

Advising Calendar

Fall Semester

Spring Semester

August

Make certain that your UNA email account is working. If not, contact the Help Desk at helpdesk.una.edu or 256-765-4210.

Understand how your fall courses fit into your major, general education requirements, career goals.

Using a planner or your smartphone, add start dates, holidays, add/drop deadlines and final exams for each class.

Familiarize yourself with Canvas.

Check your class schedule prior to the first day of classes.

Complete the Student Success Inventory in your FYE class by the deadline.

Visit with or contact your University Advisor during the first week of classes to check-in.

Expect an email from your University Advisor!

September

Make an appointment with your University Advisor to discuss classes and/or any problems you have encountered during the first few weeks of the semester.

Decide on an academic goal and how you would like to accomplish this goal this semester. Discuss this with your advisor.

Connect with Tutorial Services, the Writing Center or the Mathematics Learning Center for additional help.

Meet with your professors during office hours even if you are not having any academic difficulties.

Expect an email from your University Advisor reminding you about pre-registration.

October

Did you earn any D's or F's for midterm grades? If so, **expect an email from your professor of the class (es) and your advisor**. Schedule a meeting with each one as soon as possible.

Schedule an advising appointment with your advisor to discuss your spring schedule and summer schedule.

Make sure all holds are resolved prior to pre-registration.

November

Pre-register for spring and summer classes.

Complete the Student Success Inventory post-test for your FYE class.

Towards the end of the month, start preparing for final exams.

Consider if a Winter Session course might be right for you.

Determine where and when your final exams will take place. They don't always take place at the same day and time as your class.

December

Take final exams when scheduled.

Winter Break

You have made it through your first semester of college!!

Check your grades on UNA Portal when they become available. Grades will not be mailed to you.

Verify the start date, end date, and add/drop deadline for your spring classes.

Expect an email from your advisor to discuss your fall semester grades.

January

Meet with your University Advisor if you need to make changes to your schedule because of last semester's grades before the add/drop deadline.

How do you hope to improve upon last semester's performance? Use your planner or smartphone to list techniques and resources you might use to help you become a better student.

Expect an email from your University Advisor!

February

Make an appointment with your University Advisor to discuss classes and any problems you have encountered during the first few weeks of the semester.

Decide on an academic goal and how you would like to accomplish this goal this semester. Discuss this with your advisor.

Connect with Tutorial Services, the Writing Center or the Mathematics Learning Center for additional help.

Meet with your professors during office hours even if you are not having any academic difficulties.

Expect an email from your University Advisor reminding you about pre-registration.

March

Did you earn any D's or F's for midterm grades? If so, **expect an email from your professor of the class (es) and your advisor**. Schedule a meeting with each one as soon as possible.

Schedule an appointment with your University Advisor to discuss your spring schedule and summer schedule.

Make sure all holds are resolved prior to pre-registration

April

Pre-register for summer and/or fall classes.

Towards the end of the month, start preparing for final exams.

Determine where and when your final exams will take place. They don't always take place at the same day and time as your class.

May and beyond

Take final exams when scheduled.

You have made it through your second semester of college!!

Check your grades on UNA Portal when they become available. Grades will not be mailed to you.

Continue to spend time researching majors and career interests.

Read about different careers in the Occupational Outlook Handbook.

Double-check your fall class schedule for accuracy. Add or drop classes during the add/drop periods if necessary.