

student checklist: are you semester ready?

UC transitions to semesters in Fall 2012

get the facts!

- ❑ Visit www.uc.edu/conversion for more information on semester conversion.
- ❑ Read the [Pledge to Students](#) and make a note of any questions for your advisor.
- ❑ Check your program's website for current degree requirements, as well as future changes to degree requirements.
- ❑ Get all of your questions answered: visit your advisor, talk to faculty and staff, [request an informational session](#) for your student group and check out the [FAQs](#) on the semester conversion website.

plan ahead!

- ❑ Submit the paperwork to declare your major or to change your major, then [verify your major](#).
- ❑ View the 2012-2013 [Academic Calendar](#).
- ❑ **Incoming undergraduate students:** Be sure that transcripts for all external academic credit (i.e. transfer, high school dual credit and A.P. credit) have been sent to the Credit Evaluation Center in the Office of Admissions for review.
- ❑ **Current undergrad students:** Run your [individual degree audit](#) at OneStop.
- ❑ **Current graduate students:** See your graduate program director to plan your

What do I need to do?

- ▶ **Get the facts**
- ▶ **Plan ahead**
- ▶ **Meet with your advisor**
- ▶ **Take the quarter classes you need**
- ▶ **Stick to your Individual Advising Plan***

*An **Individual Advising Plan**, or **IAP**, is each student's personalized plan for completing requirements toward their degree program throughout the semester conversion process. Students will create their plan with an advisor during the 2011-2012 academic year.

How will I get all the info I need?

Be sure to visit www.uc.edu/conversion and meet with your academic advisor!

curriculum.

- ❑ Consult the Career Development Center if you need assistance with planning internship changes.
- ❑ Make sure your housing lease for the 2012-2013 academic year starts before the first day of classes, Monday, Aug. 27, 2012.
- ❑ Notify your Summer 2012 employer of the earlier UC starting date.
- ❑ **Clermont and Raymond Walters students** seeking admission to Uptown (main) campus programs should work with an advisor to create a timeline to complete all transition admission requirements.

meet with your advisor!

- ❑ Go to the [UC Advising Center](#) for the college housing your major and check for advising dates and deadlines.
- ❑ Schedule an appointment with an advisor.
- ❑ Meet with your advisor.
 - ❑ **Verify your major.**
 - ❑ During the 2011-12 academic year, create an **IAP** (Individual Advising Plan).
 - ❑ Discuss degree requirements.
 - ❑ Plan which courses to take on the quarter system before the Fall 2012 conversion.
- ❑ Meet with secondary advisors (secondary majors, athletics, honors, pre-professional) as appropriate for your situation.
- ❑ **Co-op students:** meet with your co-op faculty advisor to devise a plan for completing co-op.

When will I meet with my advisor?

Students will meet with advisors to develop IAPs during the **2011-2012 academic year.**

What is an IAP?

An **IAP**, or **Individual Advising Plan**, is an outline of program-specific degree requirements used to map out students' courses throughout semester conversion. Each semester transition student will develop an IAP with an advisor.

When followed, this plan will keep student on track to graduate without delay.

take the quarter classes you need!

- ❑ Discuss with your advisor which classes you should take on the quarter system.
- ❑ **Register early** for quarter classes.
- ❑ **Complete course sequences** before taking electives and non-sequenced courses.
- ❑ **Undergrads:** Complete as many core, general education and pre-professional/pre-major requirements as possible.
- ❑ **Grad students:** Pay particular attention to alternate-year courses when registering for classes or creating a class schedule.
- ❑ If you need to retake any quarter classes for grade replacement, do so before Fall 2012.
- ❑ If possible, take advantage of summer school classes to complete basic requirements and course sequences: take [summer classes at UC](#) or talk to your advisor about taking summer classes in your home town.
- ❑ [Apply for summer school financial aid](#) at the beginning of the spring quarter.

stick to your IAP!

- ❑ **Register early for classes** each semester so you can get into the ones you need.
- ❑ When registering for semester classes, follow the IAP developed with your advisor.
- ❑ Before you decide to change your major, meet with an advisor. Changing your major will void the original IAP, and it may impact your timeline to degree completion and your overall cost for your degree.
- ❑ If you are unable to fulfill the steps outlined in your IAP, meet with your advisor again.

What are course sequences?

Course sequences are two or three courses that are intended to be taken together in order to fulfill a degree or program requirement. These courses are meant to be taken in a specific order, as the earlier courses are generally prerequisites for later courses.

What's an example of a course sequence?

Course sequence BIOL 101, 102 and 103. A student would want to take all three courses, in this order.