



THE UNIVERSITY OF ARIZONA

College of Agriculture & Life Sciences

Career & Academic Services

Transfer Orientation 2020
520-621-3616
www.cals.arizona.edu/cas/

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The University of Arizona was established in 1885 and had, as its foundation, what is now called the College of Agriculture and Life Sciences. Both the University and the College of Agriculture and Life Sciences were authorized by the Territorial Legislature and shaped by three pieces of federal legislation. In 1862 the Morrill Act provided the funding for resident classroom instruction in the new land grant universities. In 1887 the Hatch Act authorized experiment stations, and in 1914 the Smith-Lever act established the cooperative extension service. Both the USDA and UA have worked cooperatively to transform agriculture, forestry, rural and urban home life at the state, federal, and global level.

OFFICE OF CAREER AND ACADEMIC SERVICES FORBES ROOM 203 (520) 621-3616

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statenm@email.arizona.edu

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jeh@email.arizona.edu

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bewrad@email.arizona.edu

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Career Development Coordinator CALS Career Center
vmartinez@email.arizona.edu

ADVISING CONTACT INFORMATION

Area Code (520)

Agribusiness Economics & Management (ABEM) McClelland Park 308A

Department of Agriculture Resource Economics
Danielle Buhrow, danielleb@email.arizona.edu, 621-2421
Schedule appointments here: <https://ua-trellis.force.com/uastudent>

Agricultural Technology Management & Education (AGTE) Saguaro Hall 206B

Department of Agricultural Education
Options: Leadership and Communication, Teaching
Options: Agriculture Technology Management
Breana Watkins, brej12@email.arizona.edu, 621-1523 (Saguaro Hall 205)
Schedule appointments here: <https://ua-trellis.force.com/uastudent>

Animal Sciences (ASC) Animal & Comparative Biomedical Sciences 220

School of Animal & Comparative Biomedical Sciences
Options: Race Track Industry
Wendy Davis, wdavis@ag.arizona.edu, 621-5663 (Marshall 370)
Options: Animal Industry, Science/Pre-Professional, Equine
J. Christina Garcia, jcb3@email.arizona.edu, 626-3526
Schedule appointments here: <https://ua-trellis.force.com/uastudent>

Biosystems Analytics and Technology (BAT) Shantz 403

Department of Agricultural and Biosystems Engineering
Dava Jondall, davaj@email.arizona.edu, 621-1753
Schedule appointments here: <https://ua-trellis.force.com/uastudent>

Biosystems Engineering (BE) Shantz 403

Department of Agricultural and Biosystems Engineering
Dava Jondall, davaj@email.arizona.edu, 621-1753
Schedule appointments here: <https://ua-trellis.force.com/uastudent>

Environmental Sciences (ENVS) Shantz 429

Department of Soil, Water, and Environmental Sciences
Options: Biology, Physics & Chemistry, Society & Environment, Land, Air & Water
Kathleen Landeen, klandeen@email.arizona.edu, 621-1606 (Shantz 424)
Schedule appointments here: <https://ua-trellis.force.com/uastudent>

Environmental & Water Resource Economics (EWRE) McClelland Park 308A

Department of Agriculture Resource Economics
Danielle Buhrow, danielleb@email.arizona.edu, 621-2421
Schedule appointments here: <https://ua-trellis.force.com/uastudent>

Family Studies & Human Development (FSHD) McClelland Park 203F

Norton School of Family and Consumer Sciences
Elizabeth Collins, eamartin@email.arizona.edu, 621-0835
Schedule appointments here: <https://ua-trellis.force.com/uastudent>

Food Safety (FS) Animal & Comparative Biomedical Sciences 220

School of Animal & Comparative Biomedical Sciences

Dari Trujillo, kdtrujil@email.arizona.edu, 621-3058
Schedule appointments here: <https://ua-trellis.force.com/uastudent>

Microbiology (MICR) Animal & Comparative Biomedical Sciences 220

School of Animal & Comparative Biomedical Sciences
Dari Trujillo, kdtrujil@email.arizona.edu, 621-3058
Schedule appointments here: <https://ua-trellis.force.com/uastudent>

Natural Resources (NTRS) Environment & Natural Resources 2 N321

School of Natural Resources and the Environment
Options: Conservation Biology, Fisheries Conservation & Management, Global Change Ecology & Management, Ecology Restoration & Management of Rangelands, Watershed Management & Ecohydrology, Wildlife Conservation & Management
Katie Hughes, khughes@email.arizona.edu, 621-7260
Shannon Scott, sms8@email.arizona.edu, 621-1792
Schedule appointments here: <https://ua-trellis.force.com/uastudent>

No Major Selected - Undecided (NMS) Forbes 203

Office of Career and Academic Advising and Student Services 621-3616
Nancy Rodriguez-Lorta, nancyr@email.arizona.edu
Amanda Armendariz, amandao@email.arizona.edu
Juliana Lincoln, julianalincoln@email.arizona.edu
Serena Valle, ssvalle@email.arizona.edu
Schedule appointments here: <https://ua-trellis.force.com/uastudent>

Nutrition and Food Systems (NFS) Shantz 238

Department of Nutritional Sciences
nscadvising@email.arizona.edu
Michelle Mendoza, mnmendoz@email.arizona.edu, 621-9904
Nita Ocansey, nocansey@email.arizona.edu, 621-9287
Schedule appointments here: <https://ua-trellis.force.com/uastudent>

Nutritional Sciences (NUSC) Shantz 238

Department of Nutritional Sciences
Options: Nutrition, Dietetics
Michelle Mendoza, mnmendoz@email.arizona.edu, 621-9904
Nita Ocansey, nocansey@email.arizona.edu, 621-9287
Sabrina Benedict-Monteverde, sbenedict@email.arizona.edu, 621-2017, (*ONLINE STUDENTS ONLY*)
Schedule appointments here: <https://ua-trellis.force.com/uastudent>

Personal and Family Financial Planning (PFFP) McClelland Park 203H

Norton School of Family and Consumer Sciences
Tiffany Ortega, tortega@email.arizona.edu, 621-7138
Schedule appointments here: <https://ua-trellis.force.com/uastudent>

Plant Sciences (PLSC) Saguaro Hall 106A

School of Plant Sciences
Maya Azzi, mazzi@email.arizona.edu, 621-2243
Schedule appointments here: <https://ua-trellis.force.com/uastudent>

Retailing and Consumer Sciences (RCSC) McClelland Park 203

Norton School of Family and Consumer Sciences
Andrea Gomez, andreag@email.arizona.edu, 621-2393
Schedule appointments here: <https://ua-trellis.force.com/uastudent>

Sustainable Plant Systems (SPS) Forbes 303

School of Plant Sciences

Options: Agronomy, Controlled Environment Ag, Urban Horticulture, Fresh Produce Safety (Yuma)

Juliana Lincoln, julianalincoln@email.arizona.edu, 621-3616

Schedule appointments here: <https://ua-trellis.force.com/uastudent>

Veterinary Science (VSC) Animal & Comparative Biomedical Sciences 220

School of Animal & Comparative Biomedical Sciences

Jose Rodas, jmrodas@email.arizona.edu, 621-2658

Schedule appointments here: <https://ua-trellis.force.com/uastudent>

*Information on majors/minors outside of
the College of Agriculture & Life Sciences
can be found at
degreesearch.arizona.edu*

Graduation Requirements

General Education Coursework + Major Coursework + Minor Coursework (optional for some majors) = **DEGREE**

- Must have at least 120 units to graduate
 - *56 units must be completed at the University level (University or AP/IB/CLEP credit)*
- 42 units upper division coursework (300-400 level)
- GPA for major, minor, and cumulative must be a 2.0 or higher

Foundations❖ **English Composition**

- Placement will occur at orientation or by appointment with English department. This placement will determine the English courses you need to take.

❖ **Second Language**

- Bachelor of Science degrees require 2nd semester proficiency in a foreign language
- Placement is available through the department in which the language is housed

❖ **Mathematics**

- Take ALEKS test to determine placement. Requirements vary by major.

Transfer Credit Subject	How to have credit evaluated
Mathematics	http://math.arizona.edu/academics/placement/credits/request
English Composition	writingplacement@email.arizona.edu
Second Language, Chemistry and Biochemistry, Biology, Physics, Anatomy & Physiology	https://aztransmac2.asu.edu/cgi-bin/WebObjects/acres.woa/wa/form?id=498
General Education Courses	Contact CALS Career & Academic Services Advisor
Major Specific Courses	Contact Major Academic Advisor

General Education

❖ **Tier One (May vary depending on major- please consult with Major Advisor)**

- **Two** Individuals and Societies courses (courses ending in 150 A-C)
 - Courses emphasize human beings and their relationships to society
- **Two** Traditions and Cultures courses (courses ending in 160 A-D)
 - Courses emphasize historical development and world cultures
- **Two** Natural Sciences course (courses ending in 170 A-C)
 - Courses emphasize physical and life sciences
 - *This area might be satisfied with your major coursework--check your Academic Advisement Report*

❖ **Tier Two (May vary depending on major- please consult with Major Advisor)**

- Choose **three units** of approved Art
 - Courses emphasize artistic expression, creativity, and art comprehension
- Choose **one** approved Humanities course
 - Courses emphasize human culture, including literature, religion, and philosophy
- Choose **one** approved Individuals and Societies course
 - Courses emphasize human behavior and the societies that humans form
 - *This area might be satisfied with your major coursework--check your Academic Advisement Report*
- Choose **one** approved Natural Science course
 - Courses emphasize physical and life sciences
 - *This area might be satisfied with your major coursework--check your Academic Advisement Report*



❖ **Diversity Emphasis**

- Choose **one** approved course
 - Courses emphasize gender, race, class, ethnicity, sexual orientation, or non-Western area studies
- *You may be able to find a course that fulfills this requirement along with another gen ed*

ACADEMIC POLICIES

ALL POLICIES CAN BE FOUND AT CATALOG.ARIZONA.EDU

Withdrawal Policy

- First 10 days of class: drop in UAccess with no grade
- 11th day- 10th week: drop in UAccess with a grade of W (doesn't impact GPA)
- 11th week- 13th week: Late Change petition & Dean's signature required to withdraw
- 14th week-16th week: No additional changes can be made

Academic Eligibility

- Eligible= Cumulative UA GPA of 2.0 or above
- Academic Warning= First semester with Cumulative UA GPA below 2.0
- Academic Probation= Subsequent semester of Cumulative UA GPA below 2.0

- Ineligibility can occur semester after Academic Probation if cumulative UA GPA below a 2.0. Appeal process available.
- Academic Review= Semester GPA below 2.0, with UA GPA still 2.0 or above

Class Standing

- Undergraduates need to earn the following minimum number of units to attain the next higher classification:
- 0 units for Freshman standing
- 30 units for Sophomore standing
- 60 units for Junior standing
- 90 units for Senior standing

Repeat Policy

An undergraduate or graduate student may attempt the same course at the University no more than **twice**, whether the student completes the course with a passing or failing grade (i.e., C, D, E, S, P, F, I) or whether the student audits, withdraws or is administratively dropped from the course (i.e., O, W, E, WO, XO).

Grade Replacement Opportunity (GRO)

All undergraduates who have attempted fewer than 60 University Credits (i.e., units in residence at the UA) at the time of application for GRO are eligible.

- The repeat GRO attempt department, course number, and grading type must
- be identical to the first attempt
- A total of 3 courses, not to exceed a maximum of 10 semester hours, may be repeated under GRO
- A GRO repeated course grade will replace only one previous grade.

Academic Honors & Awards

Dean's List (awarded every semester)

- Dean's List with Distinction- based on 15 units and a 4.0 GPA
- Dean's List- based on 15 units and a GPA of 3.5-3.999.
- Honorable Mention- based on 12 units of 3.5 and above GPA

Academic Distinction (awarded every year)

- Highest Academic Distinction- based on 30 units and a 4.0 GPA
- Academic Distinction- based on 30 units and a GPA of 3.50-3.999

Graduation with Academic Distinction

- Summa Cum Laude- awarded to candidates whose GPA is 3.90 or higher
- Magna Cum Laude- awarded to candidates whose GPA is 3.70-3.899.
- Cum Laude- awarded to candidates whose GPA is 3.5-3.699

Graduation with Honors

- Bestowed on students who have completed all requirements of the University-wide Honors Program

Double or Triple Major

- Students are allowed to pursue multiple majors with same degree title (ex: Veterinary Science B.S. and Anthropology B.S.)
- 120 units required
- **Double Degree**
- Students are allowed to pursue multiple majors with different degree titles (ex: Retailing & Consumer Science B.S. and Accounting B.S.B.A.) 30 additional units required for every additional degree

STUDENT CLUBS AND ORGANIZATIONS

*A list of all UA clubs and organizations can be found at
<http://asua.arizona.edu>

Aggie House
819 N. Euclid Ave.
Tucson, AZ 85719

Advisor: Dr. Jeff Silvertooth, silver@ag.arizona.edu,
(520) 621-7145
<https://aed.cals.arizona.edu/content/aggie-house>

Agricultural and Resource Economics Club (AREC)

650 N. Park Ave.
Tucson, AZ 85721

Advisor: Dr. Gary Thompson, garyt@ag.arizona.edu,
(520) 621-6242, arec.clubs.arizona.edu

Alpha Gamma Rho National Agricultural Fraternity

645 E. University Blvd.
Tucson, AZ 85705

Advisor: Dr. Ed Franklin, uafrank@email.arizona.edu,
(520) 621-1145, Forbes 210, <http://arizonaagr.com>

Alpha Tau Alpha Agricultural Education Honorary

P.O. Box 210036
Tucson, AZ 85721-0036

Advisor: Dr. Robert Torres, rtorres@cals.arizona.edu,
(520) 621-1523
<https://aed.cals.arizona.edu/content/alpha-tau-alpha>

Alpha Zeta Honorary

P.O. Box 210036
Tucson, AZ 85721-0036

Advisors: Kyle Sharp, ksharp@email.arizona.edu,
(520) 621-3616, Forbes 204
<https://www.facebook.com/AZAlphaZeta>

CALS Peer Mentors

Advisors: Nancy Rodriguez-Lorta, nancyr@email.arizona.edu,
Amanda Armendariz, amandao@email.arizona.edu
(520) 621-3616, Forbes 203
<http://cals.arizona.edu/cas/cals-peer-mentors>

College of Agriculture and Life Sciences Ambassadors

P.O. Box 210036
Tucson, AZ 85721-0036

Advisor: Gabrielle Sykes-Casavant, gms@email.arizona.edu,
(520) 621-1145, Forbes 204

Collegiate Livestock Grower's Association

P.O. Box 210038
Tucson, AZ 85721

Advisors: Dr. Sam Garcia, srgarcia@email.arizona.edu,
(520) 318-7021
Christina Garcia, jcb3@email.arizona.edu,
(520) 626-3526
<https://acbs.cals.arizona.edu/students/clga>

Collegiate Equestrian Team

11121 E. Via Madre
Tucson, AZ 85749

Advisors: Barbara Rickert, brickert@email.arizona.edu,
(520) 621-2356
<https://www.facebook.com/University-of-Arizona-Equestrian-Team-422349734472747>

Collegiate 4-H

Advisor: Malisa Grantham, malisag@email.arizona.edu,
(520) 621-5316
<https://extension.arizona.edu/4h/university-arizona-collegiate-4-h>

Collegiate Young Farmers and Ranchers

P.O. Box 210036
Tucson, AZ 85721

Advisor: Quint Molina, qmolina@email.arizona.edu,
(520) 626-2230
<https://www.facebook.com/University-of-Arizona-Collegiate-Young-Farmers-and-Ranchers-374200506044482>

Controlled Environmental Agriculture Student Assoc. (CEASA)

Advisor: Dr. Gene Giacomelli, giacomel@ag.arizona.edu,
(520) 626-9566,
<http://ceac.arizona.edu/cea-student-association>

Deans Entrepreneurial Leadership Council

Advisor: Bridget Radcliff bewrad@email.arizona.edu,
Valeria Martinez, vmartinez@email.arizona.edu,
(520) 621-3616, Forbes 204

Enactus

650 N. Park Ave.
Tucson, AZ 85721

Advisor: Kylee Vanek, kvanek@email.arizona.edu
(520) 621-0802, <http://www.uaenactus.org>

Family Studies and Human Development Ambassadors

P.O. Box 210033
Tucson, AZ 85721-0033

Advisor: Dr. Liz Collins, eamartin@email.arizona.edu,
(520) 621-0835, <https://cals.arizona.edu/fcs/fshd/ambassadors>

Life Sciences Student Association (Horticulture Club)

Plant Sciences
P.O. Box 210036

Tucson, AZ 85721-0035
Advisor: Dr. Tanya Quist, tquist@email.arizona.edu,
(520) 621-1582, <http://www.ualssa.com>

Microbiology Club

P. O Box 210090-0090
Tucson, AZ 85721

Advisor: Dari Trujillo, kdtrujil@email.arizona.edu,
(520) 621-3058, <http://microua.weebly.com>

Minorities in Agriculture, Natural Resources and Related Sciences
(MANRRS)
P.O. Box 210036
Tucson, AZ 85721
Advisor: Breanna Watkins, brej12@email.arizona.edu,
(520) 621-1523, Saguaro Hall 206B

National Retail Federation Student Assoc. (NRFSA)
650 N. Park Ave.
Tucson, AZ 85721
Advisor: Kylee Vanek, kvanek@email.arizona.edu,
(520) 621-0802, <https://terrylundgrencenter.org/nrfsa>

Nutritional Sciences Club
PO Box 210038
Tucson, AZ 85721-0038
Advisor: Michelle Mendoza, mnmendoz@email.arizona.edu,
(520) 621-9904
<http://nutrition.cals.arizona.edu/nutritional-science-club>

Pre-Veterinary Club
P.O. Box 210090
Tucson, AZ 85721-0090
Advisor: Dr. Michael Riggs, mriggs@email.arizona.edu,
(520) 621-8445

Retail Entrepreneurship Club (REC)
650 N. Park Ave.
Tucson, AZ 85721
Advisor: Kylee Vanek, kvanek@email.arizona.edu
(520) 621-0802, <https://terrylundgrencenter.org/rec>

Rodeo Club
Advisor: Dr. Sam Garcia, srgarcia@email.arizona.edu,
(520) 318-7021
https://acbs.cals.arizona.edu/students/rodeo_club

Sigma Alpha Professional Agricultural Sorority
Box 20894
1303 E. University Blvd.
Tucson, AZ 85719-0521
Advisors: Heather Jepsen, jepsenh@arizona.edu
Nancy Rodriguez-Lorta, nancyr@email.arizona.edu,
(520) 621-3616, <http://uasigmaalpha.com>

Soil, Water and Environmental Science Club
PO Box 210038
Tucson, AZ 85721-0038
Advisor: Dr. Joan Curry, curry@ag.arizona.edu,
(520) 626-5081
https://swes.cals.arizona.edu/undergrad-program/swes_clubs

Student Advisory Board (Retailing)
650 N. Park Ave.
Tucson, AZ 85721
Advisor: Kylee Vanek, kvanek@email.arizona.edu
(520) 621-0802, <https://terrylundgrencenter.org/sab>

Take Charge Cats
650 N. Park Ave.
Tucson, AZ 85721
Advisor: Caitlyn Fancis, cnfrancis@email.arizona.edu,
(520) 621-8579, <http://takechargecats.org>

Tierra Seca
School of Natural Resources & the Environment
P.O. Box 210043
Tucson, AZ 85721-0043
Advisor: Dr. Mitch McClaran, mcclaran@u.arizona.edu,
(520) 621-1673, <https://www.facebook.com/uofaterraseca>

TREND (business club catering to the fashion industry)
650 N. Park Ave.
Tucson, AZ 85721
Advisor: Kylee Vanek, kvanek@email.arizona.edu,
(520) 621-0802, <https://terrylundgrencenter.org/trend>

UA Fish and Wildlife Society
School of Natural Resources & The Environment
P.O. Box 210043
Tucson, AZ 85721-0043
Advisor: Dr. Bill Mannan, mannan@ag.arizona.edu,
(520) 621-7283, <https://www.facebook.com/UAFishandWildlife>

VIDA/CARES Volunteer Organization
Advisor: Christina Garcia, jcb3@email.arizona.edu,
(520) 626-3526
Wendy Davis, wdavis@ag.arizona.edu, (520) 621-5663
<http://vidavolunteer.org>

Wildlife Disease Association (Student Chapter)
1311 E. 4th St
Tucson, AZ 85721
Advisor: John Koprowski, squirrel@ag.arizona.edu,
(520) 626-5611
<http://www.wildlifedisease.org/wda/STUDENTS/StudentChapters/UniversityofArizona.aspx>

SCHOLARSHIPS

The College of Agriculture and Life Sciences has a scholarship fund, available to undergraduate students within the college. Students can apply for the scholarships beginning in January – April each year.

Commonly Asked Questions:

How do I qualify for a scholarship?

Scholarships in the College of Agriculture and Life Sciences (CALs) are awarded based on a number of factors which vary for each scholarship. The following are mandatory for consideration:

- Have declared a major in one of the CALs academic departments/schools
- Are making academic progress towards the completion of their degree program
- Are in good academic standing with The University of Arizona and CALs
- Other factors may include but are not limited to: grade point average, major selected, residency, and financial need.

How much money is awarded?

Scholarships range on average from \$100 to \$5,000 per year. Most scholarships are divided over Fall and Spring semesters. There are scholarships that must be applied to tuition and fees, but a majority can be used to support a variety of student expenses.

How do I apply for CALs Scholarships?

The CALs scholarship application is available the beginning of January through April 1 of each year. We encourage all students to apply.

The application is available at: <https://cals.arizona.edu/students/scholarships>

****Application for 2020-2021 academic year will open January 1- April 1, 2020**



How do I apply for The University of Arizona scholarships and other financial aid?

The first step is to submit a FAFSA. Then, visit the Office of Student Financial Aid at <https://financialaid.arizona.edu/awards/> to find out about other financial aid opportunities.

How do I find out how much my tuition and fees are going to be?

Visit the Bursar's Office website

<http://www.bursar.arizona.edu/students/fees/index.asp>. Select the semester, program and fee rate.

Questions?

Contact Camille Andersen, 621-3612, CALs Office of Career and Academic Services, Forbes 211.

INFORMATION FOR HONORS STUDENTS

If you are in the Honors College, you have dual citizenship—you are a student in both Agriculture & Life Sciences and The Honors College. Students need to complete 24-30 units of Honors credit in order to graduate with Honors. Most students take 1-3 Honors courses each semester.

Honors courses can be taken in a student's major, minor, General Education, or elective coursework. There are Honors courses available in each of the General Education study areas.

If you are not currently in The Honors College but wish to join, you are eligible for admission after completing at least 12 graded units of UA coursework at a 3.5 GPA.

Find out more about the Honors College, including admission criteria, graduation requirements, and advising contact information, by going to www.honors.arizona.edu



How to access UAccess

1. Go to the following website:
www.uaccess.arizona.edu
2. Click on Student Center under the UAccess Student section
3. Enter your Net ID and password (this is the same login you use for Catmail)
 - If you do not have a Net ID visit:
www.netid.arizona.edu/newid.php

How to search for classes in UAccess if you know the Course Subject

1. Click Search under the Academics section
2. Make sure that the search for classes tab is selected, it is the default
3. Look at the Term drop down menu, make sure that the correct term is selected (ex. If you are registering for Spring1 2018, make sure the term is Fall 2018)
4. In the Course Subject drop down menu, select the subject
5. If you know the Course Number, enter it in the Course Number line
6. If you do not know the Course Number you can attempt to search without it but the UAccess system may give you an error message
7. If you want to search for classes that are a certain level or above (ex. 200 level courses), enter the level (ex. 200) then change the drop down menu to the left of this box to greater than or equal to
8. Set the Course Career as Undergraduate
9. If the check box next to Show Open Classes Only is set to a check and the class you are looking for is full, the class will not come up when you search
10. If you need to enter more search details, enter the information under Additional Search Criteria
11. Under Additional Search Criteria, you can search the catalog for many different things such as time, days of the week, instructor name, etc...
12. You can also search by Class Attribute. Under Class Attribute you can search by General Education, Honors Section, etc...
13. At this point you can click the search button if you are satisfied with your search criteria
14. If you would like to change or start a new search, click the New Search or Modify Search green boxes. Do not use the back and forward buttons in your browser

How to search for classes in UAccess if you do not know the Course Subject

1. Click Search under the Academics section
2. Make sure that the browse course catalog tab is selected
3. Look at the Term drop down menu, make sure that the correct term is selected (ex. If you are registering for Spring1 2018, make sure the term is Fall 2018)
4. Select the course prefix from the list (ex. If you are looking for Nutritional Sciences classes, select NSC – Nutritional Sciences)
5. Now you can see the all of the Course numbers, Course titles and when the classes are typically offered
6. If you click on the class section, a description of the class will come up
7. To see when a class is offered, look under the Typically Offered column
8. Scroll down to see when the class is offered

How to register for classes in UAccess

1. Once you have found the class you would like to register for, click select class in the green box
2. Click Next to put the class in your Shopping Cart
3. Continue this process until you have added all of the classes you want into your Shopping Cart
4. Click the Enroll tab at the top
5. Click the semester you are trying to add classes for, then click Continue in the green box, all of the classes that you placed in the Shopping Cart should be showing
6. Click Proceed to Step 2 of 3
7. Click Finish Enrolling
8. The screen will then have a box that says the Class, Message, and Status to verify you added the class

How to drop a class in UAccess

1. Click the Enroll tab at the top of the screen
2. Click the Drop tab
3. Check the box next to the class you would like to drop
4. Click Drop Selected Classes in the green box
5. Click Finish Dropping
6. The screen will then have a box that says the Class, Message, and Status to verify you dropped the class

Teacher Course Evaluations- Look up your new Professor or Course!

1. Go to tceonline.oia.arizona.edu and log in with your UA NetID
2. Select the "Student" tab
3. Search by instructor or course subject and number

WHAT TO EXPECT WHEN YOU TRANSFER

Your academic experience at UA will be challenging and stimulating. You will be stepping into a new environment, and much of your success in adjusting will depend on your own initiative. Here are a few tips that may help:

Expect rigorous coursework.

You likely will take most of your coursework at the upper division (junior and senior) level, which is more demanding. You will be presented with more in-depth analyses and with a tighter focus than in the broad-based introductory or foundation courses you took to prepare to transfer.

And while some of your classes may be larger than you are used to, big lectures are typically paired with small group discussions or labs. Many majors also offer seminar-style courses each semester that enable you to have more one-on-one interaction with instructors.

Plan for a faster pace.

Transfer students are often overwhelmed by the fast pace at which courses are taught at UA. The faster pace means learning to budget your time well - you cannot afford to get behind in your reading or coursework - and expecting midterm exams to come around quickly.

In your first semester at UA, try not to take more than 15 units your first semester. This will give you time to get a feel for the change without being overwhelmed.

Give courses priority over work.

Many community college students are used to fitting part-time classes around a full-time job. UA expects you to do the opposite and will help you connect with financial aid that can allow you to keep your work hours manageable. The best way to deal with all the changes you'll encounter is to allow more time for your studies at UA.

Seek out career contacts early.

Establishing relationships with your UA professors requires effort beyond attending weekly lectures. Visit them during office hours. Ask about internships or research prospects in your field. Professors often are the key to unadvertised opportunities that can give you vital career experience, particularly if you plan to attend graduate school. CALS also has a career center that can help you research your career or graduate school options.

Get involved.

The UA campus offers hundreds of clubs and organizations where you can quickly get to know your fellow students. There is also a transfer center (located in the Student Union Memorial Center on the 4th floor) that has specialized support services to help smooth your transition.

Prepare for your major.

Your academic preparation at community college is vital to making the transition successfully to the UA. The more comprehensive and challenging your community college program, the better prepared you will be for university work and academic success. Concentrate on classes required as preparation for upper division work in your intended major. Completing your major preparation coursework while at community college can make the transition into your UA major smoother and help you graduate sooner after you transfer.

HOW TO GET TO KNOW YOUR PROFESSOR

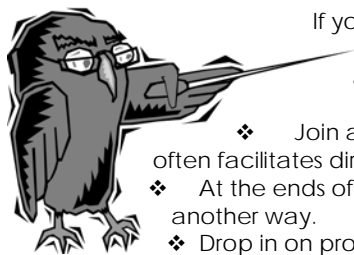
You think you may want to attend professional school after college, and you know you will need letters of recommendation from a professor who knows you well enough to write a good letter. But you're feeling a bit overwhelmed by the size of your class, and getting to know your professor seems like an intimidating proposition.

It really isn't as hard as you think, and getting to know your professor is a good idea even if professional school is not part of your plan. Advantages include: higher grades, impressive letter of recommendation individualized instruction and independent study, and a more personalized, interactive learning experience.

Transfer Student Strategies

- 1) Thoroughly read the syllabus or course outline the first week of class. If any of the information seems vague or unclear, and the professor doesn't address it in class, this would be a good time to drop by his or her office during office hours just to get clarification. (Professors always have office hours, and if they *don't*, you may not want to be in their class. Usually they post the office location and times on the initial syllabus, or cover this information the first day.)
- 2) Before the first assignment is due, bring a draft of it to the professor for consultation. This will help you stay on task, as well as demonstrate your interest. Possible questions may include:
 - ❖ Am I going in the right direction?
 - ❖ Is the information correct?
 - ❖ Is it clear and understandable?
 - ❖ Does it meet the expectations of the assignment?
 - ❖ What other help/resources are available?
- 3) Before the first (or subsequent) exams, ask the professor about the format of the exam (short answer, multiple choice, solving problems, etc.) Other possible questions to ask the professor could be:
 - ❖ Can I have copies of old exams from previous semesters for review?
 - ❖ Do you place more emphasis on essay or short answer?
 - ❖ Is there a way to improve my class standing?
 - ❖ What should I expect for the rest of the term?
- 4) Near the end of the term, in addition to asking for help as in number three above, it is appropriate to ask the professor about other courses he or she recommends, particularly if you like the subject. You can also inquire about what kinds of jobs people find who major in the particular field of study.
- 5) Of course, all advice must be taken in moderation! Do not prevail upon the professor so often that you become a pest. It is probably a good idea to space your visits with a couple of weeks in between. Common sense and a feel for how it's going is probably your best indicator of how you are being received.

Strategies for the Continuing Student



If you know you will be going to professional school, begin *early* establishing a network of professors, supervisors (for volunteer or paid work), and colleagues who are familiar with your work. Following are some tips on how to start your network **and** get to know your professor:

- ❖ Join a student organization on campus that interests you. In addition to being a good experience, it often facilitates direct work with a professor.
- ❖ At the ends of class try to talk with the professor. If this is not possible, try to keep in contact with the professor another way.
- ❖ Drop in on professors during office hours, even if you are doing well in their courses. If you find it hard to connect with the professor, clip articles or do additional reading in the course area so that you will have topics to talk about.
- ❖ After you get to know a professor well, and become familiar with his or her work, see if there may be an opportunity to work in his or her lab or on other research.
- ❖ Create a system for keeping track of people.

Remember that the above are just suggestions for establishing a more fruitful relationship with your professor. The more natural and genuinely interested you can be, the better. In most cases professors like getting to know their students, particularly ones who show an interest in their field.

NEW TO CAMPUS?

All the tech things you need to know.
studenttech.arizona.edu

All About NetID

All campus community members need a UA NetID and password for University online services. Your NetID and password are used to verify your identity online.

- DO NOT share your password with parents, partners, friends, roommate, or anyone else!
- Never email your password to anyone.
- If you know or suspect someone else knows your password, change it!

Your UA email is the University's official means of communication with you. Your email address is your UA NetID @email.arizona.edu.

Visit netid.arizona.edu:

- To get your NetID and password (with your Student ID Number and PIN handy).
- If you forget your password.
- If you need to change your password.
- Contact the 24/7 IT Support Center at (520) 626-TECH (8324) if you need password or other NetID help. Contact the Next Steps Center with Student ID or PIN questions: (520) 621-5293.

Free Software

Free Microsoft Word, Windows, Sophos Anti-Virus, plus lots of other free and low-cost software and other options are available to students. Visit <http://softwarelicense.arizona.edu/students> to install.

Connect your Computer

UAWiFi is the University of Arizona campus primary, secure wireless network, covering more than seven million square feet of indoor and outdoor space. Visit <http://uits.arizona.edu/services/uawifi/> for more info on how to get connected.

CatMail

CatMail is the official means of communication between the University and you. It is a Google Apps for Education service, which gives you all the benefits and features of Gmail, plus there are no ads and you have full privacy of information.

- Your email address is your UA NetID @email.arizona.edu
- Access email at catmail.arizona.edu using your UA NetID and password
- Contact the 24/7 IT Support Center at (520) 626-TECH (8324) if you need help setting up CatMail on your computer or mobile device.

Questions about D2L?

D2L is an online set of tools that allow an instructor to accomplish instructional goals that are difficult in a face-to-face setting. Visit <https://d2l.arizona.edu/> to log in.

Clicker, Clicker, Clicker

Do you have a class requiring an automated response device—a "clicker"? UITS has clicker installation instructions here: <http://uits.arizona.edu/services/classroom-response-devices/student>.

Arizona Mobile

We have an app for that! UA maps, directories, news, UAccess Student and more for Android, iOS and mobile web. Visit <http://www.arizona.edu/apps> for more info.

Setting Up CatMail on Your Phone!

For more information visit: uits.arizona.edu/services/catmail

Verifying IMAP Enabled in your CatMail Account

1. First, log into your CatMail account. In the top right hand corner of your screen, click on **Settings** link.
2. Once you have clicked on **Settings**, you will have a list of options to choose from. Please click on **Forwarding and POP/IMAP**.
3. In the Forwarding and POP/IMAP location make sure that you have **Enable IMAP** selected. If you have POP enabled that is fine, but the important part for our tutorial is that IMAP is enabled.

FOR IPHONE/IPOD

1. Tap **Setting** on your home screen
2. Scroll down to **Mail, Contacts, Calendars** and tap
3. Tap **Add Account**
4. Tap **Google**
5. Enter requested information. Please note that you must use you CatMail Secondary Password here, not your regular NetID password.
6. Enable Mail to get your email and Calendars if you use calendaring in CatMail
7. **You are DONE!** CatMail is now on your device! If you have problems with this process, or need further assistance, please contact 24/7 IT Support Center at (520)626-8324 or by visiting us at <http://247.arizona.edu>

FOR ANDROID

1. Tap **Settings** icon from applications screen.
2. Scroll down until you see the option for **Add Account**. This will allow to choose the type of account you are going to add to the smartphone.
3. Under **Set up email**, select **Others** in order to manually enter the rest of the account settings.
4. Click **Done with accounts**
5. Under **Add email**, tap **IMAP account**.
6. Under **Incoming server settings**, the Username and Password should already be filled in. Verify that they are correct and make adjustments if necessary.
7. Edit IMAP server setting to read: imap.gmail.com
8. Tap **Security type** box and select **SSL**. This will automatically change the Port to **993**, if it does not then manually change it. Tap **Next**.
9. The system will check your settings and then continue automatically.
10. Under **Outgoing server settings**, SMTP server field, set to smtp.gmail.com.
11. Tap **Security type** and select **SSL**. This should automatically change the Port to **465**. You can change the port manually to **587** if the default does not work for you.
12. Check **Require sign-in**
13. Verify Username and Password are correct
14. Tap **Next**
15. The system will check your settings and then continue automatically.
16. Under **Account Options**, there are many options to setup how to have your email checked. Choose one.
17. Check **Send email** from this account by default if you are going to use this email most often.
18. Check **Sync Email** and **Automatically download attachments** when connected to WiFi, to help lower you data plans cost if connected to UAWiFi.
19. Tap **Next**.
20. Under **Set up email**, you are given options to name the account and can create the name you want displayed on any outgoing messages. Emails should be arriving shortly. Tap **Next** to complete this process and begin downloading email.
21. **You are DONE!**



CAMPUS RESOURCES

Admissions and New Student Enrollment

admissions.arizona.edu

Supports students through the University enrollment process, offering campus tours for prospective students, online applications, and new student orientation programs. Old Main Lower Level; (520) 621-3237; appinfo@arizona.edu

Advising Resource Center

advising.arizona.edu

Provide accurate and thorough referral services for students which enhance access to academic advising, counseling, and other student services they seek. Student Union Memorial Center, Suite 411 within the Career Services office suite; (520) 626-8667; advising@email.arizona.edu

African American Student Affairs

aasa.arizona.edu

Provides support systems, programs, and services that enable students to develop leadership skills as well as the resources to develop and create personal and academic excellence. Martin Luther King Bldg. Room 209; (520) 621-3419; aasa@email.arizona.edu

Alumni Association

alumni.arizona.edu

Provides alumni with UA heritage education opportunities, travel, parties, career connections, clubs, homecoming information, and more. 1111 N. Cherry Ave.; (520) 621-7576; alumni@al.arizona.edu

Asian Pacific American Student Affairs

apasa.arizona.edu

Provides a comfortable environment, and academic and personal support through program implementation, leadership opportunities, and advocacy for APA student issues. Nugent Bldg, second floor; (520) 621-3481

Associated Students of the University of Arizona (ASUA)

asua.arizona.edu

Offers a wide variety of programs and services that students can both help organize and utilize including fundraising, legal services, Pride Alliance, and student senate. Student Union Memorial Center, Ste. 325W; (520) 621-ASUA (2782); asua@u.arizona.edu

Bursar's Office

bursar.arizona.edu

Manages student financial accounts, tuition payments, and disbursements. University Services Bldg. Room 104; (520) 621-3232

Campus Health Services

health.arizona.edu

Provides quality medical services, psychological care, and health promotion and prevention services for students. Campus Health Bldg.; (520) 621-6490

Campus Recreation Center

rec.arizona.edu

Provides programs, services, educational opportunities and facilities that meet the recreational, fitness and wellness needs of students and the community. Student Rec Center; (520) 621-8702

Career Services

career.arizona.edu

Provides career exploration and job search assistance, employment services for on and off-campus jobs in addition to internships and full-time career-related jobs, career and job search workshops, graduate school planning assistance, counseling, planning tools, resource library online and in print, tips on resume-writing and interviewing, and the opportunity to interview with national employers. Student Union Memorial Center Suite 411; (520) 621-2588; careerservices@arizona.edu

College of Letters, Arts, and Sciences

clas.arizona.edu

Academic home for "undecided" students, pre-nursing and interdisciplinary majors; provides academic advising and assistance for students exploring majors. Bear Down Gym; (520) 621-7763

Center for Student Involvement and Leadership

union.arizona.edu/involvement

Provides opportunities for student involvement through student organizations, Greek life, and leadership programs. Student Union Memorial Center Suite 404; (520) 621-8046; csil@email.arizona.edu

Chicano/Hispano Student Affairs

chsa.arizona.edu

Creates a safe and welcoming environment that supports academic success, develops leadership, and embraces Chicano/Hispano students' cultural identity. Cesar E. Chavez Bldg. Room 217; (520) 621-5627; socorro@email.arizona.edu

Off Campus Housing and Commuter Resources

offcampus.arizona.edu

Provides off-campus housing information, including weekly housing and roommate listings, and information on campus events & involvement opportunities for commuters. El Portal, 2nd Floor; (520) 621-5859; commuter@email.arizona.edu

Outreach College

outreachcollege.arizona.edu

Coordinates distance learning, correspondence, continuing education, Evening and Weekend Campus, and programs for children and seniors. University Services Building Room 322; (520) 621-7724; ocollege@email.arizona.edu

Counseling and Psychological Services (CAPS)

health.arizona.edu/caps.htm

Offers psychological counseling for anxiety, depression, difficulties with relationships, family problems, body image concerns, alcohol and drug concerns, and general life difficulties. Campus Health Bldg. 3rd Floor; (520) 621-3334

Dean of Students

deanofstudents.arizona.edu

Serves as primary link between students, faculty, and administrators; assists in navigation of campus procedures; and manages academic integrity and student code of conduct. Nugent Building; (520) 621-7057; voice@email.arizona.edu

Disability Resource Center

drc.arizona.edu

Facilitates full access for disabled students, faculty, staff, and visitors through the provision of reasonable accommodations, adaptive athletic and fitness programs, assistive technology, innovative programming, education and consultation. Highland Commons; (520) 621-3268; uadrc@email.arizona.edu

Graduation Services

registrar.arizona.edu/graduation

Conducts final audits of each student's course work to ensure that all degree requirements have been met.

Honors College

honors.arizona.edu

Fosters an enduring spirit of inquiry and discovery by providing academic opportunities such as Honors courses, research experiences, and intellectual dialogues for artistically and academically talented students. Slonaker House Room 106; (520) 621-6901; honors@honors.arizona.edu

International Student Programs and Services

global.arizona.edu/international-students

Represents and advocates for international students, serves as a liaison with academic and other departments, as well as local, state, federal and foreign agencies, provides immigration and tax advising; and offers opportunities to interact with the Tucson community. 915 N. Tyndall Ave.; (520) 621-4627; isps@email.arizona.edu

LGBTQ Affairs

deanofstudents.arizona.edu/lgbtqaffair

The Office of Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) Affairs works to build, sustain and strengthen a safe, inclusive, and open environment for faculty, staff, appointed professionals, students, alumni, parents, and guests of all gender identities and sexual orientations. Student Union, Room 404-O (520)626-1996.

Library

library.arizona.edu

Serves as the University's information gateway, providing traditional browsing and borrowing services, along with research assistance, study space, online academic journal access, and computer access. 1510 E. University Blvd.; (520) 621-6442

Major Exploration

clas.arizona.edu/exploration/role-major

Provides advising and self-assessment opportunities for undecided students and those considering new academic plans. Bear Down Gym; (520) 621-7763; ucfyc@email.arizona.edu

Math Placement Office

math.arizona.edu/placement

Provides student access to UA math courses through proficiency evaluation and review of transferred math courses from other institutions. Math Bldg. Room 108; (520) 621-6892; placement@math.arizona.edu

Native American Student Affairs

nasa.arizona.edu

Provides culturally sensitive academic counseling and support services to American Indian/Alaskan Native students enabling them to achieve academic excellence. Nugent Bldg. Room 203; (520) 621-3835

OASIS Program for Sexual Assault and Relationship Violence

oasis.arizona.edu

Provides counseling, advocacy, and referrals to individuals who are affected by sexual assault, relationship violence, and stalking, and provides outreach and education to the campus community. Campus Health Bldg. 301; (520) 626-2051

Office of the Registrar

registrar.arizona.edu

Manages class registration, grades, transcripts, residency, withdrawal, and granting of diplomas. Administration Bldg. Room 210; (520) 621-3113; reghelp@email.arizona.edu

Office of Student Financial Aid

financialaid.arizona.edu

Offers students a full array of scholarships, grants, waivers, loans, and work study. Administration Bldg. Room 208; (520) 621-1858; askaid@arizona.edu

Ombuds Program

ombuds.arizona.edu

The University of Arizona Ombuds Program provides an informal means of problem resolution if you have a University-related concern, conflict, or dispute. An Ombuds is not empowered to change a decision, but through intervention or a clarification of matters, information may emerge to assist in the resolution of the problem. Communications Bldg. Rm. 104 Call the Director of the Ombuds Program at (520) 626-5589

Parking and Transportation

parking.arizona.edu

Provides parking options and promotes transportation alternatives for faculty, staff, students and visitors at the UA. 1117 E. 6th St.; (520) 621-PARK (7275); parking@email.arizona.edu

Residence Life

life.arizona.edu

Provides a variety of on-campus housing options and living-learning communities. El Portal 501 N. Highland; (520) 621-6501; housing@life.arizona.edu

Residency Classification Office/Domicile Office

registrar.arizona.edu/residency

Provides guidelines for obtaining Arizona residency for tuition purposes. Modern Languages Bldg. Room 347; (520) 621-3636; ccashen@email.arizona.edu

S.A.L.T. (Strategic Alternative Learning Techniques)

salt.arizona.edu

Provides enhanced for-fee services for students with learning disabilities, including education planning, mentoring, workshops, writing skills training, peer tutors, and a computer lab. SALT Center 1010 N. Highland Ave.; (520) 621-1242; saltctr@email.arizona.edu

Student Support Services/TRIO

sstrio.arizona.edu

Increases the retention and college graduation rates of eligible students and fosters an institutional climate supportive of the success of low-income, first generation, and students with disabilities through both academic and personal support workshops and programs. Nugent Bldg.; (520) 626-8847; sstrio@email.arizona.edu

Study Abroad and Student Exchange

studyabroad.arizona.edu

Offers opportunities for foreign study on a summer, semester, or yearly basis while earning academic credit at the UA. 888 N. Euclid Ave. Rm. 301; (520) 626-9211; sase@email.arizona.edu

Teacher Course Evaluation

tce.arizona.edu

The Teacher Course Evaluation teams aim to provide the UA community with resources to help make student ratings data a source of valuable (and valued) information about the quality of UA instruction. Martin Luther King Jr. Room 200; (520) 621-7337; OIRPS-TCE@email.arizona.edu

Testing Office

testing.arizona.edu

Offers a wide variety of testing services, including: CLEP, Math Readiness Test, TOEFL, and registration information for graduate school entrance exams such as the MCAT and GRE. 1600 E. 1st St.; (520) 621-7589; test@email.arizona.edu

Think Tank

thinktank.arizona.edu

Includes the Writing Center, Math and Science tutoring, Tier 1 and second language tutoring, supplemental instruction, and Peer Mentoring. Bear Down Gym; (520) 626-0530

Transfer Student Services

transfer.arizona.edu

Serves as a resource throughout the transfer process, from pre-transfer academic advising to admission information. Student Union Memorial Center Rm. 402; (520) 626-6463

University of Arizona Police Department

uapd.arizona.edu

Provides law enforcement and security services to the campus community. 1852 E. First St.; Emergency 911 Non-emergency (520) 621-UAPD (8273)

University Information Technology Services (UITS)

uits.arizona.edu

Provides campus-wide computing systems, assists with account problems and questions, and provides educational resources for students and instructors. Computer Center 1077 N. Highland; (520) 621-8324(TECH); support@email.arizona.edu

Veterans Services and Deferment

registrar.arizona.edu/vets

Serves as veterans' primary point of contact for information and services related to Montgomery GI Bill benefits from the Department of Veteran Affairs. Modern Languages Bldg. Room 347; (520) 621-9501; veterans@email.arizona.edu

Writing Center

thinktank.arizona.edu/tutoring/writing

Provides free individualized peer tutoring to UA students at all stages of the writing process. Bear Down Gym; Park Student union, Student recreation center. (520) 626-0530