeal</li> <li>• Concerns about academic difficulties and advice about academic success strategies</li> <li>• Personal exploration regarding graduate school, internships, jobs, etc.</li> <li>• Degree checks for graduation</li> </ul> <p><b>*Make advising appointments online &amp; add the appointment date and time to your calendar so you remember to attend.</b></p>	<ul style="list-style-type: none"> <li>• General information about course offerings or content</li> <li>• Verification of existing schedule</li> <li>• General information about major requirements or UA policy</li> <li>• Quick signatures</li> <li>• Questions like: “Does this math course meet my degree requirement?”</li> <li>• Turn in special forms (i.e. internship, research, or preceptor enrollment)</li> <li>• 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</li> </ul> <p><b>*Drop-in advising is on a first-come, first-served basis. There may be a wait, so make sure you have some time.</b></p>	<ul style="list-style-type: none"> <li>• Clarification if you are unsure an appointment is necessary</li> <li>• Clarification of a UA policy or procedure</li> <li>• Quick review of your current course schedule</li> <li>• Other inquiries – if we can answer your question over email, we will. If your question is more complex, we’ll recommend that you make an appointment or attend drop-in advising hours to talk more</li> </ul> <p><b>*Make sure you use your UA email address for advising communication. Allow 24-48 business hours for a response.</b></p>

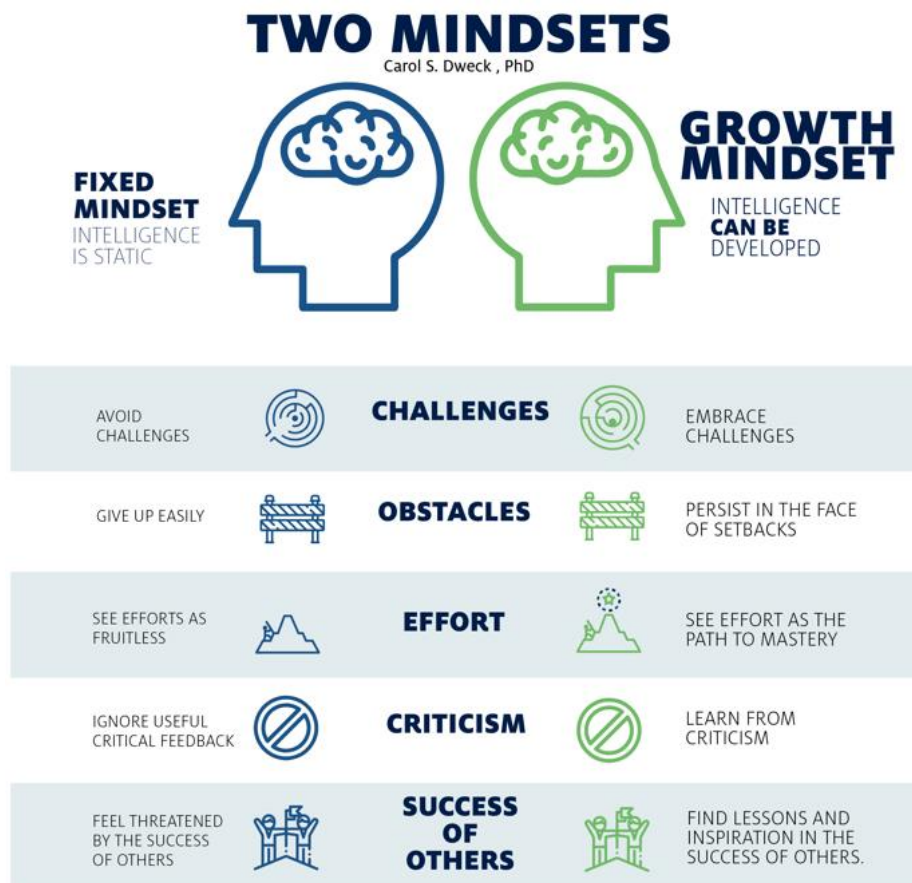
## ADVISING ROLES & RESPONSIBILITIES

### 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



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.

1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year
Plan to complete 30+ units by the end of your 1 <sup>st</sup> year	Plan to complete 60+ units by the end of your 2 <sup>nd</sup> year	Plan to complete 90+ units by the end of your 3 <sup>rd</sup> year	Plan to complete 120+ units by the end of your 4 <sup>th</sup> year and graduate!
0-29 completed units = First Year Standing	30-59 completed units = Sophomore Standing	60-89 completed units = Junior Standing	90+ completed units = Senior Standing
<ul style="list-style-type: none"> <li>Explore interests, strengths, careers</li> <li>Make a tentative 4-year plan of classes</li> <li>Get involved with clubs, organizations, and volunteering</li> <li>Start looking into internships, research, or study abroad</li> <li>Start building a resume</li> <li>Start to develop effective time management and study strategies</li> <li>Attend office hours</li> <li>Explore campus resources that can enhance your academic and personal success</li> <li>Meet with your advisor to discuss your degree and graduation requirements</li> </ul>	<ul style="list-style-type: none"> <li>Finalize and declare major(s) and minor(s)</li> <li>Seek volunteer opportunities, internships, research, or study abroad programs</li> <li>Update resume</li> <li>Develop relationships with faculty and attend office hours</li> <li>Research post-graduate options and talk with mentors about your goals</li> <li>Stay involved in activities that suit interests and goals</li> <li>Meet with your advisor to discuss your degree and graduation requirements</li> </ul>	<ul style="list-style-type: none"> <li>Research career options and graduate programs</li> <li>Talk to advisors, internship coordinators, and career services to enhance professional skills</li> <li>Update resume</li> <li>Continue volunteer opportunities, internships, research, and club involvement</li> <li>Take graduate entrance exams</li> <li>Continue connecting with faculty and mentors</li> <li>Meet with your advisor to discuss your degree and graduation requirements</li> </ul>	<ul style="list-style-type: none"> <li>Apply for graduation and meet with your advisor to complete your degree check</li> <li>Finalize career, professional, or graduate school plans</li> <li>Apply for graduate or professional schools</li> <li>Submit resumes and begin interviewing for jobs or graduate schools</li> <li>Meet with your advisor to discuss your degree and graduation requirements</li> </ul>

## 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 2<sup>nd</sup> 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 UAccess 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 any 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.

**Finals Week:**

- *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>

## 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:** 2<sup>nd</sup> semester proficiency required  
(EX: SPAN 101 and SPAN 102)
- **Bachelor of Arts (B.A.) degree:** 4<sup>th</sup> 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>
  - Math Placement: <http://math.arizona.edu/academics/placement>
  - Language Proficiency Requirements: <http://advising.humanities.arizona.edu/secondlanguage-proficiency-requirements>
  - Language Proficiency Exam: <https://lppe.humanities.arizona.edu/>
  - Testing Office, for Math Placement Test and CLEP Exam: <http://testing.arizona.edu/>
- 

### **GENERAL EDUCATION REQUIREMENTS**

#### **Required for First-Year Students only**

#### **Intro and Exit General Education Courses**

\*UNIV 101: Intro to General Education (1 unit)

\*UNIV 301: General Education Capstone (1 unit)

#### **Required for ALL Students**

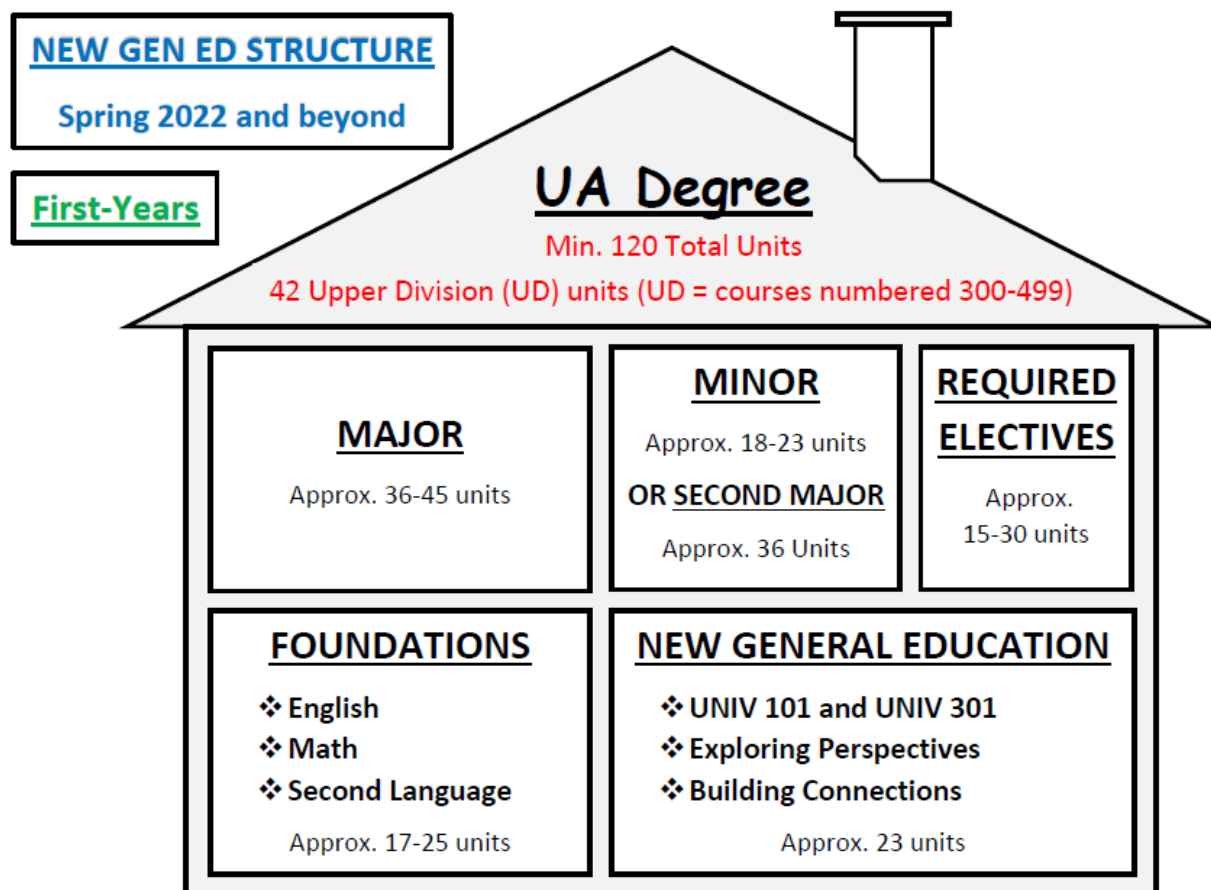
<b>Foundations</b>	<b>Exploring Perspectives</b>	<b>Building Connections</b>
<b>English Foundation</b> (Approx. 6 units)	<b>Artist</b> (3 units)	<b>Building Connections</b> (3 units)
<b>Math</b> (Approx. 3 units)	<b>Humanist</b> (3 units)	<b>Building Connections</b> (3 units)
<b>Second Language</b> (Approx. 8-20 units)	<b>Natural Scientist</b> (3 units)	<b>Building Connections</b> (3 units)
	<b>Social Scientist</b> (3 units)	

\*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

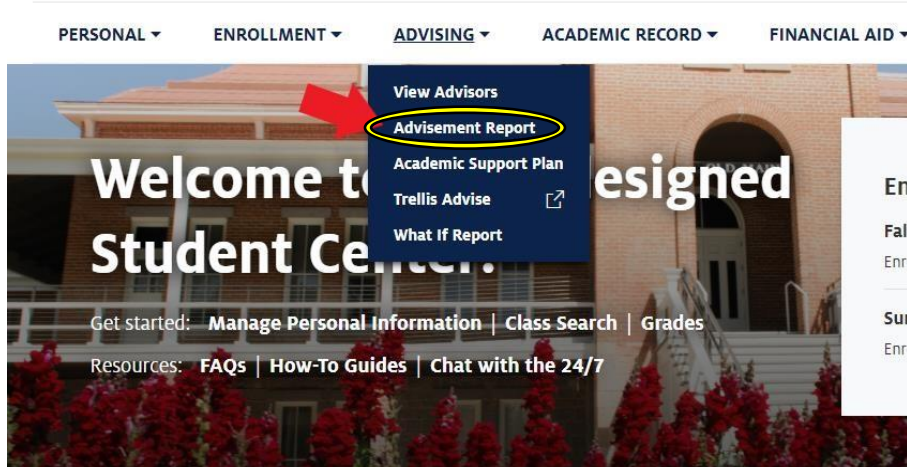
## SAMPLE DEGREE REQUIREMENTS





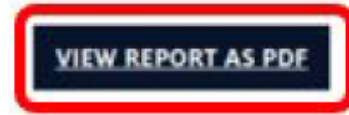
## UNDERSTANDING YOUR ADVISEMENT REPORT

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.

**Academic Advisement Report**  
For Not Her Real Name Kathy (21212121) prepared  
on 10/06/2020 Requested by BATCH USER

### Graduation Requirements

Academic level	Required GPA	Actual GPA	GPA Status	Requirement Term
Undergraduate Career	2.000		Not Satisfied	Fall 2020
Law Major (BA)	2.000		Not Satisfied	Fall 2020
Unit Requirements	Required Units	Total Units *	In Progress Units	Unit Status
Units Required for this Degree	120.00	18.00	14.000	Not Satisfied
Upper Division Units	42.00	0.00	0.000	Not Satisfied
Units in Residence	30.00	14.00	14.000	Not Satisfied
Upper Division Units in Residence	18.00	0.00	0.000	Not Satisfied

**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**

(R1227/L10)

**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**

(R2868/L10)

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

· **Units:** 18.00 required, 18.00 completed

Term	Subject	Catalog Nbr	Course Title	Grade	Units	RptCd	RqDes	Type
Fall 2019	ELCR	1TR	ELCR Lower Division Transfer	TA	3.00		GETH	TR
Fall 2019	ELCR	1TR	ELCR Lower Division Transfer	TA	3.00		GETH	TR
Fall 2019	ELCR	1TR	ELCR Lower Division Transfer	TA	3.00		GETH	TR
Fall 2020	HIST	301	Intro Study of History	B	3.00			EN
Fall 2020	HIST	405A	Medieval Europe	B	3.00			EN
Sprg 2021	HIST	443	Env. Hist. of Middle East		3.00			IP

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

**4. Law Core**

(R15480/L50)

**Not Satisfied:** Complete 4 courses.

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



Term	Subject	Catalog Nbr	Course Title	Grade	Units	RptCd	RqDes	Type
	LAW	401						
	LAW	402A						
	LAW	402B						
	LAW	404						

**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>
  - All Minors - Advising Directory: <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>
  - All Majors – Advising Directory: <https://advising.arizona.edu/advisors/major>
- SBS College Programs for Arizona Online Students: <https://sbs.arizona.edu/undergraduate-online-programs>

## **SBS - “The People College”**

- |                              |  |
|------------------------------|--|
| • American Indian Studies    | • Information Science & eSociety         |
| • Anthropology               | • Information Science                    |
| • Arabic                     | • Journalism                             |
| • Care, Health & Society     | • Judaic Studies                         |
| • Communication              | • Latin American Studies                 |
| • Creative Writing           | • Law                                    |
| • Criminal Justice Studies   | • Linguistics                            |
| • English                    | • Mexican American Studies               |
| • Environmental Studies      | • Middle Eastern & North African Studies |
| • Food Studies               | • No Major Selected                      |
| • Game Design & Development  | • Philosophy                             |
| • Games & Behavior           | • Philosophy, Politics, Economics & Law  |
| • Gender & Women’s Studies   | • Political Science                      |
| • Geography                  | • Professional & Technical Writing       |
| • Global Studies             | • Public Management & Policy             |
| • History                    | • Sociology                              |
| • Human Rights Practice      | • Studies in Global Media                |
| • Information Science & Arts | • Urban & Regional Development           |

## 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.

# Handshake

## 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



### Transfer Credit

Until the Model Status reads Posted all Transfer Credit is subject to change.

#### ▼ Course Credits

Model Nbr	1	Posted		
Institution	The University of Arizona	Credit Source Type	External	
Career	Undergraduate	Source Institution	Iowa State University	
Program	College of Science			

Group	Seq	Term	Year	Incoming Course	Description	Units Taken	Grade Input	Equivalent Course	Units Transferred	Grade	Status
1	1	FALL	2013	CHEM 177	General Chemistry I	4.00	TC-	CHEM 151	5.000	TC-	Posted
1	2	FALL	2013	CHEM 177L	General Chemistry I Lab	1.00	TB		0.000		Posted
2	1	SPR	2014	LIB 160	INFORMATN LITERACY	1.00	TS		0.000		Rejected
3	1	SPR	2014	BIOL 211	Principles of Biology I	3.00	TB-	ECOL 182R	3.000	TB-	Posted
4	1	SPR	2014	STAT 104	INTRO TO STATISTICS	3.00	TB+	MATH 1TR	3.000	TB+	Posted
5	1	FALL	2013	MATH 140	COLLEGE ALGEBRA	3.00	TB-	MATH 1TR	3.000	TB-	Posted

**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 UA Arizona 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>

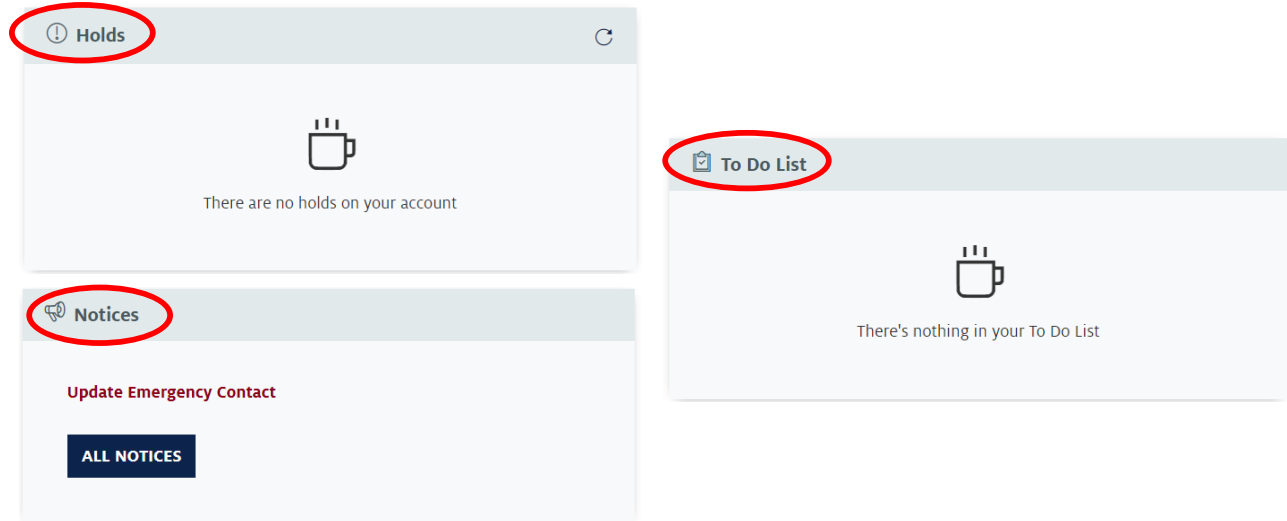
If you plan to study abroad, see your advisor early to talk about planning for your semester away. Graduating in four years while also studying abroad is feasible with the right planning!

- 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**

### Enrollment Dates

#### Spring 2021

Shopping carts will be available on Oct 1 for students who are eligible to enroll for this term.

#### Fall 2020

Enrollment Open: **Enroll Now**

#### Summer 2020

Enrollment Open: **Enroll Now**

[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?**
  - When searching for courses, always click on the course and look at the “enrollment requirements” listed
  - You can also use the “check availability” feature in your UAccess shopping cart in order to determine your ability to enroll in a course
  - 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?**
  - 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?**
  - Main campus students only have ability to enroll in main campus courses.
- **Are you trying to enroll in more than 19 units?**
  - 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.

#### Meeting Information

##### Days & Times

MoTuWeTh 9:00AM - 9:50AM

##### Room

Education, Rm 316

#### Enrollment Information

##### **Enrollment Requirements**

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

#### Meeting Information

##### Days & Times

TuTh 1:30PM - 2:45PM

##### Room

Rountree Hall, Rm 204

#### Enrollment Information

##### **Enrollment Requirements**

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).

## Class Search

Find classes to enroll in

Term

Fall 2022

Session

Subject

Search Type

contains

Catalog Number

e.g. 101

Course Keyword

Campus

University of Arizona - Main

Location

☐ Show Open Classes Only

Advanced Filters >

RETURN TO MAIN

CLEAR

SEARCH

**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)**”.

Advanced Filters

Filter by Class Attribute

General Education Info

Course Attribute

☒ General Ed (Begins 2022)
 ☐ General Ed-Tiers (Before 2022)
 ☐ Honors Course
 ☐ Shared Unique Number
 ☐ Student Engagement Activity
 ☐ Student Engagement Competency

---

## 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-ofaid/scholarships>
- Financial Aid and Scholarship Appeals: <https://financialaid.arizona.edu/policies/merit-and-assurance-appeals>

---

## CAMPUS RESOURCES

---

### University Services & Resources

Office of the Registrar: <http://registrar.arizona.edu/>

Academic Dates, Deadlines, and Enrollment Information:  
<https://www.registrar.arizona.edu/dates-and-deadlines>

Academic Catalog: <http://catalog.arizona.edu/>

Bursar's Office: <http://bursar.arizona.edu/>

Tuition & Fees Calculator:  
<https://tuitioncalculator.fso.arizona.edu/#/>

Scholarships & Financial Aid: <https://financialaid.arizona.edu/>



## **Student Support Resources**

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

Writing Skills Improvement Program:

<http://wsip.arizona.edu/>

THRIVE Center: <https://thrive.arizona.edu/>

Student Engagement & Career Development:

<http://career.arizona.edu/>

Campus Recreation: <https://rec.arizona.edu/>

Disability Resource Center: <http://drc.arizona.edu/>

SBS College Scholarships:

<https://sbs.arizona.edu/scholarships>

Scholarship Universe: <https://financialaid.arizona.edu/scholarshipuniverse>

UA Phonebook and Directory:

<http://directory.arizona.edu/phonebook>

UA Libraries: <http://new.library.arizona.edu/>

UITS (technology services): <http://uits.arizona.edu/>

Dean of Students:

<https://deanofstudents.arizona.edu/>

Campus Resources: <https://deanofstudents.arizona.edu/support/campus-resources>

Campus Health:

<https://www.health.arizona.edu/>

CAPS (Counseling Services): <https://health.arizona.edu/counseling-psychservices>

## **Advising Services**

Advising Resource Center: <https://advising.arizona.edu>

Advising Directory:

<https://advising.arizona.edu/content/academic-advisor-directory>

GPA Calculators:

<https://advising.arizona.edu/content/onlinetools/grade-calculators>

Arizona Transfer Guide: <https://www.aztransfer.com/>

## **Student Involvement**

ASUA: <https://asuatoday.arizona.edu/>

Student Centers:

<https://diversity.arizona.edu/student-centers>

UA Leadership Programs:

<http://leadership.arizona.edu/>

Study Abroad:

<https://global.arizona.edu/study-abroad>

Transfer Credit Office:

<https://transfercredit.arizona.edu/>

Pre-Health Advising:

<http://clas.arizona.edu/prehealth/advisingresources>

Pre-Law Advising:

<https://theacenter.arizona.edu/pre-law/prelaw-advising>

Math Placement Testing:

<https://www.math.arizona.edu/academics/placement/exams>

Language Placement & Proficiency Testing:

<https://advising.humanities.arizona.edu/language-placement-and-proficiency-exams-faqs>

Immigrant Student Resource Center:

<https://immigrant.arizona.edu/>

Transfer Center:

<https://transfercenter.arizona.edu/home>

First Cats: <https://thrive.arizona.edu/first-cats>

Fostering Success:

<https://fosteringuccess.arizona.edu/>

Handshake – UA's job board and career development platform:

<https://career.arizona.edu/jobs/handshake>



