

Alright. Well, thank you so much for having me today. I, they call me Miss LeeAnn and I'm the Director of Academic Advising. And what we're going to talk about today is, are the things that you need to graduate. I'm sure that everybody is coming to school to try to get a graduation diploma for a major. And kind of think, well, what classes do I need? What check sheet is this, but check is this and there's so many hoops that you have to go through. And a lot of things just besides these list of classes that you have to take in order being compliance to get a degree. And this isn't really UCA's rule. This is the state rule and national rules. In order to have a four-year degree. Most of your advisors will know a lot of this if you have a faculty advisors, they might not know everything, but professional advisors are trained on this and we can help you as well. But I'm going to share my screen with you, 1 second. And I said this in the chat room where this document I send it to you also, you can have a list of it and I think Marvin's going to be able to posted as well on his page. These are the basic things that you need in order to graduate. So the first thing you need is called the lower division core, or our general education classes it's that list of classes with writing one, and writing two, comp one and comp two. Communications and you have to have a Fine Arts and you have to have a Humanities and so forth. So basically you have to have all of that lower division core check sheet complete. Another thing that you have to have is upper division core. And that's basically anything that starts with a three or four that's junior level or senior level. So they have an upper division core. Most of our programs have it embedded into their program, but you need and ask your advisor, do I have everything that I need for my upper division core because I am the computer science and cybersecurity advisor. In cyber security, you have to go outside your major to find one upper division class in order to meet those requirements, it's not embedded into my program, with the required classes. So just double-check that as well. I would like to kind of show you how basically define this stuff. So if you go to UCA search engine, you could always go in here and type in lower division core. And it's the first link that comes up. And you can take and look at the the list right here. So it always has an out there. So if you need something to look at and refer back to it. You can always do that. You can also do upper division. And it's the first link that comes up. And these are all the upper division classes that you can take if you're looking for a particular letter, like if you're lucky for communications, you can calculate it like this and look at all the stuff that you can take in order to get that requirement. Use UCA's search engine. In order to find this information now, I always have the search engine open all the time, all day long to type things in. Just to try to find out more information about it, so please use it. So we've talked about the upper division core, which is our general education classes. In our lower division core, which is our upper, upper division core classes. The next thing we have to make sure about are your majors classes, the things that you have to have for your major. If you're biology, all of biology classes and chemistry classes that go together. I'm computer science, so we have a lot of math and computer science classes. Those are our basic classes. If you're in communication, you have several communication classes, but there's other classes that you have to have as well. So whatever your major is there, you have required classes. Now, some majors require a minor, and if so you have to have those as well. And that's what we have down here, the minor requirements. So maybe you have communication as your major, but then you have writing as your minor. So you would have your writing minor, and your communication major. So all those have to go together. So those are your core requirements, but you also have to have your lower division core and your upper division core, your major requirements, and your minor requirements. If your major has to have a minor. So make sure that you have those lists, and that you know exactly what you have to take. One other thing that kinda stumps some students are the special degree requirements. So you have to either have a BS or BA if you're anything but basically business, business is, a Bachelor of Business

Administration. But a BS is called a Bachelor's of Science, and a Bachelor's of science means you have to have more science classes in stem, like chemistry, biology, math, and physics above and beyond what is offered in the lower division core. So that would give you your BS requirements. A BA is a bachelors of arts and it also would, you also have to have a language. So whether whatever language it is, it has to be a sophomore level language that you have to pass in order to have your BA, bachelor of arts. So whatever your discipline has, it's a BS or BA, you have to have those requirements as well. Now sometimes those requirements are embedded in like the upper division core are already bedded into your to your major classes. Like if you are to stem, like biology, chemistry, physics, those are already bedded and it's BS, you don't have to worry about it. But if you're in like the arts, which is writing, criminology, sociology or something like that. They are not embedded, so you'll have to ask your advisor, what do I need to take in order to get my BS or BA requirements? So let's review. We have the lower division core, the upper division core. Those are the two things that you have to have, your major requirements and your minor requirements, if you have a major that requires it. You also have your special degree requirements. You also have to have 40 hours of upper division. So what does that mean? That means anything that starts with a three is a junior level of our course number, or a four, that's a senior level of of a course number. So that is upper division, junior and senior level is our upper divisions. If it starts with one or two, that's lower division, that's freshman, sophomore, but upper division, you have to have 40 hours of upper division. Now, like I said again, sometimes that's embedded into your major and you get much. But if not, you have to ask, like instance, biology, sometimes biology does not have all the upper division credits and so you might have to go outside and get some more upper division courses in order to get that 40 hours of upper division. So make sure you ask your advisor for that 40 hours of upper division credits. So let's review again. We have to have the lower division and the upper division, the major requirements, the minor requirements, and the special degree requirements, and 40 hours of upper division that start with the three or a four in our coursework. You also have to have a 120 hours total. Now this gets more students than most because they have like a 118. They went right by the checklist. They did their checklist of lower division, that did their checklist of majors, and they did their checklist for minor, And they said, What else do I need to take? Well, you don't add up to a 140 hours. This happens a lot. In my degree, plans that I advise for computer science, you usually about six our short of 120. If you go straight by the book and you don't deviate. A lot of times in the arts like communications, political science, and stuff like that. They don't have all of them as well. So this is a hard rule. I mean, this is a national rule. You have to have a 120 hours in order to have a four year degree. So make sure that you have a 120 hours, and they can't be duplicate credit. Sometimes people take AP writing and they have that on their transcript, but then they also take writing again. And then they had that and that's six credits, you can only count it once. So only three hours goes towards that a 120. So you might want to look at your transcript to make sure you don't have any duplicate credit. So that's a hard rule of a 120 hours. The other thing, the last thing that's basically that you've had to make sure you have is your GPA. You have to have an overall GPA of a 2.0. So 2.0 GPA in order to graduate from UCA. That has to be a UCA GPA. That's not total. So if you've got a UCA GPA, and a transfer GPA, and the overall GPA that does not count. It's the UCA GPA that, that we're going to show has to be a 2.0 GPA. You also have to have a 2.0 in your in your major classes and a 2.0 in your minor classes. So over all, you had to have a 2.0 overall and then a 2.0 in your major and a 2.0 in your minor. And sometimes this might get some students because they might have a 1.8 or a 1.9 GPA. Now, if this happens and you're so close to, you know, to graduate and you've just got a little bit off. Please talk to your advisor and you can always talk to the graduation committee as well in the registrar's office.

Sometimes they'll do some things to help you because they want to see your graduate as well. They have helped me with some students that are like 1.9 and we were able to take another class or something, or do another grade forgiveness or something like that in order to get the student up to the 2.0 so they can graduate. So just please talk to your advisor, or talk to the graduation committee and the registrar's office to see what options you might have as well for graduation. One thing I always wanted to tell people is, you know, every college has books and every college has tests. And everybody has to go to class except for during the pandemic. So basically, there are other options. Like you could do internships, you could do research. You can go study abroad, you can do other things that's more fun that you can get credit for it. I know that in computer science we always want them to do an internship where they get hands-on experience and they get three hours credit. In biology, sometimes you do research as well. And you can get even up to four hours credit for that to go towards your degree. So kind of see what your major has, that's not book related. That's more community driven, That's outreach and so forth. I know history does a lot of things in the community that you get credit for it. So whatever your major is, there are lots of opportunities to get out of the classroom and really get into your major, the fun stuff that you could do and hopefully, you can get credit for that and that will go towards something in your major. So always ask, ask What can I do outside of the coursework? So once again, these are all the credits that you have to have in order to graduate. If you had this list, you can talk to your advisor and just kinda go over just to make sure that everything that you need in order to graduate. So, does anybody have any question if you can just blurt them out. But I did share this with you and I think Marvin's gonna also put it on the web so you can have an access as well. And then if you want to email me, I'll be glad to answer any questions as well. Is there any questions so far? Ok, alright. I guess everybody is either asleep or I'm doing a great job. I do want to go over a few more things. These are some resources to help you make sure that you have the credits that you need in order to graduate. First off is called the AMAP. And you can go to our search engine and you can type in AMAP, and you go to the first link. And depending on when you started at UCA you want to make sure that you're on that catalog. So if you started in 2019-2020, that was your freshman year, that's what you need to be. But if you just started now you can go to this one, but we'll just go to this right here. And we scroll down. And these are all of our majors. And they have it all laid out for us exactly what we need to have. So if you look here, let's look at communication. It's a BA, remember that's a foreign language that you've got to learn. And we're going to click on this. So this is the communications major. It's in the School of Communication. And it says, Does this program require a minor? It says yes. They do require a minor, Was does that mean? That means you have to have a minor. So your majors communication, you have to pick a minor. And it is a BA, which is a bachelor's of arts, which means you have to learn a foreign language. So if you look at this, this is a great guide and it tells you what you need to have. If you started here as a freshman, your first time around, it tells you what classes you need to take. If it says LD, UCA core, that means pick something from that check, checklists from the lower division core or our general education classes. If you see the second semester, it tells you you need your write, second writing class, and then you get into your major classes of communication. They want you to start that. And then you keep going down. You'll get to see all the rest of the classes and then what is this general elective? What does that mean? That means it doesn't add up to a 120 hours. So you're going to have to have classes that meet up the other 12. So you can take anything you want that had to be upper division or does it have to be lower division or whatever you might like. You gotta a buddy talking something and, oh I'm in communication I've got six hours that I could play with. I can have fun. Take something that you would enjoy. Do a writing a writing class or an art class or something. But that what that means, general

elective means you can take anything you want because they need that for 120 hours. Another thing that they also show you are your minor requirements as well. So whatever your minor is, they give you suggestions on when to start taking those classes. So you can kind of look at that. And then the major electives here, they have a sheet that you need to look at and you just pick from those topics of what major electives that you have, but communication as probably a long list of about probably 20 classes that you can pick from. And when it says major elective, that's what you pick from. And you can look at that in the undergraduate bulletin or their check sheet. If you do see the foreign language here, That's when they want you to get that BA requirement. They're suggesting maybe you should start your BA requirements at this time. So they'll have that listed for you. So look at these and kinda see kind of an outline. It's just a guide, a blueprint, maybe a game plan of how you can organize your classes and how you can get all the things that we just talked about and be able to graduate. I use this just as just like a regular check sheet, just to show students. And then also show them, you know, kind of what they have to do to plan out several semesters. I know ROTC and a lot of people in the VA office, they've gotta put together a game plan for several years. I tell him to go to this, use this as the template and we can tweak it. You bring things and then we tweak it and we just go to the next semester and pick up some things. So it's just a great, great tool to do in order to see what classes you have. So the next thing I say is the lower division core, we've already looked at that, the upper division and your major checklist. So let's say if you wanted, let's see, psychology checklist. I would just go to this and look at the first link. And they have a checklist right here. And this is their checklist. So always go in and look for communication checklist, for PR checklists, for criminology checklist, political science, biology, whatever your major is, do a search in our search engine to see if you can find the checklist. Also, you can talk to your teachers or you can talk to your advisor. And they probably have, I have one for every single major that I advise, and I make sure my students know exactly what this looks like and we go over every semester. But you can see the classes that you can take. Major classes that you could choose from just like that communications said major elective. That means you would go into this check sheet and you will find out exactly what you need for that check sheet. So always use the check sheets and you can do for your minor check sheets as well. Okay. So let's look at one more thing. Let's look at degree works. So if we go to myUCA and we log in and we see these tiles. This right here is something that you need to have a self-service right here. You need to put a star by it. Everything you need to know about yourself is right here in self-service. We just make it so hard for you to find it, that you've gotta look at it time and time again. But I guarantee you, it's out there. So self-service is one, another one is Degree Works. Degree Works also puts together some classes that you need, as well as you could change your major and see what classes you need. If you click on degree works and I'm going to see if this works, you can type in your it should come up with you, but I'm going to type in my son. Who went here before. Saber comes up. Okay. So this is him. And is it going to show, it's not going to show, oh here it is. It is going to show. He was here a long time ago and he wanted to be a nurse. And so he took all his requirements to be a nurse and then he went to UA and must have graduated from nursing school. So this is basically all his classes that he has taken. You can see his grades and so forth, that he got and all that and plus some of the other grades down here. The have, these are some of his nursing classes but he had to take prior to go to nursing school. But let's say that he wants to change his major. And so we're going to do a what if, and bear with me. So he wants to do and undergraduates, let's just say he wants to do it for this semester. And let's say he wants to do, he wants to do biology. So he wants to do biology. Now minor, no concentration. The catalog would be last year and I want to process and I hope this works because this is fairly new. And let's see. Ok, good. So the lower division core will be the same. But then, we

should have, hold on, is it going to show it. No, it didn't show it. I think it's because he's not a student. But if you did a what if right there, it should have the biology classes listed. And that way you can learn the biology classes you need that's compared to the classes that you're in right now. Some of his biology classes that he took for nursing school would have gone over to biology. So you could use this what if right here to see other majors and to see like, I'm tired of biology, I thought I was going to go pre-med and I just hate it. Now I want to go and I wanna go to business and then you can go in and look and see what business classes, they have, and I wanna major in marketing, and you can see what classes you need for that as well. So use this what if and play with it and hopefully it'll show up unlike my son who didn't show up because he has already graduated and it's been awhile. One other thing that I was wanting to show you, if you go into self-service and you go into students, these right here, I want you to make sure once you get a code and you watch your football games, your baseball game, which is playing tonight at 7:05 is the start of the world series. I want you to go and look at all of these things right here just to kind of see what they have available to you. Because like I said, we have everything, we just make it hard for you to do. So one thing I want you to look at is your student record, and this is your academic transcript right here. So when you go in here, you can look at your transcript and see exactly what your grades are and all that stuff. I'm going to go in and I want to go in and try to find another student's. See if this works. This is my daughter who graduated from here. See if her transcript pulls up. So, so we're looking at her academic transcript right here, we can see that she had credit for writing, that is a current credit as well. And then we have all her classes that she has had from UCA. This fall term, these were her classes that she had. This is her term GPA and this is the cumulative GPA. So that always shows you your GPA so you can kind of keep up with it. Remember, you have to have a 2.0 overall GPA. So if you go all the way down to the bottom of this, you will see a summary of her classes. She has passed way over 120 hours, because she changed her major three times. So she passed over 120 hours so she was good there. But look at this total institution. This is that UCA GPA right here. So that's her UCA and it is above a 2.0. Now, she was an exercise science major. So her Exercise Science classes had to be over a 2.0, as well, and she was a minor in nutrition. So those nutrition classes had to be over a 2.0 as well. So I would suggest is to kind of look at your transcript at all times because you can go out here under students and look at academic transcript and it'll pull up just like my daughters did. And you can kind of see what grades you have what your cumulative GPA is in what your term GPA is. Other things, you can get your class, you get your student information that shows you who your advisor is plus it will also show you on Degree Works. When you have completed nine or she could apply for graduation, that's where you go as well. And if you have any holes, you can have it there. What other thing? Student accounts, that's all the money. If you need something for taxes or anything, you can go there. This is not a way to get to degree works, but registration as well. You can look up classes, for the next two semesters, all the textbooks are in here once you've registered, as well as other ways to print out your schedule. So kind of go in there and just look a click on everything. So you kind of have a little bit of knowledge about what's out there. Because I tell you, everything's out there that you need, you just had to find it. So just make sure you have something on TV to watch while you're looking for everything, or at least a cup of coke or something. Okay. So what's next on my list? So we've been through the transcript, the Degree Works, GPA calculator. So one other thing that I feel like would be good is if you go to [UCA.edu/advising](http://UCA.edu/advising), This is our advising web page right here. We have, if you go to current student's, a GPA calculator that you can help you with your calculation. There's also one in Degree Works that you can use. If you want to know just the term, you could throw that in there and say, What's your GPA might be? Here's an Excel file sheet. I always say, add this to your desktop. Then start adding in all your classes each semester because

then you can see if I made a D in this one is that going to affect my GPA, am I going to get below a 2.0, that kind of thing, that you'll have record of it. But let's say that you want to see how you, how much you could raise your GPA. You could put in your information like current, into your current curriculum. So that would be your current GPA right here. And then if you go to attempted hours, see it says attempted hours right there. That would be those, that would be right here. See my daughter, passed 146, but she attempted a 150 hours. So you would have to put those two things in here. And then you can go down here and say, I just want to beat a GPA of 2.0. If I made a 4.0, how many hours would that be? And it will tell you, you need nine more hours. So you need 20 more hours. You can kinda play with this if you're trying to get up to a certain GPA. Now with nursing school and stuff like that. If you're going pre-professional, you gotta have like a 3.5, 3.6, sometimes a 3.7. And you might be at a 3.4, you might be able to kind of calculate this and think what you might need in order to get it up to 3.5. But I want to tell you the more classes you have, the harder it is to get it up. The more like you're a freshman and so forth, the faster it is to get it up. If you have a C, nothing's going to change. If you have a B, it changes just a little bit. But A makes it change mostly that you can see about a notice of change. Same thing with the D is going to go down a little bit. Of course an F will hurt you big time. But if you just do C's all the time, nothing's going to change. You, you just won't see it, you see it remain constant. So this is some tools that we have out there for you, as well as we do have video tutorials. We put these together and I don't know the gray ones get in here. And sometimes it works and sometimes it doesn't. But if it doesn't work and you know, do Google, do Firefox or do Internet Explorer, but hold your tongue another way and it should work eventually. But these are all types of things that just one minute videos or less that tell you about how to maneuver through self-service or myUCA. A lot at this or just things like how to register, how to find classes, how to do advanced registration and so forth. So just kinda look at this. Now the degree works here is for the old Degree Works, we just updated it last month and we'll get another one out there soon. But it's still the same process of the What If and stuff. But I always want to share this with my students because it sometimes it will just help you see what to click on in order to get the information you need. Like I said, over and over again, we throw everything out there. But the academic way is to make it as hard as possible for you to understand it. So hopefully you can look at some of these types of videos to be able to decipher what you need and how to get to that information. So let's look at my list now. Okay, so we went over how to videos. The academic calendar is, all you gotta do is, the easiest way is to go to a, to z. And then it is the academic calendar right here. So basically what this will show you is all the things the drop dead dates, the date to get a 100% refund, 75% refund, the dates on, you know, what's the last day to register when classes are going to start, when spring break is that kind of thing. So I always want to show our students, we, we tell you all this stuff. We just like I said, make it hard for you to find, but the academic calendars will always help you understand exactly when things start and when the deadlines are. For whatever you might need to know. Winter intercession that goes with the spring semester. And you can kind of see when those start as well. And then we had the Spring semester, if you want to know when spring break is, maybe you want to go snow skiing during spring break and you tell your mom and dad, I'm available this time, so let's just go snow skiing or, you know, the beach with your buddies or something like that. But that will tell you kind of how you can plan it out. It will also tell you summer classes and when they would start as well. So if you're wanting to go on a trip or something, then maybe you could say, oh, I need to be back by June such and such because that's when summer starts for summer, one classes and I need to be there. So look at this to know what deadlines are needed to be met in order for you to keep your academic standing good. So how to find your advisor, showed you how to do that, or you could also look

at degree works and then how to apply for graduation at 90 days. At 90 passed hours. So we've been over this. It was very quick, but you should have a handout and I've also got links for you to go out there to click on it. And so you'll be able to get to and look at them again. So that's all I've got. Basically just wanted to make sure that you understood everything that you needed in order to graduate. Because frankly, it's just not a list of classes, there are a whole lot of things, but we have a lot of tools to help you. And you're not gonna get it the first semester, and the second semester you'll feel a little bit easier, the third semester will be even more easier for you to understand. As you go along, I guarantee you're just going to be on top of everything. You're going to be able to understand it. So be patient with yourself because it is a lot to know, but your advisor will be able to help you. But at least we could take this and ask the right questions to know kinda exactly what you need to do in order to graduate. So I hope this helps. If anybody wants to email me, you can email me. This is who I am right here. That's me. So you can email me. That's my email address right there. I'll be glad to help you or I'll help you find your right advisors so they can guide you as well in your specific major. And that way they're probably better than I am a lot. All these, of all these majors I'm just a computer science person. But there's so many great advisors out there that know their discipline so well. And they'll be able to answer all your questions. Anything that you all want to add or anything. Was this helpful? I hope so because it takes... Good! Thanks for what thumbs up. Yay. You get the get the paper star. So anything that you need, please let me know. And I will be glad to help. Yeah.