

Learning Experience Guide



UNIVERSITY *of* NORTH CAROLINA
ASHEVILLE

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The information in this guide is superseded by the information found in the UNC Asheville Catalog and is subject to change at any time. For the most current information, please visit www.unca.edu/catalog, www.unca.edu/registrar, www.unca.edu/ils, and www.unca.edu/advising.

Introduction

College is a great learning experience and we are glad you have decided to join the UNC Asheville community to further your learning through the liberal arts! During your time here you will increase your abilities to write and think critically about ideas and our world by taking courses in humanities, science, the arts, language, philosophy, mathematics, history, psychology, and more; however, the college experience is more than going to class! You have 168 hours per week, but only about 15 of those are spent in the classroom. Have you thought about what you will do with the other 153 hours?

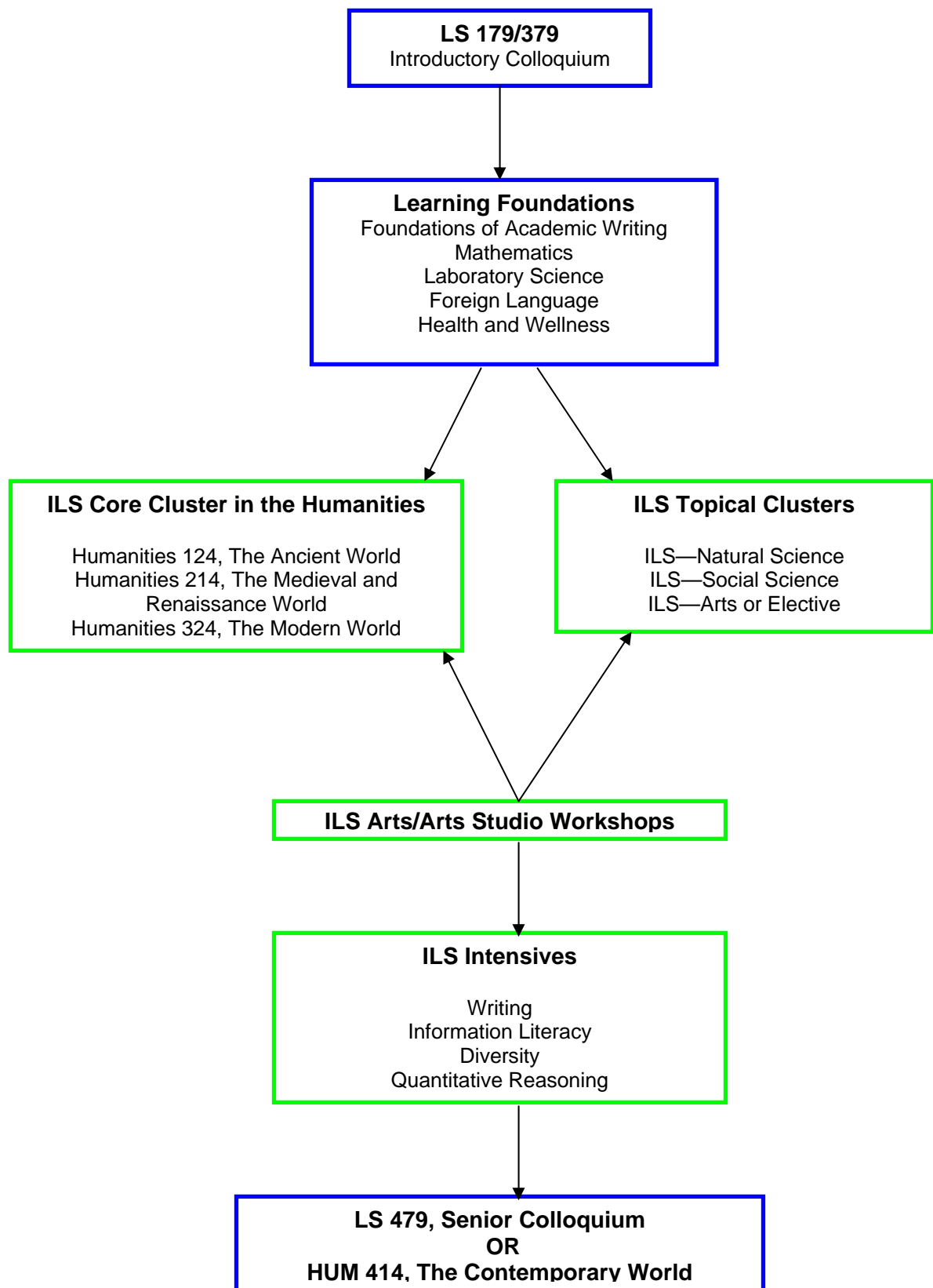
Ultimately, your choices about your time outside of class will determine whether your college experience is successful and meaningful to you in later years. So, in addition to going to class, completing your assignments, and taking care of yourself by eating, exercising, and sleeping, we hope you will choose some of the following activities:

- Attend a guest lecture or performance
- Visit the Career Center
- Seek campus employment
- Visit your instructors during office hours
- Study abroad or away
- Conduct undergraduate research
- Visit the Writing Center or Math Lab
- Volunteer in the community
- Join the choir, band, or dance team
- Play intramurals or club sports
- Join a student organization
- Attend workshops
- Go camping or hiking
- Get an internship

This handbook is designed as a planning guide and communication tool for you. Read it, keep it, and take it with you when you meet with your advisor. Before you meet with your advisor, plan your schedule. After you and your advisor review your class schedule, talk with them about all the great things you are doing in and outside of the classroom!

Integrative Liberal Studies Program

Program Map



Integrative Liberal Studies Program

Requirement Details

Liberal Studies

➤ **Introductory Colloquium:** in your first semester at UNC Asheville, you will take a Liberal Studies Introductory Colloquium (LSIC). LSICs are designed to introduce you to the academic rigor of UNC Asheville as well as help you develop relationships with faculty and peers.

- **Freshmen take a LS 179 or XXXX 179 course**
- **Transfers take a LS 379 or XXXX 379 course**

These courses are listed on the course schedule under "LS" or the departmental prefix (where XXXX= CHEM, PSYC, etc).

You can choose to take something related to your field of study, or you can take an LSIC in a subject with which you do not have any prior experience.

These courses cannot be used to fulfill major or minor requirements.

If you make a C- or lower in your 179 or 379 course, you may replace that grade with any other 179 or 379 course (as appropriate), even if they have different departmental prefixes.

➤ **Capstone Experience:** designed to be taken in the last year of study, you can choose between two capstone courses: Liberal Studies 479 or Humanities 414.

- **LS 479: Liberal Studies Senior Colloquium** is an exciting interdisciplinary examination of 21st century conceptions and issues in global citizenship, including study of the topics of globalization, governance, development, and environmental justice.
- **HUM 414: Individual in the Contemporary World** examines global issues and recent history, both Western and non-Western, with the goal of better understanding the responsibilities and opportunities for humanity today.

These courses are taken during your final year.

LS 479 cannot be used to fulfill intensive requirements.

Neither of these courses can be used to fulfill major or minor requirements.

Learning Foundations

➤ **Academic Writing:**

- **LANG 120: Foundations of Academic Writing**

If taken at UNCA, this course automatically satisfies one Information Literacy Intensive. If you transferred in a course that fulfills this requirement, you can petition for it to count as an Information Literacy Intensive.

➤ **Foreign Language:**

- **Pick one of the following sequences:**

CLAS 101, 102 (Latin)
CLAS 103, 104 (Greek)
CLAS 105, 106 (Hebrew)
FREN 110, 120; or FREN 115, 125
SPAN 110, 120
GERM 110, 120; or GERM 115, 125
PORT 110, 120

You must demonstrate competency or complete six semester hours in the same foreign language.

➤ **Health and Wellness:**

- **Choose one from the following:**

HWP 152: Health and Fitness
HWP 153: Health Promotion and Wellness
HWP 154: Women's Health
HWP 155: Men's Health
EDUC 319: Teaching Health and Phys Ed, K-6
(for students pursuing teacher licensure)

➤ **Laboratory Science:**

- **Any lab course from ASTR/ATMS/BIOL/CHEM/ENVR/PHYS or a two-part course sequence containing a lab and totaling at least 4 hours.**

This course must be taken outside your major department and cannot be used to fulfill the Topical Cluster ILSN requirement.

Be sure to check for appropriate selection with regards to major requirements. For example, students majoring in Biology are required to take CHEM 132/111 to fulfill this requirement.

Continued on next page....

See pg. 21 of this handbook for a sample ILS checklist

Integrative Liberal Studies Program

Requirement Details, continued

➤ Mathematics

- Any 4-hour MATH or STAT course.

This course cannot be the same course used to fulfill the Quantitative Intensive Requirement.

Many majors require a specific course to fulfill this requirement. You should check this before enrolling in a MATH or STAT course. If you're unsure about what level math class you're ready for, the Math Department has a placement test online that you can take:

<http://www.unca.edu/math/>

Arts (ILSA)

The Arts requirement (ILSA) features courses in which students become intellectually engaged with the arts. You will consider the significance and communicative functions of the arts in human experience, the cultural context of creative composition and performance, and the foundations of aesthetic values. This requirement can be fulfilled in 1 of 4 ways:

- **ARTS 310** Arts and Ideas.
- One course from **ARTS 322**, Arts of the Ancient World; **ARTS 323**, Arts of the Medieval and Renaissance World; or **ARTS 324**, Arts of the Modern World. These 3-hour classes are linked to HUM 124, 214, and 324, respectfully.
- A 3-hour Topical Cluster course designated as ILSA.
- Three hours of studio/workshop courses designated as ILSA. See the ILS website for a list of ILSA studio/workshop courses.

Humanities Cluster

The Humanities Program aims to help you develop a broad perspective so you can think critically and creatively, and communicate effectively. It provides a course of study that encompasses past and present ideas and events concerning the individual, community, nature, and the divine, as well as the relationships among them. The program's courses are interdisciplinary, incorporating insights and information from the natural and social sciences, as well as from the humanities. These courses must be taken in sequence.

- **HUM 124**: The Ancient World
- **HUM 214**: The Medieval World
- **HUM 324**: The Modern World

Topical Cluster

- Topical Clusters bring the perspectives of several different disciplines to bear on a particular issue or subject area. You are required to complete **three classes totaling at least 9 hours** from one Topical Cluster. See the ILS website for a list of Topical Clusters.
 - One course must be designated ILS- Natural Science (**ILSN**); *this course cannot be the same course used to fulfill the Laboratory Science requirement.*
 - One course must be designated ILS-Social Science (**ILSS**).
 - An **ILSA** course may be taken in the Cluster, but is not required. An Elective may be taken instead of an Arts class to complete the Topical Cluster.

Classes taken to fulfill the Cluster requirements must have different departmental prefixes.

Intensives

- Courses used to fulfill these requirements can be within the ILS program, major, minor, or electives. See the ILS website for a list of approved Intensive courses.
 - **Diversity (DI)**
One is required.
 - **Information Literacy (ILI)**
Two are required.
LANG 120, when taken at UNCA, automatically satisfies one Information Literacy Intensive.
LS or XXXX 379 courses satisfy one Information Literacy Intensive.
 - **Quantitative (QI)**
One is required.
Cannot be the same course used to fulfill the Mathematics requirement.
 - **Writing (WI)**
Three are required.
LS or XXXX 179 and LS or XXXX 379 satisfy one Writing Intensive.
LANG 120 does not fulfill this requirement.

**For more information on the ILS, visit
www.unca.edu/ils**

Frequently Asked Questions

Academic Policies and Procedures

➤ How does registration work?

You are expected to take advantage of the pre-registration periods offered in November (for spring) and April (for summer and fall). Before you register, you will need to meet with your advisor to discuss your academic plans and get your registration access number (RAN).

Any student who does not register before the stated deadline will have a fee imposed on their account. If you register during pre-registration but do not pay by the deadline, your classes will be dropped and a fee will be imposed on your account. In addition, students who do not pre-register, or those whose classes have been dropped for non-payment, must pay their anticipated tuition and fees before they are able to register.

➤ How do I get an advisor or change who my advisor is?

If you are a new freshman, your LSIC instructor will be your advisor until you officially declare your major.

If you are a new transfer student, you will be assigned an advisor in your academic field of interest.

Once you have declared your major, you can change who your advisor is through the Major Declaration form.

➤ How do I register for a closed class?

Instructors may grant you permission to register for full classes through online registration overrides in OnePort. **After the instructor enters the online override, you must then log into your OnePort account by the stated drop/add deadlines and officially register for the class.**

➤ Can I register for a course if I don't have the required pre-requisites or co-requisites?

Instructors may grant you permission to register for classes for which you don't have the pre- or co-requisite through online registration overrides in OnePort. **After the instructor enters the online override, you must then log into your OnePort account by the stated drop/add deadlines and officially register for the class.**

➤ When can I make changes to my schedule?

The first five days of class are considered Drop/Add days. During this time, you may adjust your schedule in OnePort without any permanent record of this activity on your transcript. If you decrease your enrolled hours below the level you paid for, you will receive a refund. In order to increase enrolled hours above the level paid for, you must pay the expected balance due before you can register for additional hours.

After the first five days of class, you may add a class by obtaining the Permission to Late Add form. You must return the form by the deadline (5pm on the 10th day of class) after obtaining all necessary signatures.

After the 5th day of classes, and through the 9th week of classes, you can withdraw from courses. Withdrawals show on your transcript as W grades, and the hours for classes you withdraw from are included in your attempted hours. Withdrawals after the deadline are only granted in emergency situations.

➤ Can I take courses at another institution for credit?

Many times, especially in the summer, students want to take a course at another college or university. Anytime you want to take a course at another institution, you must complete the Permission to Visit Another Institution application to ensure that the course you take will transfer back to UNC Asheville. Only students in good academic standing may take courses at another institution, and once you have reached 60 hours, or if the course you want to take will put you over 60 hours, you will not be permitted to take courses at a two-year institutions.

➤ How do I know if I received credit for AP or IB tests, or for classes I've taken at other institutions?

Make sure you have requested that your test scores or final transcripts be sent from the testing company or your previous school(s) to UNC Asheville. Once this information has been received, it will be evaluated by the Transfer Evaluator. You can see your evaluation in OnePort.

Frequently Asked Questions

Academic Policies and Procedures, continued

➤ How to I declare my major?

To declare a major or minor, you need the chair of the academic department to sign a Major Declaration or Minor Declaration form. When they sign this form, they will also assign you an academic advisor in the department.

➤ What do I do when I'm ready to graduate?

Students ready to graduate must file an Application for Graduation and pay the commencement fee by the established deadline during the semester prior to graduation.

To graduate, students must complete all ILS and major requirements, in addition to all University requirements listed in the Catalog under Graduation. Please see page 24 for an example of a graduation checksheet.

➤ How do I calculate my GPA?

Multiply the quality points (QP) each of your grades is worth by the number of hours you earned for each class. Add all your quality points together and divide that number by your quality hours. You can find the quality points assigned to each grade in the Catalog. For example:

Course	Grade	QP	Hours	Points
LANG 120	A	4	x 4	= 16
HWP 153	C-	1.67	x 3	= 5.01
MATH 155	B	3	x 4	= 12
HW 171	U	0	x 1	= 0
PSYC 179	B+	3.33	x 3	= 9.99
Total:			15	43

GPA: 43/15= 2.866

➤ What are Attempted and Earned hours?

Every course that you are enrolled in at the end of the Drop/Add Period receives a grade and counts towards your "attempted" hours, including W (withdrawal) grades.

Courses that are on your transcript with grades are considered "earned" hours. These can be courses taken at UNC Asheville or at other institutions, and they count towards graduation.

➤ Can I take classes again if I didn't do well the first time?

If you want to repeat a course in which you received a C-, D, F or U grade, you must complete the Repeat Course Form. Once that form is completed, only the new quality points and semester hours from the second attempt will be counted in the calculation of your GPA, although the original grade will still show on your transcript. However, if the second grade is an F, no credit is earned and both grades will be used in the calculation of your GPA. Courses taken at another institution cannot replace grades for UNC Asheville courses. If you repeat a course for which you have earned a grade of C or better, the new quality points and hours will not be used in the calculation of your GPA, nor will the new hours count towards graduation requirements.

➤ What if I get a really low GPA?

Because students with persistent academic difficulties may benefit from taking time off, the university imposes a suspension of one regular semester when students fail to meet a minimum grade-point average on their total attempted hours. Students must maintain a grade-point average at or above the following levels in order to be enrolled at UNC Asheville.

Total Attempted Hours (Includes transferred hours and UNC Asheville attempted hours)	Minimum Grade-Point Average
0-23	1.00 (see First Semester Rule below)
24-44	1.50
45-74	1.75
75 and above	2.00 (required to graduate)

First Semester Rule

Students in their first semester of enrollment at UNC Asheville must earn a grade-point average of 1.00 or above. Students whose grade-point average is below 1.00 at the end of their first semester will be suspended for one semester.

Students having academic difficulty after their first semester must have been on academic warning for at least one regular semester of enrollment at UNCA before being subject to suspension.

If you have questions about forms, procedures, or policies, please consult the University Catalog or contact the appropriate office.

Academic Advising

At UNC Asheville, faculty serve as academic advisors. This allows students access to the most up-to-date information about internships, careers, and graduate school information for their particular academic field. Here are some tips on how to make the most of your relationship with your advisor.

- Get to know your advisor! Don't just schedule appointments with them when it's time to register- stop by and see them during their office hours throughout the semester.
- Go to your advising appointments prepared with a list of questions, classes you're interested in taking, and at least a two-year plan.
- Talk with your advisor about your major field-
 - Do they know of research you could participate in?
 - Do they have suggestions for summer internships?
 - Do they have connections to someone in the career you're interested in that you could shadow for a day?
 - What are the latest trends in your academic field?
 - Are there professional organizations that you can become a part of?
- Your advisor is a successful academic, which means they will have advice to share with you about time management, study skills, exam preparation, etc. Don't be afraid to admit to your advisor if you're having difficulty in a class- chances are, they'll have some great advice for you!
- You can also talk with your advisor about your total UNC Asheville experience:
 - Can they recommend a way to get involved in service learning?
 - Are there other students with similar interests that they think you should meet?
 - What campus resources are available to you?
 - Can they suggest certain classes or faculty that match your learning styles?

“Good advising may be the single most underestimated characteristic of a successful college experience”

-Making the Most of College by Richard J. Light

Advising is a two-way street

Your responsibilities as a student:

- Schedule an advising appointment early in the advising period.
- Review your curriculum and past courses before your appointment.
- Make plans for future semesters and write down any questions you have.
- Keep records of plans made with your advisor.
- ***Make final decisions and take responsibility for your academic career.***

Your advisor's responsibilities:

- Provide a means through which you can schedule appointment.
- Understand curriculum, graduation requirements and UNC Asheville policies.
- Provide accurate information.
- Help you make appropriate plans for the future.
- Help you identify campus resources.
- Respect your right to privacy of your educational records.
- Support you as you take responsibility for your decisions and actions.

My Advising Record

First advisor: _____

Major advisor: _____

Minor advisor: _____

Other faculty I go to for help or advice:

When You're Not in Class

Get Involved

Why?

- The happiest students are those who find a connection to their college campus and community.
- Studies show that students who are involved in campus life – through clubs, intramural, student government, etc. – are more likely to stay in school.
- You can focus on academics while also participating in out-of-class activities – you can connect your social and academic experiences by getting involved in major-specific organizations and societies, working on undergraduate research, tutoring, or having an internship.
- Worried about time management? Studies show that students who are involved in at least 2 co-curricular activities actually have better time and stress management skills than students with no co-curricular activities.

“I see kids get so hung up on grades that they miss everything else. College is more than a GPA.” - Junior, Chemical Engineering, MIT

37% of students who drop out have GPAs of 2.5 or above. For reasons other than academics, they have not “connected” in the college setting. (Levitz & Noel National Dropout Study).

-From *Been There Should've Done That* by Suzette Tyler

Not sure how to get involved beyond the classroom?

Explore All Options

There are lots of choices! Take your time exploring the many options. Keep an open mind to new and different opportunities.

You don't have to commit immediately.

Talk to other students and go to meetings to learn more about groups/activities that interest you. Get to know the people before you commit to anything.

Venture into the unfamiliar

Be willing to try taking some risks. Try new things!

Try out a sport

Sports can be one way to make friends, relieve stress, and a fun way to exercise. The varsity level isn't the only way to play; club teams, intramural leagues, or pick-up games are all options.

Do what you like, not what you should

Get involved in activities because you want to, not because you think you should or because they'll make your resume look better.

Don't go overboard

You need time to adjust, to make new friends, and to figure out how much of your days will be filled with studying.

-Adapted from *Navigating Your Freshman Year* by Natavi Guide

When You're Not in Class

Balancing school and jobs

You should know that UNC Asheville has over 800 on-campus jobs for students enrolled for six or more credits. Students may work 20 hours p/week during the academic year and up to 40 hours p/week during semester breaks and the summer months.

Depending on the job skills requirement, wages range from \$6.15 to \$10.00 p/hour.

On-campus jobs are posted online at www.uncacareercenterpostings.com

Work Hours

If you want to succeed in college, here are some tips in relation to classes & work:

- You can't work full-time, be a full-time student and have a social life and expect to do well in all of them.
- Being a full-time student is a full-time job. If you take 12 or more credit hours, and want to get "A's" and "B's", that is a 40 hour/week job! If you have to work full-time, you need to plan on being a part-time student. If you're a full-time student, you need to plan on working part-time.
- Consult the chart below when preparing your academic plan. This plan is based on the need to study 3 hours per credit hour (taken from: <http://biology.fullerton.edu/>).

School Credit hours/semester	Work Hours/week
16	0
14-15	1-9.9
13-14	10-19.9
9-12	20-29.9
6-9	30-39.9
0-6	40+

Crucial Choices: How Students' Financial Decisions Affect Their Academic Success *American Council on Education/June 2002*

This report states:

- Those students who are least likely to drop out are those that studied full-time and worked up to 14 hours per week.
- Students who work part time (and particularly those who work on campus) are more connected to the institution, manage their time more effectively, and are more focused on their academic work than students who don't work at all.
- Taking out a student loan to finance full-time attendance and limiting hours spent at work can be a wise strategy. However, reducing tuition costs by enrolling part time and working more hours, not only lengthens the time to graduate, it comes with a high opportunity cost – sacrificing higher post-graduate income.

What do...

- ~ Academic and Career Exploration
- ~ Cultural & Global Awareness
- ~ Wellness & Personal Growth
- ~ Campus & Community Involvement
- ~ Just for Fun!

have in common? They are co-curricular themes that give you the opportunity to enhance your UNC Asheville experience. Become involved in student activities as they complement your academics and go beyond in-class learning. Whether you teach outdoor skills to kids, participate in the fitness challenge, attend the annual Manna Food Bank banquet, play chess, go on an off-campus trip to Atlanta, or take advantage of the many other opportunities here at UNC Asheville. There is definitely something here for everyone!

Go to www.studentinvolvement.unca.edu to see what is here and how to get involved

Putting it All Together

Developing Goals

Deciding what you want to accomplish at UNC Asheville, both in and out of the classroom, begins with a plan. You can use the following inventory to get to know yourself better and plan for the future.

How important is it to you to develop the following skills?

Intellectual skills- problem analysis, reasoning, critical thinking, writing.

- Extremely important Very important Somewhat important Not important

Professional Life skills- traits, skills, and talents needed in all professions.

- Extremely important Very important Somewhat important Not important

Lifelong Learning skills- how to find information, research new ideas, ability to identify and create opportunities.

- Extremely important Very important Somewhat important Not important

Personal Management skills- skills to help you manage your financial, social, and physical life after college.

- Extremely important Very important Somewhat important Not important

Citizenship skills- leadership, community service, and social consciousness.

- Extremely important Very important Somewhat important Not important

Social skills- communicate comfortably with others in a variety of settings, develop positive relationships, identify your “personal style”.

- Extremely important Very important Somewhat important Not important

Values clarification- identification of your own values and ethics and how they interact with others’ beliefs.

- Extremely important Very important Somewhat important Not important

Which of the following experiences would you like to have in college?

- | | |
|--|---|
| <input type="checkbox"/> Study abroad | <input type="checkbox"/> Be an officer in a club or organization |
| <input type="checkbox"/> Have an internship | <input type="checkbox"/> Participate in student government |
| <input type="checkbox"/> Do research with a professor | <input type="checkbox"/> Be part of a political organization |
| <input type="checkbox"/> Do community service | <input type="checkbox"/> Work with a music, drama or dance production |
| <input type="checkbox"/> Participate in religious activities | <input type="checkbox"/> Play intramural athletics |

Pursue a personal interest: _____

Pursue a current hobby: _____

Develop expertise in a special area: _____

Pursue a longtime dream or goal: _____

Putting it All Together

Developing Goals

In which of the following do you anticipate challenges?

- | | |
|---|--|
| <input type="checkbox"/> Writing & Reading | <input type="checkbox"/> Time management |
| <input type="checkbox"/> Public speaking | <input type="checkbox"/> Exam preparation |
| <input type="checkbox"/> Determining strengths & weaknesses | <input type="checkbox"/> Understanding my learning style |
| <input type="checkbox"/> Developing healthy habits | <input type="checkbox"/> Living with a roommate |
| <input type="checkbox"/> Technology skills | <input type="checkbox"/> Being more assertive |
| <input type="checkbox"/> Study habits | <input type="checkbox"/> Math & Quantitative skills |

The most common concerns for college students are listed below. How many of these are you concerned about?

- | | |
|---|--|
| <input type="checkbox"/> Handling the academic rigor of UNC Asheville | <input type="checkbox"/> Finding class schedules that meet my needs |
| <input type="checkbox"/> Making new friends | <input type="checkbox"/> Developing relationships with faculty |
| <input type="checkbox"/> Becoming involved on campus | <input type="checkbox"/> Finding the right major or minor |
| <input type="checkbox"/> Paying for college | <input type="checkbox"/> Deciding on graduate school |
| <input type="checkbox"/> Being away from home and family | <input type="checkbox"/> Finding the career field best suited for me |
| <input type="checkbox"/> Getting through college in 4 years | <input type="checkbox"/> Balancing school and work |

Have you thought about a potential major or field of study?

- No
- Yes: _____
- How committed are you to this field?
- Extremely committed Very committed Somewhat committed Not committed

Which of these goals best describes your plans after college?

- I will probably find a job immediately after graduation in my major field.
- I currently work in a certain field, and will continue to do so after graduation, regardless of my major.
- I will probably attend a graduate or professional school immediately after graduation.
- I will probably work for a few years, then go to a graduate or professional school.

Now that you have thought about who you are now and what your future could be, what will you do to reach these goals? _____

Putting it All Together

Freshman Year - Exploration

1 st Year 1 st Semester Courses	1 st Year 2 nd Semester Courses	Course Suggestions	Other activities
		ILS: LS or XXXX 179 LANG 120 HUM 124 Lab Science Mathematics Foreign Language Health & Wellness Major: Take one or two classes in a subject you are considering as a major. Most students need to take classes as electives- now is the perfect time to experience new subjects!	<ul style="list-style-type: none"> • Attend a Study Abroad/Away Fair • Attend a Career Center workshop • Become involved in a student organization • Find a campus job • Volunteer on or off campus • Attend the Undergraduate Research Symposium • Attend athletic events

Policies and Deadlines to remember!

- Check your schedule online often during the first week of class each semester to make certain you are registered correctly for the classes you are attending. **It is your responsibility to make sure your schedule is correct!**
- Make sure all of your transcripts from high school, AP/IB tests, and other colleges have arrived.
- If you have Financial Aid, make sure you have signed all required paperwork.
- Talk to your advisor if you have concerns about your classes.
- Watch for the withdrawal deadline. If you really cannot succeed in one of your classes, withdrawing with a W on your record is better than an F. Remember, W grades count in your Attempted Hours which are used in determining Financial Aid eligibility, tuition surcharges, and academic action (suspension) purposes
- See your advisor before spring registration begins in November and again before summer and fall registration in April. Check periodically for any HOLDS on your record and take care of them before you register.
- Register for your classes during the November and April registration periods.
- Watch for the housing sign-up due date.
- Check your Final Exam schedule BEFORE making travel plans to go home at the end of the semester.
- If you plan to take summer classes at another college, be sure to complete the Permission to Study at Another Institution form.
- Pay your bill for spring classes by December 15, summer classes by May 20 and fall classes by August 1.

Putting it All Together

Sophomore Year – Decision Making

2 nd Year 1 st Semester Courses	2 nd Year 2 nd Semester Courses	Course Suggestions	Other activities
		ILS: HUM 214 Cluster Courses – ILSN, ILSS Health & Wellness Major: Start deciding on a major and take appropriate classes. See if your major requires you to take specific courses to fulfill ILS requirements.	<ul style="list-style-type: none"> • Apply to be an RA in housing or a Summit Orientation leader • Run for an SGA office • Consider study abroad or away during the summer or junior year • Talk with the Career Center about possible careers or graduate programs • Start your own student organization

Policies and Deadlines to remember!

- Check your schedule online often during the first week of class each semester to make certain you are registered correctly for the classes you are attending. **It is your responsibility to make sure your schedule is correct!**
- Talk to your advisor if you have concerns about your classes. If your advisor is still your LSIC advisor, consider also talking with someone in the major(s) you're thinking about.
- Watch for the withdrawal deadline. If you really cannot succeed in one of your classes, withdrawing with a W on your record is better than an F. Remember W grades count in your Attempted Hours which are used in determining Financial Aid eligibility, tuition surcharges, and academic action (suspension) purposes.
- **Declare your major. Watch for your degree checksheet in the mail, which shows what requirements you are lacking. Complete a four-year plan for your degree.**
- See your advisor before spring registration begins in November and again before summer and fall registration in April. Check periodically for any HOLDS on your record and take care of them before you register.
- Register for your classes during the November and April registration periods.
- Watch for the housing sign-up due date.
- Check your Final Exam schedule BEFORE making travel plans to go home at the end of the semester.
- If you plan to take summer classes at another college, complete the Permission to Study at Another Institution form **Remember, you cannot take courses at a 2-yr college if your earned hours plus the transferred hours would total more than 60 hrs.**
- Pay your bill for spring classes by December 15, summer classes by May 20 and fall classes by August 1.

Putting it All Together

Junior Year - Experience

3 rd Year 1 st Semester Courses	3 rd Year 2 nd Semester Courses	Course Suggestions	Other activities
		ILS: HUM 324 ILSA Intensives: Writing, Diversity, Quantitative, Information Literacy Major: At least half the classes you take should be in your major or minor.	<ul style="list-style-type: none"> • Apply for a leadership position in a student organization • Get involved in organizations within your major field. • Consider study abroad or away during the summer • Consider an Undergraduate Research or Internship experience • Join an Honor Society • Volunteer on or off campus

Policies and Deadlines to remember!

- Check your schedule on-line often during the first week of class each semester to make certain you are registered correctly for the classes you are attending. **It is your responsibility to make sure your schedule is correct!**
- Talk to your advisor if you have concerns about your classes, as well as internship, shadowing, and part-time job opportunities in your major.
- Watch for the withdrawal deadline. If you really cannot succeed in one of your classes, withdrawing with a W on your record is better than an F. Remember, W grades count in your Attempted Hours which are used in determining Financial Aid eligibility, tuition surcharges, and academic action (suspension) purposes.
- Make sure all past transfer credit has been evaluated, and submit any necessary petitions.
- See your advisor before spring registration begins in November and again before summer and fall registration in April. Check periodically for any HOLDS on your record and take care of them before you register.
- Register for your classes during the November and April registration periods.
- Watch for the housing sign-up due date.
- Check your Final Exam schedule BEFORE making travel plans to go home at the end of the semester.
- If you plan to take summer classes at another college, complete the Permission to Study at Another Institution form **Remember, you cannot take courses at a 2-yr college if your earned hours plus the transferred hours would total more than 60 hrs and your last 30 hours must be at UNC Asheville.**
- Pay your bill for spring classes by December 15, summer classes by May 20 and fall classes by August 1.

Putting it All Together

Senior Year – Getting Ready for What’s Next

4 th Year 1 st Semester Courses	4 th Year 2 nd Semester Courses	Course Suggestions	Other activities
		ILS: LS 479 or XXX 479 Cluster Courses ILSN, ILSS, or ILSA Intensives: Writing, Diversity, Quantitative, Information Literacy Any remaining ILS courses Major: 300 and 400 level courses Start working on senior comps, theses, and research early!	<ul style="list-style-type: none"> Recruit new students to take you place in student organizations Hold leadership positions in organizations within your major field. Attend Career Center workshops on resume writing and graduate school applications Consider an Undergraduate Research or Internship experience Join an Honor Society

Policies and Deadlines to remember!

- Check your schedule on-line often during the first week of class each semester to make certain you are registered correctly for the classes you are attending. **It is your responsibility to make sure your schedule is correct!**
- Talk to your advisor if you have concerns about your classes, as well as internship, shadowing, and part-time job opportunities in your major. **Go over your Graduation Checksheet to make certain you have completed all requirements!**
- Make sure all past transfer credit has been evaluated, and submit any necessary petitions.
- See your advisor before spring registration begins in November and again before summer and fall registration in April.
- Check periodically for any HOLDS on your record and take care of them before you register.
- Register for your classes during the November and April registration periods.
- APPLY TO GRADUATE: May graduation deadline is Dec. 1 and December graduation deadline is Sept. 1.**
- Pay your bill for spring classes by December 15

Need Help?

UNC Asheville resources

University Writing Center

Offers assistance with any writing assignment for any subject by appointment or during drop-in hours.

Ramsey Library 136, (828) 251- 6596

Parsons Math Lab

Offers assistance for all math students; Drop by and work on your assignments. If you have questions, a staff member is on duty to help.

Robinson Hall 323, (828) 232-5191

Peer Tutoring

If you need one-on-one help with your courses, come by Lipinsky Hall Rm 107 to pick up a Tutor Request form.

Lipinsky Hall 107, (828) 232-5050

Course Tutorials

Group tutorials vary by semester. Check in Lipinsky Hall Rm 107 for each semester's tutorial sessions.

Lipinsky Hall 107, (828) 232-5050

Career Center

Having trouble deciding on your major? Seeking an internship or career path? Come see the Career Center!

Highsmith Union 259, (828) 251-6515

Study Abroad/Study Away

Want to study someplace different? The Study Abroad/Away Office can help you find affordable exchange programs in the U.S. or overseas.

Lipinsky Hall 215, (828) 232-5037

Student Health and Counseling Center

Health Services

Professional staff on duty to provide health care for currently enrolled students who have illnesses and injuries. Our office hours are M-F from 8:00-5:00; please call for an appointment.

Weizenblatt Health Center 201, (828) 251-6520

Counseling Services

Offers individual and group sessions to UNCA students; counselors are available for crisis services 24 hours a day.

Weizenblatt Health Center 101, (828) 251-6517

Disability Services

Assistance for students with special needs. Please call for an appointment.

Lipinsky Hall 107, (828) 232-5050

Biofeedback Lab

Offers individual coaching in stress management and performance enhancement using biofeedback and non-instrumental techniques.

Health & Fitness Center, (828) 232-5652

Need Help?

Tips for Saving Time & Studying

Time Management

Don't try to be a perfectionist

Trying to be a perfect person sets you up for disappointment. Nobody can be perfect, and trying to be perfect at difficult or complicated tasks often leads to avoidance and procrastination. You need to set goals for yourself that are both achievable and challenging.

Learn to say “no”

For example, a friend of yours wants you to go see a movie with them tonight. You've already made plans to go out tomorrow night, and tonight you were planning to do laundry and get some homework done. You're really not interested in going out tonight, and you want to say no, but you hate turning people down. Politely saying no should become a habit—saying no can help you stick to your schedules and get things done.

Learn to prioritize

Prioritizing your responsibilities and tasks is very important. It's the first step away from procrastination. Thinking that everything you need to do is equally important often means you don't get started on anything. To-do lists can be helpful, but if these don't work for you, find something, *anything*, that works for you.

Combine several activities

The more you can do at once (without sacrificing the quality of your work), the better. If you commute to work or school, listen to taped lectures or the CDs that come with a lot of textbooks. This lets you have uninterrupted study time. While you watch TV, organize your binder or pay your bills.

Don't waste time agonizing

Get in the habit of beginning with your least desirable tasks first. That way you feel better about crossing them off your list, and you get to look forward to the more enjoyable tasks as you go. If something comes up and you need to rearrange your schedule, don't waste time by stressing out—just rearrange what you need to and get back to work.

Test-Taking Strategies

Before the Test

- Attend class regularly.
- Stay up-to-date on assignments.
- Ask questions about the material while you're learning it, so that you're not confused while you study.
- Avoid cramming. You'll reduce stress and increase your learning.
- Organize your study area and your notes. Make sure you have everything you need when you start studying.
- Form a study group.
- Teach it to someone else. If you can teach the material to someone else, you will remember it better. You'll also feel more confident in your abilities.
- Sleep! Which is better—studying all night but being too tired to remember *anything*, or sacrificing a little bit of studying for the ability to be rested and remembering *everything* you studied?
- Eat well. Watch your caffeine and junk food intake.
- Find strategies that work. Make flash cards, diagrams, or outlines.

During the Test

- Get to class early so you can have your favorite seat and get comfortable.
- Relax!
- Get the big picture. Read over the whole test before you start. Know which sections will be harder for you, and plan accordingly.
- Read the directions!
- Do a “mind dump”. If there is information in your head that you're afraid you're going to forget, jot it down somewhere on your test so you can focus on other things.
- Be strategic. Answering the easy questions will help you calm down. Use easier questions to help spark memories that will help you with the harder questions.

Need Help?

Tips for Saving Time & Studying

Study Skills Inventory

Circle Yes or No for each question

- | | | |
|--|-----|----|
| 1. I spend too much time studying for what I am learning. | Yes | No |
| 2. I usually spend hours cramming the night before the exam. | Yes | No |
| 3. I can't find a good balance between my social and study time. | Yes | No |
| 4. I usually try to study with the TV or music on. | Yes | No |
| 5. I can't sit and study for long periods of time without getting tired or distracted. | Yes | No |
| 6. I go to class, but usually doodle, daydream, or doze off. | Yes | No |
| 7. My class notes are hard to understand later. | Yes | No |
| 8. I don't seem to get the right information into my notes. | Yes | No |
| 9. I don't review my notes regularly. | Yes | No |
| 10. When I get to the end of a chapter, I can't remember what I've read. | Yes | No |
| 11. I don't know how to pick out what is important in the text. | Yes | No |
| 12. I can't keep up with my reading assignments, and end up cramming. | Yes | No |
| 13. I lose a lot of points on essay tests even when I know the information well. | Yes | No |
| 14. I study enough for tests, but when I get there, my mind goes blank. | Yes | No |
| 15. I often study in a disorganized way. | Yes | No |
| 16. I find myself getting lost in the details of reading assignments and have trouble identifying main ideas. | Yes | No |
| 17. I rarely change my reading speed in response to the difficulty level or my familiarity of the information. | Yes | No |
| 18. I often wish I could read faster. | Yes | No |
| 19. When my teachers assign papers, I feel so overwhelmed I can't get started. | Yes | No |
| 20. I usually write my papers the night before they are due. | Yes | No |
| 21. I can't seem to organize my thoughts into a paper that makes sense. | Yes | No |

Categories:

1-3: Time Management

4-6: Concentration

7-9: Listening & Note-taking

10-12: Reading

13-15: Exams

16-18: Reading

19-21: Writing Skills

If you have answered "Yes" to two or more questions in any one category, you may need to work on developing better skills in that area.

Need Help?

Tips for Saving Time & Studying

Back-tasking

This is a method that can help you plan how to complete assignments in advance; it can prevent the prep work for a task from sneaking up and overwhelming you.

1. Mark on your calendar when an exam will be held, when a paper is due, when a chapter needs to be read, etc.
2. Determine what sub-tasks need to be finished by a specific date in order for you to complete the assignment, and write them on your calendar.

Example for writing a paper:

The deadline is Oct. 21st

- Before your turn it in, you must type and proofread the paper (10/19)
- Before you type and proofread, you must have a edited draft (10/17)
- To edit your rough draft, you want feedback from someone else (10/14)
- Before you can have someone else look at it, you need a draft (10/13)
- Before you have a draft, you need notes and an outline (10/12)
- Before you have an outline, you have to finish your research (10/10)
- Before you do research, you have to select a topic (10/6)

Example for studying for an exam:

The exam is on Sept. 30 and will cover chapters 1-3

- Review all class and reading notes (9/28 & 9/29)
- Review notes for last half of chapter 3 (9/27)
- Review notes for first half of chapter 3 (9/26)
- Review notes for last half of chapter 2 (9/25)
- Review notes for first half of chapter 2 (9/24)
- Review notes for last half of chapter 1 (9/23)
- Review notes for first half of chapter 1 (9/22)

3. Break down tedious reading assignments (before it's time to study them for an exam!) into small chunks over several days rather than all at once the night before class. If you need to, write which pages you're going to read each night on your calendar.
4. If you don't want these "deadlines" filling up your calendar, try writing your back-tasking schedule on an index card. Keep it with the materials involved with the task, and when you're done, just throw it away.
5. If back-tasking and calendar planning are new tools for you, it may be difficult in the beginning. You may start out really motivated to write everything down and keep it all in order, only to have something go wrong and your whole system sabotaged within the first week. To prevent this, carry your calendar with you; keep going back to it and reviewing it. If you lose track of your time, you can easily lose control of what happens during that time. If that happens, don't give up!

**We're glad you're here
and we want you to be successful
at UNC Asheville.**



**If there's anything we can do to
help you meet your goals, please
don't hesitate to ask!**

Seeing the Big Picture

Class Schedule Grid

Monday	Tuesday	Wednesday	Thursday	Friday
8:00-8:50	8:00-9:15	8:00-8:50	8:00-9:15	8:00-8:50
9:00-10:15		9:00-10:15		9:00-10:15
10:25-11:15	9:25-10:40	10:25-11:15	9:25-10:40	10:25-11:15
	10:50-12:10		10:50-12:10	
11:25- 12:35	No Classes Reserved for Departmental events/meetings	11:25- 12:35	No Classes – Reserved for Campus wide events/meetings	11:25- 12:35
12:45-1:35		12:45-1:35		12:45-1:35
1:45- 2:35	1:45-3:00	1:45- 2:35	1:45-3:00	1:45- 2:35
2:45-4:00	3:10-4:25	2:45-4:00	3:10-4:25	2:45-4:00
4:10-5:25	4:35-5:50	4:10-5:25	4:35-5:50	4:10-5:25
6-8:30	6-8:30	6-8:30	6-8:30	

Seeing the Big Picture

ILS Summary and Checklist

Liberal Studies

Done	Requirement	Semester Taken	Course Taken	Hours	Notes
	Introductory Colloquium: LS or XXXX 179 or 379			3	Freshmen take 179. Transfer students take 379.
	Capstone Experience: LS 479 or HUM 414			3-4	Prerequisites: LS 479: LANG 120; HUM 124, 214, 324; ILSA; 90 earned hours. HUM 414: LANG 120; HUM 124, 214, 324; 75 earned hours.

Learning Foundations

Done	Requirement	Semester Taken	Course Taken	Hours	Notes
	Foundations of Academic Writing			4	LANG 120
	Foreign Language			0-6	Competency through the second introductory course.
	Health and Wellness			2-3	One course from HWP 152, 153, 154, 155 or EDUC 319.
	Laboratory Science			4	Any lab course from ASTR/ATMS/BIOL/CHEM/ENVR/PHYS or a two-part course sequence totaling at least 4 hours that contains a lab.
	Mathematics			4	Any 4-hour MATH- or STAT- prefixed course.

Arts

Done	Requirement	Semester Taken	Course Taken	Hours	Notes
	ILS Arts			3	May be fulfilled by ARTS 310; ARTS 322, 323, or 324; in an ILS Topical Cluster; or by 3 hours of applied art courses or workshops.

Humanities Cluster

Done	Requirement	Semester Taken	Course Taken	Hours	Notes
	HUM 124			4	Prerequisites: LANG 120 (can be taken concurrently).
	HUM 214			4	Prerequisites: LANG 120, HUM 124.
	HUM 324			4	Prerequisites: LANG 120, HUM 124, 214.

Topical Cluster

Students must complete at least 3 courses from their chosen Topical Cluster totaling at least 9 hours. From their chosen Cluster, each student must choose one course designated as ILSN, one course designated as ILSS, and a third class.

Done	Requirement	Semester Taken	Course Taken	Hours	Notes
	ILS-Natural Science			3	Cannot be the same course used to fulfill the Laboratory Science requirement.
	ILS-Social Science			3	
	ILS-Arts or elective			3	See Arts above.

Intensives

May be taken in the ILS Program, major, minor, or among electives.

Done	Requirement	Semester Taken	Course Taken	Hours	Notes
	Diversity				
	Information Literacy				LANG 120
	Information Literacy				LS or XXXX 379
	Quantitative				Cannot be the same course used to fulfill the Mathematics requirement.
	Writing				LS or XXXX 179 or 379
	Writing				
	Writing				

Seeing the Big Picture

Developing a 4-year plan

Academic planning requires much more than developing a course schedule each semester- it requires you to look ahead one, two, or even three years and assess how decisions you make now could affect you in the future. You can use this sheet to help you plan ahead.

Fall _____

Dept/Course	Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Spring _____

Dept/Course	Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Fall _____

Dept/Course	Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Spring _____

Dept/Course	Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Fall _____

Dept/Course	Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Spring _____

Dept/Course	Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Fall _____

Dept/Course	Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Spring _____

Dept/Course	Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Seeing the Big Picture

Sample 4-year plan

Fall 2005		Spring 2006	
Dept/ Course	Hours	Dept/ Course	Hours
<i>PSYC 179- ILS (WI)</i>	3	<i>HUM 124- ILS</i>	4
<i>LANG 120- ILS (ILI)</i>	4	<i>MATH 155- ILS</i>	4
<i>ASTR 105- ILS</i>	4	<i>SPAN 110- ILS</i>	3
<i>HWP 152- ILS</i>	2	<i>CHEM 132- ILS (CL3)</i>	3
<i>SOC 100- Major</i>	3		
Fall 2006		Spring 2007	
Dept/ Course	Hours	Dept/ Course	Hours
<i>SPAN 120- ILS</i>	3	<i>SOC 310- Major</i>	3
<i>HUM 214- ILS</i>	4	<i>SOC 312- Major</i>	3
<i>ECON 102- ILS (CL3)</i>	3	<i>PHIL 307- ILS (CL3)</i>	3
<i>SOC 225- Major</i>	3	<i>STAT 185- ILS (QI)</i>	4
<i>PSYC 101- Minor</i>	3	<i>PSYC 102- Minor</i>	3
		<i>(Graduation check sheet done- see pg. 24)</i>	
Fall 2007		Spring 2008	
Dept/ Course	Hours	Dept/ Course	Hours
<i>ANTH 350- Major</i>	3	<i>SOC 359- Major & ILS (DI)</i>	3
<i>SOC 336- Major</i>	3	<i>ANTH 353- Major</i>	3
<i>ARTS 323- ILS (Arts)</i>	3	<i>SOC 420- Major</i>	3
<i>LIT 241- ILS (WI)</i>	3	<i>HUM 324- ILS</i>	4
<i>PSYC 201- Minor</i>	3	<i>PSYC 320- Minor</i>	3
Fall 2008		Spring 2009	
Dept/ Course	Hours	Dept/ Course	Hours
<i>ESI 101- ILS (WI)</i>	3	<i>PSYC 200- Minor</i>	3
<i>SOC 455- Major & ILS (ILI)</i>	3	<i>SOC 365- Major</i>	3
<i>PSYC 317- Minor</i>	4	<i>SOC 465- Major</i>	3
<i>HWP 123- elective</i>	1	<i>LS 479- ILS</i>	3
<i>SPAN 210- elective</i>	3	<i>PSYC 310- Minor</i>	3
<i>SOC 340- Major</i>	3		

