### 1st At The First



# A Handbook for First-In-The-Family Students at UGA

### Welcome!

You are about to take the first step to one of the great adventures in life—going to college. You may feel nervous and even intimidated. You may wonder where you will fit in, who your friends will be, and how you'll ever find your way around this big campus. That's where this handbook comes in.

Every student comes to college with expectations, but the experience is rarely exactly what they thought it would be. That's true whether you're the first in your family to attend college, or have siblings or parents who went to college. Every student's experience is unique. But every student, first in the family or not, was chosen to attend UGA because of their academic record, talents and life experiences. And every student belongs here—especially you.

In the following pages you will find information about how college works and what to expect at UGA. You'll learn the most important terms you need to know, the critical resources on campus, academic expectations and some of the changes you will experience. You'll also learn about our 1st at the First Leadership Institute, an opportunity to meet other first generation students while developing your leadership and professional skills, culminating in 1st at the First Ambassadorships on campus.

# What Do We Mean By "The First?"

When the University of Georgia was incorporated by an act of the General Assembly on January 27, 1785, Georgia became the first state to charter a state-supported university. Today, UGA welcomes a diverse community of students from Georgia, as well as all over the United States and the world. To be "First at the First" means that you will be creating a legacy of higher education in your family that will strengthen through future generations. You will make a difference to those who follow, whether siblings, friends or your own children. You will be a leader because **you are first**.

# **Speaking the Language**

When you first arrive on campus, you'll hear people using terms you don't know. It's almost like being in a foreign country until you learn the language, so let's get comfortable with the vocabulary before you get here. Here are some common terms used at UGA.

Academic Calendar The academic calendar is a list of important dates for the school year and includes Fall, Spring and Summer semester dates. Here is where you will find drop/add dates, holidays and breaks, withdrawal deadline, reading day and exam dates. It can be found on the Registrar's website.

Academic Coaching Academic Coaching is a offering UGA students the opportunity to meet with certified and trained academic coaches to discuss common challenges like test preparation, performance anxiety, note-taking and text comprehension.

Academic Status This is the status of a student with respect to academic performance. A student may be in Good Standing with a cumulative average of 2.0 or higher, on Scholastic Probation with a cumulative average below a 2.0, on Continued Probation if you remain on probation for more than one semester, or Dismissed after several semesters on probation.

Advisor Your advisor is the person who helps you make decisions about courses you need to take to graduate, refers you to help on campus when you need it, answers your questions about college and explains University policies. Advisors are there to guide you through the curriculum and help you to understand how to make good course choices. Academic ad-

vising is mandatory prior to each semester for which you plan to register at UGA.

**Athena** UGA's course registration system. Students will find class schedules and other important information in Athena. Advisors use Athena to clear students' advising holds so they can register.

Audit Attend a class without receiving academic credit for it. If you wish to audit a class, you must get permission of the dean of the college and the department head first. Be sure to read policies about auditing in the bulletin and speak to your advisor, as it may not be in your best interest to audit a class. Audited classes do appear on your transcript, and you will be charged for them. HOPE does not pay for audited classes.

Award Letter When you have completed your FAFSA and any additional aid applications and the money has been awarded, you will receive an email (your award letter) with instructions to log in to Athena to view the amount of money you have been awarded.

**Bachelor's Degree** College degree usually awarded after four years of prescribed study in a major area. Bachelor's degrees can be Bachelor of Science (BS), Bachelor of Arts (AB), Bachelor of Education (BSED) and other titles.

**Bulletin** The UGA Bulletin is an online catalog that describes every major, minor and certificate program offered, outlines all the requirements for the degree or program and describes each course. Every UGA student should be familiar with the Bulletin.

**Bursar's Office** The office that bills students for tuition, housing and other fees related to college expenses.

**Clear holds** Holds that keep you from registering for classes can be placed on

related to college expenses.

Clear holds Holds that keep you from registering for classes can be placed on your account for a variety of reasons including unpaid fees, parking tickets or student conduct infractions. Every student at UGA has an advising hold every semester, until the student meets with his advisor. Once the student is advised, the advisor clears the hold and the student will be able to register when his time ticket comes up. Holds placed by other offices, such as Parking Services, must be cleared through the office that places them.



College At the University of Georgia, a college is an organizational unit of the institution that specializes in a certain type of education, such as the College of Agriculture and Environmental Sciences or the College of Public Health. Every major is associated with a college. UGA is composed of sixteen schools and colleges.

Core The first 60 hours of your degree requirements are in the core, a designated group of foundation courses in six disciplinary areas. The Core is intended to provide the broad based liberal arts education critical to career success, improving writing and quantitative skills and encouraging global citizenship.

**Co-requisite** A course that must be taken at the same time as another course; for example, a Chemistry lab may be a co-requisite to a Chemistry lecture class.

**Course Load** The total number of courses/credit hours the student is enrolled in per term.

**Credit Hour** A credit hour is a unit of credit for a course, and is usually based on the number of hours per week in class. Most classes are three credit hours, but some are worth more or less. Labs are usually one credit hour, although you will spend more

than one hour in the lab per week. In order to be enrolled full time, you must take 12 credit hours or more. In order to graduate from UGA you must have taken and successfully completed 120 credit hours.

**CRN** This abbreviation stands for Course Reference Number, and it is used to specify a particular section of a course, that is, a section that is taught at a particular day and time. Biology 1103 lab, for example, may be taught in twenty different time slots on three different days. The CRN you choose will decide which of these times you will attend class and where.

**CUM** The abbreviation used for cumulative average, that is, the grade point average of all courses taken at UGA only. The CUM does not include courses transferred in from other institutions.

**CURO** The Center for Undergraduate Research Opportunities (CURO) offers UGA undergraduate students the opportunity to engage in faculty-mentored research regardless of discipline. For more information, go to the <u>CURO</u> website.

**Curriculum** The sequence of courses in a program of study that leads to receiving a Bachelor's degree in a particular major.

**D2L** An acronym for Desire To Learn, better known as eLC, an online program used by professors and instructors to record assignments, grades, post readings and discussions for their class. Students are automatically enrolled in a D2L class by their instructor and should check the site regularly for assignments and readings.

**Dawgs** A colloquial spelling and pronunciation of 'dog' in an exaggerated Southern accent, intended to refer to students, fans and alumni of the University of Georgia Bulldogs.

**Dean's List** An honor reserved for students who earn a 3.5 or higher on 14 or more credit hours in a semester.

Degree Requirements At the University of Georgia, most undergraduate degrees require 120 hours in coursework (Engineering majors require 130). This coursework normally consists of 60 hours in foundation courses (Core) and 60 hours in courses in the major. Many of the latter are highly specific courses that prepare you to work in your field and are your degree requirements. You cannot complete a degree without completing the degree requirements for your major.

Degree Works Degree Works is the online degree audit system used by UGA to record a student's progress in satisfying degree requirements. Students can see their degree audit by logging into <a href="DegreeWorks">DegreeWorks</a> with their MyID and pass-

word.

**Discipline** An academic field of study.

**Dismissal** The process of denying enrollment to a student for a prescribed length of time when the student has not been able to meet the academic standards of Continued Probation.

**Double Major** Students with a double major are planning to earn two Bachelor's degrees of the same type, such as a BS in Biology and a BS in Psychology. This differs from a dual degree (below).

Double Dawgs An academic program that allows students to earn both a Bachelor's degree and a Master's degree in five years or less. This program is designed for highly motivated students who wish to increase their opportunities after graduation. Taking advantage of these opportunities requires intensive degree planning, so you should talk with your advisor as early as possible.

**Drop/Add** The period of time at the beginning of each semester when students can change the courses they registered for without incurring a penalty. At UGA, Drop/Add takes place in the first week of classes. Students should always talk to their advisor before dropping or adding classes.

**Dual Degree** Students earning a dual degree are earning two Bachelor's degrees of different types, for example a BS in Psychology and an AB in Spanish. They must complete the requirements

Elective A class you choose to take that is not required for your major. Most majors have some room in their degree program for elective classes. They are an opportunity for you to study something that interests you outside your major.

#### **Experiential Learning**

Experiential learning gives students hands-on opportunities to connect their academic foundations to the world beyond the classroom through creative endeavors, study abroad and field schools, internship and leadership opportunities, faculty-mentored research, and service-learning. All UGA students are required to engage in at least one experiential learning activity. Your advisor will help you decide what is best for you.

Extracurricular activities Activities outside the scope of academics, but often campus-oriented such as clubs, intramural sports and faith based organizations. UGA has over 700 student organizations that offer extracurricular activities.

**FAFSA** This acronym stands for Free Application

for Federal Student Aid, and is the basic form you must fill out to receive financial aid from the federal government to pay for college. The Financial Aid Office at UGA can help you with this process.

**FERPA** This acronym stands for Federal Education Rights and Privacy Act, a federal law that protects the privacy of student education records. FERPA affords students the right to inspect and review their education records, request the correction of inaccurate or misleading records, consent to disclosure of personally identifiable information contained in their education record and file a complaint with the U.S. Department of Education if the institution does not comply with this law. It is important to note that student records are protected from parents, family members and outside parties unless the students signs a waiver giving explicit permission for the records to be revealed to a particular party. Any student who is taking, or has taken a course at UGA. is protected by FERPA.





**FYOS** stands for <u>First Year Odyssey Seminar</u>, a one credit course taught be a tenured faculty member and focused on the professor's area of research interest. The FYO program will allow you to engage with faculty and other first-year students in a small class environment to learn about the unique academic culture the University offers. Faculty will share their passion for research, teaching and service as you begin your academic journey at UGA.

Grading Scale A grading scale is a range of quality points that comprise a course grade and delineate it as Excellent, Good, Satisfactory, Poor or Failing. The University of Georgia uses plus and minus grading to further define the student's performance and to calculate GPA. It is important to note that HOPE does not use plus/minus grading in calculating the HOPE GPA. Professors also have individual grading scales for tests, presentations and papers, and these vary among professors. Always check the syllabus to understand the professor's grading scale and expectations.

**Grant** Financial assistance that does not have to be paid back, for instance the Pell Grant. See Pell Grant below.

Hardship Withdrawal When a student experiences a medical, financial or family crisis that seriously affects the student's academic performance, he may seek a hardship withdrawal and be removed from all classes for the semester without penalty to his grades. Hardship withdrawals require documentation of a problem and can be sought through the Office of Student Care and Outreach.

Honor Societies An honor society is a group formed to recognize scholarship and achievement in academics. Some honor societies are specific to a discipline and some are based upon demographics such as gender. UGA has many honor societies.

In residence Classes taken in residence refer to classes taught and taken in a UGA program or campus. These may include classes taken in Study Abroad if they are part of a UGA program, such as in our Costa Rica program. UGA requires 45 of a student's last 60 hours to be taken in residence.

Late Add A process for adding a course to a student's schedule after the Drop/Add period has closed. Late adding requires the permission of both the instructor for the course and the head of the department or program that houses the course. Late add forms can be found on the Registrar's website.

**Lower Division** Courses numbered in the 1000 and 2000 range, usually taken by first and second year students.

**Major** A major is a student's chosen field of study. To earn a degree, the student will have to complete all the requirements of the major that are listed in the Bulletin.

**Matriculation** The payment of fees and tuition required to enroll in a college or university. The matriculation date is the date when the student officially becomes a Bulldawg at UGA.

**Maymester** A short, intense semester consisting of four weeks during which students attend a single class three or more hours every day. Students should choose classes for Maymester very carefully.

**Minor** A minor is a secondary field of study that requires fewer hours. Students do not earn a degree in their minor, but it is noted on their transcript.

**MyID** At UGA, every student and employee has a MyID that is used with a password to access email and use other computer programs and sites at the University. Your MyID is usually the first part of your University email address.

**Office Hours** The time set aside by professors and instructors to meet with their students and answer questions. Office hours are usually at a set time every week. You can usually find a professor's office hours on his syllabus.

**Orientation** A program that introduces newly admitted students to the University of Georgia and its academics, customs, traditions and opportunities. The most important specific discipline due to their research and part of orientation is your meeting with your advisor, when you will learn about your degree program and decide on the courses you will take in your first semester.

**Overall Average** The average of grades in every college level course the student has taken regardless of institution. For transfer students, the overall average includes classes taken at their former and current institutions.

**Pell Grant** A Federal financial aid grant that does not have to be paid back as long as the student was and remains eligible for it. Pell grants are designed for low income students.

**Placement Tests** Tests used by the institution to gauge a student's level of proficiency in a subject area in order to place him in the next level of coursework. Sometimes a student can exempt courses by doing well on placement tests.

**Plagiarism** The act of using someone else's work, ideas, thoughts or language and representing it as your own by failing to give credit to the original author. Plagiarism is academically dishonest and a violation of the Student Honor Code that may result in penalties such as a failing grade on the test or in the course.

**Prerequisite** A course that is required before another course can be taken.

Presidential Scholar An honor reserved for students who earn a 4.0 grade point average on 14 or more credit hours in a semester.

**Probation** The academic status of a stu-

dent when their CUM falls below a 2.0. At UGA there are two types of probation— Scholastic and Continued Probation—and specific rules and expectations apply to student performance. A student on either type of probation should always see their advisor early in the semester for assistance.

**Professor** A title awarded to teachers who have achieved high academic ranking in a scholarship. If you are in doubt as to whether your instructor is a professor, it is best to use the title.

**Quality Points** Quality points are the cumulative points for each credit hour that are used to calculate GPA. An A=4 points, a B=3 points, a C=2 points and a D=1 point. GPA is calculated by multiplying the quality points for your grade in a class by the number of credit hours in the class (e.g. an A in a 3 hour class is worth 12 points). This calculation is repeated for all of your classes, and all the quality points are totaled. Your GPA is equal to the total quality points divided by the number of credit hours you have taken in the semester. You can find an explanation of UGA's quality point system on the Registrar's "Grades" page.

**Registrar** The person and office responsible for maintaining student records, administering policies and procedures, maintaining class schedules and course enrollment information. The Registrar's office verifies degree completion before a student can graduate.

**Registration** Registration is the process of choosing courses and creating a class schedule for the next semester using Athena. Your registration date and time depends on the number of credit hours you have accumulated, with priority given to students who are farther along in their degree program. Students should be sure to have their academic advisement appointment before their registration date. Advisors do not register students for classes.

**Research 1 University** (R1) A category of universities labeled by the Carnegie Classification of Institutions to designate a high level of research activity by university faculty and a high number of Master's and Doctorate degrees conferred. UGA is an R1 institution.

**SAGE** Our Student Advisement and Guidance Expert (SAGE) is an advising platform that allows advisors to keep notes about their students' interests and plans. It is used in all colleges at the University of Georgia, so the student's academic record travels with him from one major to another. Students make their advising appointments by logging into SAGE and selecting an appointment on the advisor's calendar.

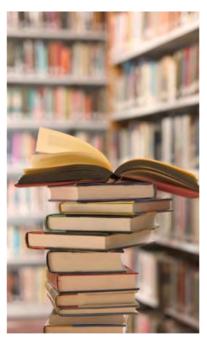
**Semester** The period of time or term that the student takes a group of courses. UGA offers three semesters: Fall, Spring and Summer.

**Short Session** An abbreviated summer semester. Two four week short sessions are offered every summer after the conclusion of Maymester.

Study Abroad An opportunity to pursue academic studies in a foreign country for a semester or a year. Some study abroad programs are conducted on campuses owned by UGA—such as the Costa Rica program. Others are run by UGA faculty at foreign institutions, such as Oxford, and still others are available through other institutions. The UGA Study Abroad office can help you find a program that fits your interests. Tuition in study abroad programs is covered by HOPE, but additional expenses are likely. Scholarships for study abroad are also available.

**Student Honor Code** A pledge taken by all students at the University of Georgia when they apply, stating "I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others."

**Syllabus** An outline of the professor's plans for the course that includes assignments, exam dates and projects. The syllabus also includes the learning objectives for the course and class policies like attendance. It is very important to read the syllabus carefully at



**Teaching Assistant (TA)** A teaching assistant is generally a graduate student who assists a professor in teaching a class. A TA may run discussion sections, labs or other breakout sessions for a professor and may assist in grading exams and homework and keeping records.

**Thru Session** An eight week summer term that runs concurrently with both short sessions.

**Transcript** The permanent academic record of a student in college that shows majors and minors, courses taken each semester, grades received, academic status and honors.

**Upper Division Courses** in the 3000 and 4000 range, usually taken by juniors and seniors to fulfill degree requirements in their major or minor.

Withdrawal The student's decision to remove themselves from a class after the drop/add period is over. If the student withdraws prior to the withdrawal deadline, they receive a W on their transcript. If the student withdraws after the deadline (usually soon after the semester midpoint), they will receive a WF on their transcript. A W has

no effect on GPA, but a WF will factor into the student's GPA as an F.

Work Study A federal program that provides jobs for students in financial need to help pay for their expenses. Work study jobs are usually on campus and part of a student's financial aid package.

### Housing





University <u>Housing</u>'s mission is to provide comfortable, affordable and secure on-campus housing options in residential communities where the academic success and personal growth of residents are encouraged and supported.

If you have not already done so, please be sure to apply for housing on campus for the fall. You can do this by going to Housing and sign up using the Dawg House. Sign up is on a first-come first-served basis. This means the earlier you register the earlier you have an opportunity to sign up for your new college home.

Before you arrive on campus, you need to schedule a move in time slot for when you arrive on campus. Find more information about move in day. Securing a move in timeslot ensures that staff are ready for your arrival and that your move in will go quickly and efficiently. There is a list of items (bring it checklist) that you can consider bringing with you to college. There is also a list (leave it) of items that are better left at home. Though not mandatory, it is a good idea to contact your roommate using the Dawg House beforehand so you don't end up with two of everything in your room. It will also be an opportunity for you to get to know your roommate better.

Residence halls are staffed by student resident assistants (RA's) who live on the floors of each residence hall and full time residence hall directors (RHD's) who live on campus. These staff members are here to assist you as you transition to life as a college student and they are very knowledgeable about both UGA and Athens. They can answer general questions, give you directions, and will be a great resource for you. RA's will also deliver a slate of programs throughout the year designed to educate and engage. Our residence halls are co-educational meaning they house both men and women in single-gender shared rooms.

#### What To Expect At UGA

The first big change you'll notice is that unlike high school, students don't attend classes all day every day. Most classes are taught on a Monday/Wednesday/Friday schedule or a Tuesday/Thursday schedule. See the time schedule below.

Monday-Wednesday- Friday			Tuesday-Thursday				
1 <sup>st</sup> period	8:00-8:50	8 <sup>th</sup> period	3:35-4:25	1sr period	8:00-9:15	8 <sup>th</sup> period	6:30-7:45
2 <sup>nd</sup> period	9:05-9:55	9 <sup>th</sup> period	4:40-5:30	2 <sup>nd</sup> period	9:30-10:45	9 <sup>th</sup> period	8:00-9:15
3 <sup>rd</sup> period	10:10-11:00	10 <sup>th</sup> period	5:45-6:35	3 <sup>rd</sup> period	11:00-12:15	10 <sup>th</sup> period	9:30-10:45
4 <sup>th</sup> period	11:15-12:05	11th period	6:50-7:40	4 <sup>th</sup> period	12:30-1:45		
5 <sup>th</sup> period	12:20-1:10	12th period	7:55-8:45	5 <sup>th</sup> period	2:00-3:15		
6th period	1:25-2:15	13th period	9:00-9:50	6 <sup>th</sup> period	3:30-4:45		
7 <sup>th</sup> period	2:30-3:20	322 13	5. (5.55)	7 <sup>th</sup> period	5:00-6:15		

You may have two or three classes on one of these schedules and the rest on the other. That means you'll feel as if you have a lot of free time, especially at first. It's important to master managing your time and staying on top of your assignments early in your college career. A time will come when you have papers and other assignments due at the same time that you're studying for two or more tests. We encourage students to study two or more hours for every hour they spend in class. Since they usually spend about 15 hours per week in class, study time should be at least 30 hours a week, and all that adds up to more than a full time job! With good time management, you'll be prepared and not have to stay up until 4:00 a.m.!

When you were in high school, you probably thought your hardest classes were the ones with the most papers, tests and quizzes. In college, you'll find the opposite is true. The hardest classes are usually the ones with the fewest tests, because your final grade is based on only a few opportunities to demonstrate what you've learned. That makes every test critical.

Studying for college classes is much different from high school. You may not have advance notice of what will be covered on a test. You may not get a study guide of any sort. Most importantly, simply memorizing information is not adequate. Studying in college means digging deeper, asking questions and seeking answers. It means learning concepts, understanding why a formula produces a certain result, thinking about how what you're learning crosses all the disciplines you're studying and relates to your major, career and life. This excellent chart covers these differences in greater detail. It is adapted from How Is College Different from High School, with the permission of Southern Methodist University's Alstshuler Learning Enhancement Center.

High School: RULES	UGA: RESPONSIBILITIES
High school environments are highly structured and regulated. For instance, in the United States, public high schools have the following characteristics:	As a research university, UGA possesses both rigorous academic standards and a system of academic support for students on their path to success. Unlike high school, UGA locates the responsibilities for learning and success with the student. For example:
Attending high school is mandatory for students until between the ages of 16 and 18 depending on the state. In Georgia, students are required to attend school until the age of 16.	Colleges and universities are known as institutions of higher education. Attending college is <i>voluntary</i> . Unlike high school, colleges and universities perceive and treat you as an adult who has chosen to pursue higher education. You now have a great deal more control over your experiences in life but with this freedom comes a lot more responsibility for your choices and actions.
Public high schools are tuition free.	Colleges and universities are often expensive. For the 2017-2018 school year, the University of Georgia (UGA) tuition amounted to \$11,818 for in-state undergraduates and \$30,392 for out-of-state undergraduates. When calculated to include room and board in the dorms as well as food, textbooks, and other living expenses, the amount rose to an estimated \$26,404 for in-state undergraduates and \$45,688 for out-of-state undergraduates. Scholarships and grants are available through a variety of means including federal loans in order to help alleviate the cost for qualified students. Contact the Office of Student Financial Aid for help navigating these opportunities for funds.
Adults and institutions structure much of a student's time in and outside of class. The adults who control the schedule for a student may include parents, school administrators, staff, teachers, coaches, employers, etc. Many times, these adults may work together to help arrange a schedule and ensure their student is able to fulfill responsibilities in a timely manner.	You are the adult now. You are responsible for making decisions and managing your own time in and outside of school. Your personal time management is key to individual success at the university level. Staff and faculty (faculty refers to professors) can assist you but it is you who must take the initiative to ask for help. As an independent adult now, whatever involvement your parents have in your experience at the university is between you and them. Professors are prohibited from communicating and collaborating with parents about you and your status as a student. The Family Educational Rights and Privacy Act of 1974 (FERPA) legally prevents most staff and all faculty at UGA from discussing with your parents or friends any information regarding you, including: grades, activities, or even acknowledging that you are a student at the university.

Extracurricular activities are by permission of adults.	As an adult, <i>you</i> decide your level of engagement with co-curricular activities including sports, clubs, charities, fraternities, sororities, organizations, etc. at UGA or in the community. You may explore different activities and your level of involvement may likely fluctuate throughout your time at UGA depending on the semester and your other obligations with work and school. Whereas the term extracurricular refers to activities outside of the classroom, the term co-curricular is used to demonstrate how your involvement in these activities coincides with your academic responsibilities and status as a student.
Parents and teachers frequently remind students of responsibilities and offer guidance on timelines, priorities, etc.	You weigh your responsibilities and set priorities, taking into account moral and ethical decisions you may have never faced before. Balancing your employment, social life, co-curricular activities, class time, and study time is your own responsibility. Knowing deadlines and obligations is up to you. You are expected to acknowledge when you may have taken on too much and need to limit your involvement in certain activities and increase it in others.
Every day is heavily structured. One class follows directly after another. There are regularly scheduled breaks between classes that set by the administration at the high school including lunch break and study hour. Students attend class 6 hours each day for a 30-hour week.	You set your own schedule with some guidance from your advisor. Class times vary greatly and you may even take some early in the morning and others during the evening. You might spend only 15 hours each week in class total and you may often have a few hours between classes at which time you can eat, attend club meetings, study, work, nap, etc.
Class schedules are largely arranged for students.	You arrange your own schedule in consultation with an academic advisor. While your advisor will help you select courses, it is up to you to communicate with them and decide for yourself which classes you will register for. Consider what days and times of the day you are available and prefer to take class, what course requirements you need to fulfill, what level of difficulty you are prepared for, and what topics interest you most. Every semester looks different and you may have to adjust your involvement in activities as needed. Your experiences in one semester may impact how you decide to schedule future semesters. During spring semester your freshman year, for example, on Tuesdays you practice intramural volleyball in the morning, then work at your job for a few hours, go to the two classes you have that afternoon, attend the Art History Society meeting in the early evening, and then end the day gathering with a biology study group in your dorm. In between these events, you will also need to find time to eat or even perhaps nap as well. You may really like this schedule but If you feel overwhelmed at any time, it is up to you to decide what you need to change. Ask yourself how you are doing in school and work all along the way and seek advice from your fellow students, advisor, and others you have come to know. It is often helpful to talk through your anxieties multiple times with different people and ask more than one person for their advice to see what patterns emerge and responses resonate most with you. People are here to help but you must seek them out and ultimately make your own decisions.

Awareness of graduation requirements do not rest Graduation requirements are more complex in college solely with students. Parents, staff, and teachers because they differ depending on your major and othfrequently remind students throughout their high er considerations. Requirements can evolve from one school career of the graduation timeline including year to the next. You are expected to know the changes when to complete classes, what grades are needed, and how these apply to your progress to degree. If you what forms are required, and generally, how to are unsure of the requirements, it is your responsibilqualify for graduation in a timely manner. ity to ask your advisor, professor, etc. Guiding principle: YOU make your own decisions and are responsible for your own pro-Guiding principle: Others set your schedgress. Ask for assistance and advice if you ule and work together to keep you inneed help. Do not expect others to be responsiformed and progressing toward graduable for setting your schedule, ensuring your success, and securing your graduation. Your success depends upon the decisions that you make. High School: ATTENDANCE LEADS TO **UGA: ENGAGEMENT LEADS TO SUCCESS** SUCCESS UGA... High schools... The school year lasts about last 10 months and is The school year lasts about 9 months and includes 30 usually 36 weeks long (180 days in class). Some weeks of classes total. The school year is divided into classes last the whole year and some don't. Alttwo separate 15-week semesters plus a week after each hough academic calendars can vary by school, semester for exams. It starts at the beginning of Aumany high schools in the US start at the beginning gust and ends at the beginning of May. There is a one of August and go until the end of May. There is a month winter break from the beginning of December two week winter break from the end of December to the beginning of January. There is also a three to the beginning of January. There is also a two month summer break (with the option of taking clasmonth summer break from the beginning of June ses) from beginning of May to beginning of August. to the beginning of August. Classes may number 100 students or more, especially in the beginning of your university experience when you are taking general requirement courses. After you decide your major and you progress in your degree, Classes generally have no more than 35 students. classes become more specific to your interests and you may increasingly be in classes with as few as 10 students (similar in size to your First-Year Odyssey seminar). You need to study at least 2 to 3 hours outside of class for each hour in class. What this means is that if you are taking 15 credits, you may need to study at least 30 Students may only have been required to study hours a week in addition to class time (studying 4-5 outside class for as little as 0 to 5 hours a week. hours every day of the week, including weekends). And you may have found general success with last Study hours outside of class may include seeking out -minute test preparation. tutoring through the Division of Academic Enhancement and/or visiting your professor's office hours. The most successful students do not rely on last-minute test preparation. You need to read journal articles, books, textbooks, etc. as well as listen in class, participate in online discussions, and review class notes and text material reg-Students seldom need to read anything more than ularly. The material you will learn will often be comonce, and sometimes listening in class is enough. plex and not easily digested in one listen or read through but rather a combination of approaches and

repeated exposure to the topic.

Students are expected to read short assignments that are then discussed, and often re-taught, in class.	You are assigned substantial amounts of reading and writing which may not be directly addressed in class but will still appear on exams. You will also be required to write papers on topics not directly addressed in class or the required textbooks but are still related to the subject of the course.		
Guiding principle: Teachers tell students in class what they need to know.	Guiding principle: You are responsible for your own learning including reading all material, attending class regularly, and participating in online discussions as required. When you are unsure about a topic, ask questions and attend office hours. Professors may guide you but they do not dictate to you everything that must be understood in order to succeed in the class.		
High School: TEACHERS	UGA: INSTRUCTORS, LECTURERS, PROFESSORS or "FACULTY"		
Teachers check students' completed homework.	Faculty may not always check completed homework, but they will assume you can perform the same tasks on tests.		
Teachers remind students of their incomplete work.	Professors are not expected to remind you of incomplete work. If you do not turn in an assignment, whether or not you hear from the professor about it, you may receive a failing grade. If you need an extension, contact your professor immediately and ask respectfully. Extensions are not guaranteed.		
Teachers approach students if they believe they need assistance.	Professors are usually open and helpful, but most expect you to initiate contact if you need assistance.		
Teachers are often available for conversation before, during, or after class.	Professors are not often available directly before or after class because they have other responsibilities including another course to teach. If you need additional help, go to the professor's office during office hours. Professors expect and want you to attend their scheduled office hours.		
Teachers have been trained in teaching methods to assist in imparting knowledge to students.	While some professors have training in teaching methods, many do not and instead are trained as experts in their particular areas of research. Many professors teach as part of their job at the university which also includes hours a day of extensive research and writing. Teaching styles in college vary widely. Professors' approaches to teaching are often based on their own experiences and interests.		
Teachers provide students with information they missed when you were absent.	Many professors expect you to get from classmates any notes from classes you missed. Some professors will share their PowerPoint presentations. It is up to you to understand what the professor expects. <i>You</i> can determine this from the syllabus and by asking each professor if it is not clear. Remember that each professor will have different expectations so just because one professor shares their presentation with you does not mean another will.		

7
Professors may not follow the textbook. Instead, to amplify the text, they may give illustrations, provide background information, or discuss research about the topic you are studying. Or they may expect <i>you</i> to relate the classes to the textbook readings.
Professors have different styles of teaching ranging from a high level of student engagement and in-class discussions to long lectures and no discussion. Some professors may call on <i>you</i> to answer questions or place you in small groups to work on projects during class. Others may lecture nonstop, expecting you to identify the important points in your notes. When professors write on the board, it may be to amplify the lecture, not to summarize it and so good notes are essential. <i>You</i> must adapt to and navigate these different styles with each class every semester.
Professors expect <i>you</i> to think about and synthesize seemingly unrelated topics (i.e. make connections between topics).
Professors expect <i>you</i> to read, save, and consult the course syllabus (outline). The syllabus spells out exactly what is expected of <i>you</i> , when it is due, and how you will be graded. Ask questions if <i>you</i> do not understand the content of a syllabus.
Professors may not formally take roll, but they are still likely to know whether or not <i>you</i> attended.
Guiding principle: You are expected to demonstrate your ability to understand and draw connections between topics whether or not they are discussed in class. Ask for help when you need it and attend office hours. Professors have many different teaching styles and expectations. You must adapt to the expectations of each class.
UGA: EXAMS, MID-TERMS, FINALS, PRO- JECTS
Testing is usually infrequent and may be cumulative, covering large amounts of material. <i>You</i> , not the professor, need to organize the material to prepare for the test. A particular course may have only 2 or 3 tests in a semester.
Makeup tests are seldom an option. If they are an option, it is up to <i>you</i> to request to take one.
Professors in different courses usually schedule tests without regard to the demands of other courses or outside activities. <i>You</i> may experience days where you have 2-3 exams or papers due in different courses and must prepare accordingly.

Teachers frequently conduct review sessions, pointing out the most important concepts.	Professors rarely offer review sessions, and when they do, they expect <i>you</i> to be an active participant, one who comes prepared with questions.
Guiding principle: Teachers will often tell students precisely what will be on exams. High school education often emphasizes the ability to memorize and reproduce information exactly how it is presented in class.	Guiding principle: Professors often will not tell you exactly what will be on your exams. You will be tested on the content of course readings, class discussions, lectures, etc. Anything is fair game. To prepare for exams, you must attend class, study often, identify important issues, ask questions, and know how to address the subject matter based on the variety of skills and knowledge you have gained in and outside of class.
High School: GRADES	UGA: GRADES
Extra credit projects are often available to help students raise their grade.	While there may be extra credit options available to all students in a class, they are not common and are entirely up to the professor to offer. Extra credit opportunities may include an additional paper or attending an event and writing about it. Individual extra credit projects not offered to everyone in the class cannot, generally speaking, be used to raise a grade in a college course.
Initial test grades, especially when they are low, may not have an adverse effect on students' final grade.	Watch out for your <i>first</i> tests. These are usually "wake -up calls" to let you know what is expectedbut they also may account for a substantial part of your course grade. <i>You</i> may be shocked when you get your grades.
Students may graduate as long as you have passed all required courses with a grade of D or higher.	You may graduate only if your average in classes meets the departmental standardtypically a 2.0 or C.
Guiding principle: Teachers often give a lot of credit for effort and so grading is more flexible.	Guiding principle: While some professors may grade based on effort, many focus on results including grades on exams and papers as well as points for class participation. Being diligent, asking questions, and doing well at the beginning of the semester often contributes substantially to succeeding overall in a course.

Adapted with the permission of Southern Methodist University, Alstshuler Learning Enhancement Center

#### **How To Make The Transition To College**

- Take control of your own education. Think of yourself as a scholar.
- Get to know your professors; they want you to succeed.
- Be early for class and talk to faculty. Remember, some classes have an attendance policy. If you're late, you may be considered absent.
- Plan your schedule carefully so that you're not in a time crunch getting from one class to the next. The UGA app has the bus schedule, so planning is easy.
- Be assertive. Create your own support systems, and seek help as soon as you suspect you may need it.

- Stretch yourself: enroll in at least one course that really challenges you.
- Make thoughtful decisions. Don't take a course just to satisfy a requirement, and don't withdraw from any
  course too quickly. Discuss the decision with your advisor and financial aid, since there may be financial
  implications to the decision.
- Think beyond the moment; set goals for the semester, the year, your college career.

### **Academic Mindset**

Academic mindset is just what it sounds like—the way you think about learning. Research has shown that a student's academic mindset is the best predictor of success, so what does that mean for you? There are growth mindsets and fixed mindsets. A growth mindset, put simply, means that a student believes that, with perseverance and effort, they can grow and get better at the skills that challenge them. A fixed mindset means that a student believes they have certain innate talents and skills, but not others, and that nothing will change that. This is the student who's "not good at math" or "can't write." The truth is, research shows you can grow your intelligence and become good at the things you think you can't do. But it takes effort, persistence and motivation.

At a university like UGA, faculty challenge students to think critically and creatively about vexing problems that face our society and the world, while also inviting them to foster innovative solutions through research. What we know about learning compels students and faculty alike to think not just about these problems and solutions—rooted in a deep understanding of where we've been-but also to consider how humans learn. Put another way, thinking about thinking can motivate a self-awareness that increases our abilities to transfer or adapt learning from one context to another (from History to Math) and beyond individual classes. Practicing "metacognitive" awareness can be a powerful tool for your success as it promotes deep learning oriented around tasks, contexts, and situations and hones skills necessary for life-long learning. You can learn these skills through UNIV courses and academic coaching in the Division of Academic Enhancement.

At UGA, you will be more academically challenged than you have ever been before. You will probably need assistance at times—tutoring, coaching, supplemental instruction. That's you being smart—persisting in the face of difficulty, seeking support and applying a growth mindset. Challenge yourself. You won't regret it.



# **Academic Coaching**

By now it should be very clear that college differs greatly from high school. You may have never used a tutor, or needed substantial academic help before, and may be shocked to discover that you are struggling with the amount and difficulty of your college workload. College requires different skills than any of your previous schooling, and you may need a little help getting on the right path for success. The **Division of Academic Enhancement offers** both peer tutoring for students who are struggling in a particular subject and academic coaching for students who need to learn new ways to learn. Alongside their academic coaches, students explore common challenges they face including time management, test and performance anxiety, note-taking, motivation, text comprehension, test preparation, and other barriers to success at UGA. Typically, the coach and student work together over four sessions to create a strategic learning plan one that lays the groundwork for awareness of what strategies and practices will be necessary for success in UGA's unique academic environment.

Most students at UGA use one or more services in <u>DAE</u> during their college career. Smart students seek supplemental instruction to ensure that they are prepared to fulfill their dreams. Seeking help early is the smartest step you can take. For more information, go to <u>DAE Coaching</u>.

# **Academic Advising**

At UGA, academic advising is required every semester before you can register for the next semester's classes. This is important to make sure that you register for the right classes, but it's also important because advisors are trained to know about helpful resources, policies and procedures on campus and are usually "first responders" to student issues.

Advisors at UGA use <u>SAGE</u>—the Student Advising and Guidance Expert—a software platform that allows them to connect with you through messages, keep notes on your conversations and refer you to outside resources. You can make an advising appointment by logging in to sage.uga.edu with your MyID and creating a profile. When you click on "My Success Network" in the left sidebar, you'll see a list of faculty and staff involved in your education, including your academic advisor (if they have already been assigned). When you hover over the advisor's name, you will see a list of their appointments and walk-in hours for the week. Click on the "Schedule Appointment" link under their name to add yourself to their schedule.

Most academic advisors at UGA have large student loads and need to start seeing students for advising early in the semester so that everyone has been advised by the time of registration. If you procrastinate, there is a good chance you won't be able to get an appointment until much later in the semester after registration has started, so we encourage you to make your appointment early.

Although most advisors can only have one advising appointment per semester with a student, they have walk-in hours every week to answer questions and/or solve problems and, of course, they can always be reached by email. When emailing, be sure to identify yourself, provide your #81, your major and state your question succinctly. The more thorough you are in your email, the quicker you will receive a response.

Advisors are committed to supporting and encouraging students in all aspects of their lives at UGA. There may be a time when you feel worried or sad or confused. If you find yourself struggling with a course or a problem, seek out your advisor immediately so that you can get back on the right path quickly. The longer you wait the more difficult most problems become. The University of Georgia has many resources on campus to support you academically, personally and socially, and your advisor is trained to know where to refer you when things go wrong.



# **Academic Honesty**

As an applicant to UGA, you have already pledged to be academically honest in all your academic work, and not to tolerate academic dishonesty in others. Now let's talk about what that really means. You probably already have an idea of what cheating in class and plagiarism are, but there are other forms of academic dishonesty that may not be as obvious. If you have been educated outside the United States, you may find that our standards differ from your home country. It is very important to make yourself aware of what is considered plagiarism in the United States and to be very careful to cite all your references.

Another type of infraction is unauthorized assistance, which is giving or receiving assistance in connection with any examination or other academic work that has not been authorized by an instructor. Unauthorized assistance includes talking about tests to those who haven't yet taken them or asking questions of those who have, completing assignments for someone else and allowing someone to complete them for you, and taking credit for group work to which you have not contributed. Be careful! Using some group apps can lead you into being a party to dishonesty without intending to. When assigned group work by your professor you have the right, even the obligation, to ask for clarifica-

tion about what is permitted and what is not.

Another area of academic dishonesty is lying and/or tampering. Giving false information about such things as illness, absences or work previously submitted in another course all fall into this category. You will find other examples of prohibited conduct at <a href="Academic Honesty">Academic Honesty</a>.

# Student Honor Code

"I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others."

Cases of academic dishonesty are treat-

ed very seriously at the University of Georgia. A first offense is likely to result in a facilitated discussion between the professor and student and issues are often resolved at that level, but the student does have a right of appeal. Facilitated discussions are an opportunity for students to understand what constitutes an infraction and why. A second offense may result in more stringent penalties such as dismissal or expulsion from the University. You may not agree with a policy, but you agreed to adhere to the policies when you applied, so it is important that you know what they are. Ignorance is not a defense. Read <u>A Culture of Honesty</u> carefully. UGA's academic honesty policy and process maintain the integrity and academic reputation of the university and its graduates, and that will include you.

### The Core

The first 60 hours of your degree requirements are in the core, a designated group of foundation courses in six disciplinary areas. The Core is intended to provide the broad based liberal arts education critical to career success, improving writing and quantitative skills and encouraging global citizenship. Too often, students focus on the *degree requirements* portion of this definition and not the *education* portion. Universities are not technical schools focused on graduating craftsmen with a particular set of skills. Universities focus on graduating students with an understanding of the world, the ability to communicate about it, to think critically about problems and solutions and to analyze the factors that create both.

Students often question the relevance of a course they are taking because they do not *yet* see how it may pertain to them. Dr. Peggy Brickman gives us a good example of relevance for her Biology 1103 class when she says in her syllabus "By the end of this course, you will be able to apply principles of biology to real world situations like deciding to get genetic testing or a vaccination."

Professors who are deeply immersed in their discipline understand this relevance but may expect their students to discover it for themselves. This is a critical part of your education. Discovering the personal relevance of a course you take will increase your interest and make learning easier. Thinking about how the subject matter intersects with other classes and reflects upon other disciplines will give you a more global understanding. If you are not sure why you should take a particular course, research it. Googling "Art History and Business," for example, will lead you to a very interesting Huffington Post article: To Succeed in Business, Major in Art History. Mathematics for an Athletic Training major? Check out the Science Weekly podcast The Mathematics of Sport. But this discovery is up to you and the application of it may be entirely personal, depending on your own goals and values.

### **FERPA**

FERPA stands for the Federal Education Rights and Privacy Act, a federal law that protects the privacy of student education records. FERPA gives you the right to inspect and review your education records, request the correction of inaccurate records, consent to disclosure of personally identifiable information contained in your education record and file a complaint with the U.S. Department of Education if the institution does not comply with this law.

The federal government and the University consider you an adult and protect you from intrusion into your personal affairs. This means that employees of the University—faculty, advisors and administrators—are prohibited from discussing your grades, problems or academic performance with your parents or anyone else without an edu-

cational need to know. If you wish to allow your parents to discuss your records with a University employee, you must first provide the employee with a waiver detailing what can be discussed and during what time period. Any student who is taking, or has taken a course at UGA, is protected by FERPA. University employees will not violate FERPA restrictions to discuss student information with their parents.

### Communication

The official method of communication at the University of Georgia is through your UGA email account, so it is important that you check it daily and read it even if it seems routine. It is equally important that you use it for your communication with professors and administrative staff such as advisors. FERPA prevents UGA personnel from responding to email sent from other accounts such as gmail, because we cannot verify your identity.

During your career at UGA you will have many occasions to correspond with both professors and staff, so it is important to be aware of some emailing conventions. Email to University personnel should be treated as formal letters. They should contain an appropriate greeting, such as Professor Doe or Dr. Doe, include your full name and #81 and be concisely written. Text spelling, such as "how r u?" is not suitable and may be considered insulting or too familiar by some people.

Professors and advisors receive a great deal of email and may not be able to respond immediately to yours. In some cases, they may have to research your records in order to answer your questions. Give them a minimum of 48 hours to get back to you before following up with another email. If the situation is an emergency, a phone call or visit to office hours will better suit your needs.

### **Outside of Class**

Although your classes are the single most important part of your college experience, they are not the only important opportunity to grow. Research has repeatedly shown that students who are involved on campus are more successful academically. UGA has over 700 student organizations, all great ways to make new friends, pursue new interests and volunteer on campus and in the community. Take your time and think about what you have to bring to them, and what you want to gain from participating in them. Remember, too, that campus activities often give you a chance to develop leadership and other important skills that employers are looking for. Here's a great place to get started: Get Connected! It's all a part of your larger education.

# **Changing**

And speaking of your larger education, you may find that some of your classes will challenge your previous beliefs. Sometimes they may make you feel uncomfortable. That's good. That's part of the process of becoming an independent and critical thinker. It's part of learning to look at the world from many different perspectives, understand others' beliefs and cultures, and ultimately decide for yourself what you value and believe.

Sometimes the changes students go through during their college years are hard for a family to accept. This is a balancing act for many first in the family students, especially if they are moving away from family and cultural traditions. It is important for your family to understand that you still value, love and respect them. They may not understand everything about going to college, but you can still seek their advice when you know they can help.

# **Finding A Major**

One of the trickiest conversations with parents can be about majors, especially if a parent has strong opinions on what you should study. Sometimes students agree with their parents that medicine, business, or another major is the right path for them, then find after a few college classes that the subject matter doesn't interest them at all. If you do feel that you want to change your major, begin that conversation with your parents early to avoid delays to graduation.

Most parents are mainly concerned that their child build a solid future, and they may encourage the careers that are most visible or that they know the most about. They may not be aware of the many majors available to study on campus, or the careers that these majors can lead to. It is your job to help them become informed by doing your homework and sharing what you learn. Advisors in the Exploratory Center can help you learn about the curriculum of the majors that best suit you, and consultants from the Career Center can guide you in the career possibilities that a major may lead to. In addition, there is a wealth of information online at websites such as O\*NET and Candid Career. At Candid Career, you can get an insider view of what a job really entails and what you need to know to be fully prepared for it.

Sometimes it's hard for parents to understand that any college degree is good preparation for a career. It does not have to be in science, technology or medicine to be valuable. There are many well researched articles available about the importance of a liberal arts education that may help them understand more about what employers look for in job candidates. You can search for these online, or your advisor may be able to provide you with some websites. Begin with AAC&U's survey of employers here: <a href="Employer Survey">Employer Survey</a> Additionally, the Career Center has compiled some compelling statistics about UGA graduates and employment at <a href="Career Outcomes">Career Outcomes</a>.

What do you feel passionate about? What would you like to see changed in the world? How can you contribute to it? There are many routes to your aspirations and you should explore all of them. Remember that forty years is a long time to work at a job you don't like.

### **Leaving Home**

If you are the primary English speaker in your home, now is the time to think about strategies to help the family become more self-reliant. Look for community resources that can assist in translating documents, financial transactions, healthcare assistance and social services. Some community organizations offer translation and other types of assistance. Likewise, local faith communities often have volunteers who are willing to help. You may even want to visit some of these organizations with your parents so that the family feels comfortable and familiar with them before they are needed. Here are a few organizations in the Atlanta area that could be helpful. If you live outside of the Atlanta area, these organizations may be able to refer you to others in your region.

<u>The Latin American Association</u>— Offers advocacy, translation services, education services

<u>Center for Pan Asian Community Services</u>—Provides assistance with health, social services, seniors and advocacy

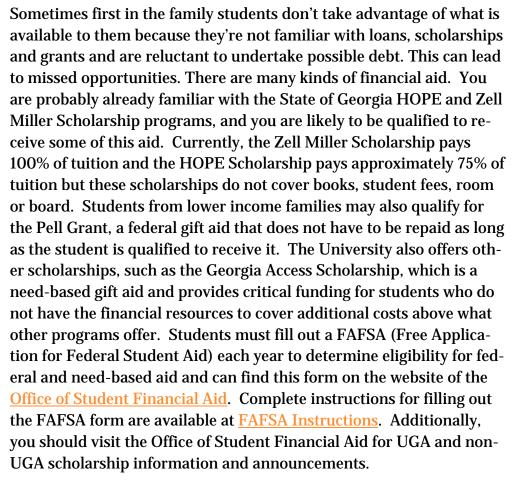
<u>Atlanta Regional Commission</u>- Provides assistance to speakers of Spanish, Vietnamese, Korean and Chinese

<u>Georgia Department of Human Services</u>—Services for aging, child support services and family and children services.

<u>Catholic Charities Atlanta</u>—English language education, immigration legal services, housing counseling.



### Money



It is important to take advantage of all available aid because it is difficult to work long hours and still succeed in college. If you do have to work, we encourage you to look for a job on campus. Campus offices are accustomed to working around student class schedules and being on campus saves you in travel time so you may be able to work more hours. Student employment may be available through Federal Work-Study, if you qualify for it as determined by the FAFSA and funding availability, or through the hireUGA.com website. Some UGA departments have their own employment pages: UGA Bookstore, Housing, Recreational Sports, Transit Services and Food Services. Students working for Food Services are entitled to a meal for each shift they work, which can also help when trying to manage money. The Office of Student Financial Aid is there to help you make important financial decisions. In addition, the Aspire Clinic in the College of Family and Consumer Sciences makes financial counseling available to students and is currently free of charge. Find out more at Aspire Clinic.



# First at the First Leadership Institute

As a first in the family student, you have a unique opportunity to get involved on campus immediately through our First at the First Leadership Institute. This group will meet for two hours one evening per month to participate in workshops such as professionalism on campus and in the community, integrity, ethics and values, interpersonal communication, teamwork, managing conflict, understanding the many faces of diversity, living up to your potential and other critical topics in leadership. You will meet other first in the family students, share your unique challenges and opportunities and develop the leadership skills that you will use in all other facets of your academic life. The Institute will culminate in a one-day Saturday conference addressing additional relevant skills and issues such as financing an education, creating a career path, and sustaining healthy relationships. Those students who complete the program may opt to become 1st of the First Ambassadors who will have the opportunity to return to their home high school or another local school to meet with rising high school students. Ambassadors may also serve as mentors for future groups of first in the family students. For more information, or to express your interest in the 1st at the First Leadership Institute, go to 1st at the First Institute and give us your name and email address.

# **Being Yourself**

Sometimes the strangeness of campus, unfamiliarity with terms, hectic pace of classes and the task of making new friends can make you feel that you're in the wrong place—that you're not as well prepared as other students and may not belong at UGA. This is called "Imposter Syndrome" and it's sometimes found in first generation students who forget that their accomplishments are real and they were admitted to UGA on their own merits. If you don't know the vocabulary of higher education, the map of the campus, which college houses a major or whether you need an ID for the bus, don't worry! You'll learn all these things, just like everyone else does. What's important is that you belong here. You bring something unique to UGA--something that would be missing without you. Your distinctive background, experiences, talents and dreams are all threads woven into the tapestry of a UGA education. Not only will you change at UGA, you will leave an indelible mark on UGA simply by being yourself.

Welcome to the University of Georgia!