Academic Advising is a collaborative relationship between a student and an academic advisor. The intent of this collaboration is to assist the student in the development of meaningful educational goals that are consistent with personal interests, values and abilities. Although many individuals on campus, including academic advisors, may assist the student in making decisions and accomplishing goals, the academic advisor is granted formal authority by an academic unit (college, school, department) to approve the student’s academic program of study and assist the student in progressing toward the appropriate degree.
Welcome

This is the right place for you if you are planning to transfer to a four-year university. Florida Associate of Arts degree students are given priority over other transfer students at our state universities. With your AA degree, you will be admitted to a state university as a junior.

Education is a life long process. Let the AA Advisors in the Academic Advisement Center and the Counselors in the Counseling and Career Resource Centers help you set educational goals, outline academic priorities, and develop a graduation strategy.

Develop a plan. Gathering information is not as difficult as you may think. This planner contains several checklists to help you get organized. In addition, it is very important that you see an AA advisor each semester before you register.

We hope you will visit the Advisement Center. We encourage you to ask questions. Your advisor will help you select the right courses. The more informed you are, the easier it will be for you to make the right choices.

We are located on the Northwest campus in R–201. You can schedule an appointment to speak with your assigned academic advisor via the link in your eSantaFe account.

Wishing you success,

The Santa Fe Associate of Arts/Transfer Advisors

“Let us think of education as the means of developing our greatest abilities, because in each of us there is a private hope and dream which, fulfilled, can be translated into benefit for everyone and greater strength for our nation.”

JFK
Which Advisement Track is right for you?

Students who are pursuing an Associate of Arts (AA) degree will select an Advisement Track. The Advisement Track is used to help identify the courses required to transfer from Santa Fe College to a university or into an upper level degree program. These courses vary depending on the intended university or college and major.

Not sure which Advisement Track is right for you?

It’s alright if you are undecided about which major you wish to pursue during your first semester. Many students begin college this way. You may choose from the Exploring Health & Tech, Exploring Social Science, Exploring Arts & Humanities, or Exploring Science AA Tracks during your initial 24 credit hours of courses at Santa Fe.

AA degree students should identify an intended transfer major and university as early as possible to assist with completing required transfer coursework within the 60 credit AA degree.

Explore University Majors.

You can view different Advisement Tracks on your Degree Audit to assist with learning more about transfer requirements for a variety of Bachelor’s programs. Not all available transfer majors have an identified Advisement Track. It is recommended that you research universities and majors and explore possible career paths and options. Some careers require a particular undergraduate degree but many do not.

Evaluate your choices.

As you complete your AA degree, evaluate how you are doing in your classes and whether you enjoy them. Verify the transfer requirements, including coursework, GPA and any other entry requirements for your intended transfer university.

Register for the right courses…. Every course is identified by a code of P, O or V. AA students take courses coded with a P.
Get the most out of your education.

Have you taken the time to think about why you are in college?
Why have you chosen to attend Santa Fe College?
What do you hope to accomplish while you are here?

*It is important to establish goals for your education.*
It is easier to set *goals* when you know what is important to you.
What do you value, and how will that affect the decisions you make about your education?

Start planning your academic career now by recognizing your values and goals as they relate to your educational and career objectives. Then, establish academic priorities that will lead to graduation and transfer to a university.

Need help finding your strengths and setting educational and career goals?

**Contact the Career Resource Center in R-217**
Call for an appointment (352) 395-5824

“The Career Resource Center offers computerized assessments of a person’s interests, values, personality and other relevant factors. These are used to suggest career fields that may be worthy of investigation.”

“Before we choose our tools and techniques, we must choose our dreams and values.” Anonymous
The Associate of Arts (AA) degree is a two year (general) liberal arts degree designed for the student who intends to transfer into a Bachelor’s level degree program.

It is a general degree because you do not earn an AA in a specific major. However, you can track toward a specific major at a University or College by choosing a related Advisement track at SF. While you are at SF, you will meet the requirements for the AA degree and for admission to your major and transfer university.

### Summary of Requirements for the AA degree (Fall 2015 Catalog Year)

36 (General Education) + 24 (Electives) = 60

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Communications</td>
<td>6 hours</td>
</tr>
<tr>
<td>Mathematics</td>
<td>6 hours</td>
</tr>
<tr>
<td>Humanities</td>
<td>6 hours</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>7 hours</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>6 hours</td>
</tr>
<tr>
<td>Multicultural &amp; Global Awareness</td>
<td>2 hours</td>
</tr>
<tr>
<td>Research &amp; Analysis</td>
<td>3 hours</td>
</tr>
<tr>
<td>Electives*</td>
<td>24 credit hours</td>
</tr>
<tr>
<td>Total</td>
<td>60 credit hours</td>
</tr>
</tbody>
</table>

*Elective credit courses are determined by your intended university major.

- Writing Intensive Course Requirement
- Foreign Language Competency Requirement

Refer to Degree Audit for more information

My AA Advisement Track: ______________

My Intended Transfer Major: ___________

My Intended Transfer University: ___________

### ADVISEMENT TRACKS & THE DEGREE AUDIT

We have designed AA Advisement Tracks for the most popular majors at Florida’s State Universities. The AA Advisement Track is designed to assist you with learning more about the admission requirements for your intended Bachelor’s degree program. If we do not have an Advisement Track for your major, an advisor will help you develop one.

You will access your Advisement Track via your Degree Audit online through eSantaFe. The Degree Audit Detail will display the course requirements for your AA degree and the courses required for your major and transfer university.

Most universities have Bachelor’s degree programs that are limited access. Admission to these programs is competitive, and there may be additional admission requirements that are more restrictive than a university’s general admission requirements. These requirements can include pre-professional courses, minimum grade point averages, test scores, auditions, or portfolios. Students should contact their intended transfer university directly to confirm application and entry requirements.

Use your Advisement Track to help identify transfer requirements for your intended major and university.
Foreign Language Competency Requirement for the AA degree

All new students pursuing an Associate of Arts (AA) degree starting in Fall 2014 will be required to meet this requirement in order to graduate with their AA degree. This degree requirement can be met by:

- Earn a grade of “C” or better at SF in a foreign language course of at least level 2 (e.g. SPN1121, FRE1121, CHI1121, POR1121, ASL1150)
- Present an official transcript from an accredited college showing credit earned with a grade of “C” or better in a foreign language course at least equivalent to level 2 at Santa Fe College.
- Present a high school transcript showing two credits earned in the same foreign language.
- Submit proof of a score sufficient to earn foreign language level 2 credit via CLEP, SAT II, AP, AICE, IB, or other appropriate exam accepted for credit or placement at Santa Fe College.
- Present an evaluated transcript indicating that a high school degree has been earned from an institution where the primary language of instruction is something other than English.

Please check with your Academic Advisor for additional information, or if you are unsure if you already meet this requirement.

Foreign language counts as elective credit toward the AA degree. Some majors require college level foreign language even if you have completed foreign language in high school.

Have you met the Foreign Language Requirement?

If NO, you should plan to take 2 semesters of foreign language at Santa Fe.

Does your transfer major require college level foreign language for graduation at the university?

- I will take foreign language at Santa Fe.
- I will not take foreign language at Santa Fe

Have you already earned College Credit?

Transfer students, Dual Enrollment students, and/or students with AP or IB credits, verify that your official transcripts and/or score reports have been sent to Santa Fe College.

When your official transcripts and/or test scores have been evaluated by the records office, your Degree Audit will reflect credits earned. Before registering for classes check your Degree Audit to see earned credit.

Your AA Advisor cannot officially advise you until placement testing is completed and/or transcripts (high school and college transcripts) have been received and evaluated by the Records Office. However, your AA Advisor will help you select classes if possible.

If you are transferring to Santa Fe from another college, you must earn at least 15 credit hours at Santa Fe prior to graduation.

Selecting the required courses for your AA degree and your intended transfer major is important. Your Advisor can help.
Academic Planning

Create your Academic Plan

Intended AA Advisement Track: __________________________
Intended Transfer Major: ______________________________
Intended Transfer University: __________________________

What courses are required to transfer to your intended major and university?

_________________________  __________________________
_________________________  __________________________
_________________________  __________________________
_________________________  __________________________

What courses are required to transfer to your intended major and university?

Access your Degree Audit Detail in your eSantaFe account to:

- Review AA graduation requirements and transfer requirements.
- Read course descriptions.
- Identify prerequisite information for courses you will take to help you plan for the courses you need.

Suggested Elective courses for you to consider if you would like to learn more about developing strategies and techniques to succeed in college or if you have not identified an intended major:

SLS 1101 College Success (3)

or

SLS 1301 Life and Career Development (3)

If you have questions about selecting courses, please schedule an appointment with your Academic Advisor.
**Academic Planning**

**How many courses should I take each semester?**

It is important to find the balance that works for you. Students should consider their responsibilities and goals when determining how many courses to take each semester.

- Plan to spend at least 2 hours of study time for each hour spent in class.
- One 3 credit class meets 3 hours a week, add 6 hours of study time, equals 9 hours a week.
- 12 credit hours = 12 hours in class + 24 hours of studying = 36 hours a week.
  
  *A full time schedule is a full time job!*

**What classes should you take your first semester?**

Once your application is complete, transcripts and test scores have been received and placement testing has been completed, your Degree Audit will show what credits you have earned and what credits you will need to satisfy.

---

**Suggested Courses For First Semester (Fall 2015 Catalog Year)**

Full time = 12 credit hours (usually 4 classes). Part time = less than 12 hours.

If taking classes in an A or B term, we recommend no more than 2 classes per term.

1: **Communications** – ENC 1101 or course determined by test scores
2: **Math** – Course determined by test scores
3 & 4: Choose two courses from these four options:
   - **Humanities State or College Core Group 2, Fine Arts course**
   - **Social Science State or College Core Group 2, Social and Behavioral Sciences course**
   - **Multicultural & Global Awareness course**
   - **Elective**

1. __________________ 2. __________________ 3. __________________ 4. __________________

*Notes:*

____________________________________________________________________________________
____________________________________________________________________________________
Access the Degree Audit home screen through the Advisement section of your eSantaFe account. The degree audit screen links you to information that helps you select courses, develop an educational plan and view transfer course requirements. Explore each link.

- You can view different advisement tracks.
- Each Track has its own Degree Audit Detail.
- You can also change the transfer school.

The Transfer Requirements link shows the courses required by State University System (SUS) schools for the selected Advisement Track.
The Degree Audit Detail shows courses required to meet degree requirements and tracks your completion of courses. It also includes your Graduation Status Summary.

### Communications

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours (ENC1101 State Core and 3 hours from B-College Core)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENC1101</td>
<td>* COLL COMP Substitutes from INDIAN RIVER STATE COLG</td>
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</tbody>
</table>

### Mathematics

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours Required: 6.0 Earned: 0.0 Enrolled: 0.0 Needed: 6.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC1106</td>
<td>COLL ALGEBRA Prerequisite: MAC1023</td>
</tr>
<tr>
<td>MAC1114</td>
<td>TRIGONOMETRY Prerequisites: MAC1014 OR MAC102 OR MAC140</td>
</tr>
<tr>
<td>MAC1149</td>
<td>PRECALC ALGEBRA Prerequisites: MAC105</td>
</tr>
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</table>

### Graduation Status Summary

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours Required: 3.0 Needed: 3.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAC1106</td>
<td>COLL ALGEBRA Prerequisite: MAC1023</td>
</tr>
<tr>
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<tr>
<td>MAC1149</td>
<td>PRECALC ALGEBRA Prerequisites: MAC105</td>
</tr>
</tbody>
</table>

You can find:
- Summary of credits earned and needed.
- Current AA GPA.
- Graduation eligibility.
How to Register

Registration is completed through eSantaFe. Check the My Info/Status screen in your eSantaFe account to find out when you can register and whether you have registration appointment stops. Please note: Advisors can’t change your registration appointment time.

- Check your Degree Audit Detail to review your degree requirements.
- If you placed into Developmental Education courses, click on Advisement, view your Dev Ed Audit, and note the course numbers highlighted in blue. (If you don’t have a Dev Ed Audit link, you can skip this step.)

**You MUST view your Degree Audit Detail each semester before you will be allowed to register.

Make an appointment with your Academic Advisor each semester to make sure you are taking the right courses.
How to Register

To register for classes:
1. Click the My Classes link in the menu bar.
2. Click Register Classes.
3. Select term to register for if not automatically indicated (ex. Fall or Fall A).
4. Type in the course number in the Enter a Course Number box or search by A Course Category.
5. Select Show ALL Sections at the top right of screen.
6. Select campus location and restrict days and times (only if necessary).
7. Click Search Courses.
8. Click on name of class to view description, prerequisites, and fees. **IMPORTANT: Pay close attention to all notes associated with specific sections. Notes tell you which sections have unique requirements or require departmental permission to register.**
9. Click the REGISTER button for the section of the class desired.
10. If you receive an error message, please read it carefully to determine next steps to take.
11. Click the Notify Me button if the section of the class you desire is full. This will put you on a waiting list for that class. Be sure to check your notifications regularly, as you will be notified via your eSantaFe account when a seat opens. If notified of an opening, you will need to login and register for the class.
12. View your Schedule for accuracy. You can also get information about your textbooks from this screen.
13. You can adjust your courses and schedule as needed until end of drop and add period. Check add and drop dates for each semester.
14. You can view the fees owed and payment due date on your schedule.

 Fees must be paid by the deadline as identified on the MY SCHEDULE screen. Failure to pay fees by the fee DUE DATE will result in all of your classes being dropped.

Registration computer lab is located in R-226.
Student Responsibilities

Tips for Success as a College Student

Set Goals
- Identify why you are attending college.
- Consider your commitments and establish priorities.
- Meet with your Academic Advisor to discuss your goals.
- Make an Educational Plan and meet with your Advisor to review.

Manage Your Time
- Allot time for study, work, and play.
- Don’t overload your schedule. If you work or have other commitments, you might need to take a lighter course load.
- Don’t forget to allow adequate time for sleep.

Make Academics a Priority
- Attend class regularly and on time.
- Know what is expected of you – read your syllabus and refer to it throughout the semester.
- Get organized – Use a calendar to track deadlines, due dates and exams.
- Develop effective study habits.
- Participate in class and be engaged. Put your best foot forward.
- Ask for help if you need it.

Be Responsible
- Use your Degree Audit and make sure you know requirements for your AA degree.
- Find out what is required for entry to your intended transfer university.
- Meet with your Advisor each semester to review your plans.
- Access the resources available to you for support as needed.

“I will act as if what I do will make a difference.”
William James
Transitions

College is different than high school in many ways. Whether high school is a distant memory or a place you left only weeks ago, here are some differences college students often notice.

**High School**

The school day starts and ends at the same time for everyone.

Everyone takes the same number of classes.

Textbooks are given to students by instructors on the first day of class.

Instructors remind students of upcoming assignments and tests.

Instructors approach students if they are struggling in class.

All material is received in class before exam.

School personnel frequently remind students of what is allowed and expected.

**College**

Classes are offered during the day, in the evenings, on weekends, and online.

Students choose how many classes to take and when to take them.

Students make their own schedule, including choosing instructors.

Instructors give you a syllabus on the first day of class listing all assignments, quizzes and test dates. They expect you to follow it.

Instructors expect you to initiate contact with them.

All material is received in class before exam.

“Through learning we recreate ourselves. Through learning we become able to do something we were never able to do.” Peter Senge
Things to know

Important dates and deadlines for next semester:

Date fees are due: __________________

First day of classes: ________________

Last day to add a class: ______________

Last day to drop a class with no record and to receive a refund: __________

Last day to withdraw “W” from a class: ______________

Know the facts about SF Policies and Procedures

Registration process

Withdrawal procedures

Grade Forgiveness

Repeating a course with a grade of C or higher

3rd attempt rule

Transient Student information

Graduation Application

Transcript Request

Look it Up Online at www.sfcollege.edu
Things to do

Getting Started

☐ Request final high school transcript to be sent to Santa Fe

☐ Request test score reports (AP, IB, AICE, SAT, ACT) to be sent to Santa Fe (if applicable)

☐ Request previous college transcripts to be sent to Santa Fe (if applicable)

☐ Access and Review your Degree Audit

☐ Meet with your Academic Advisor (Scheduling an appointment is recommended)

☐ Complete Orientation

☐ Register for courses

Get the Facts

Keep Moving

☐ Regularly check your eSantaFe account for notifications

☐ Explore career/major choices—visit Career Resource Center in R-217

☐ Create your Educational Plan and review it with your Advisor

☐ Attend workshops and transfer events

☐ Ask questions—seek help

Academic Advisors help students understand policies and procedures.
Wrap it up

Transfer Tips

- Identify your intended transfer major by the time you earn 24 credit hours
- Identify a transfer university as soon as possible
- Know the transfer admission requirements for your major and university
- Use your Degree Audit to track your AA degree requirements
- See your Academic Advisor each semester
- Attend advising sessions with your intended transfer university (UF@SF Center, Gator Day)
- Complete the admission application process as required by the university
- Apply for graduation at SF during your last semester

Additional Student Resources
Northwest Campus

Counseling Center, R-227
Provides Career Counseling, Academic Counseling, Personal Counseling and Crisis Intervention.

Career Resource Center, R-217
Assists students with information resources and decisional strategies to facilitate effective academic planning and career navigation.

Registration Lab, R-226
Computer Lab available for students to register for classes.

Disabilities Resource Center, S-229
Coordinates reasonable accommodations to ensure students with disabilities have equal access to SF programs and services.

UF@SF Center, HA-132
Facilitates access to advising for transfer admission to the University of Florida and promotes the bachelor degree programs of Santa Fe College.

For more information such as hours of operation and services offered visit Santa Fe’s website at http://www.sfcollege.edu
<table>
<thead>
<tr>
<th>Term</th>
<th>Credit</th>
<th>Term</th>
<th>Credit</th>
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</tbody>
</table>

Transfer Major: ____________________

Transfer University: ____________________

Courses required for transfer: ____________________
Santa Fe College is committed to an environment that embraces diversity, respects the rights of all individuals, is open and accessible, and is free of harassment and discrimination based on, but not limited to, ethnicity, race, creed, color, religion, age, disability, sex, marital status, national origin, genetic information, political opinions or affiliations, and veteran status in all its programs, activities and employment. Inquiries regarding nondiscrimination polices should be directed to:

Lela Frye, Equal Access/Equal Opportunity Coordinator 3000 NW 83rd Street, R-Annex, Room 105, Gainesville, Florida 32606 (352) 395-5420 lela.frye@sfcollege.edu