

Breaking the Codes for Academic Success at USF

By Leslie Tod, Office of Academic Advocacy

Me: "...your student can work on **FKLs** and take **UE** then meet with **TRAC** to decide on a major."

Parent: "Okay, but what are **FKLs**, **UE** and **TRAC**."

Note: FKLs are Foundations of Knowledge and Learning (see under Degree Requirements for details); UE is University Experience Course; and TRAC is Transitional Advising Center (see UGS under Colleges for more on both UE and TRAC)

This conversation with a parent at orientation reminds us that universities speak in codes and understanding the academic codes or acronyms we use and the related policies can make a difference in your student's academic success. We would like to share some examples to start you on the way to breaking the codes for academic success at USF. The main areas of concern are Academic Regulations, Colleges, Degree Requirements, and USF support systems.

USF Support Systems

Let's start with USF support systems. Your student is likely already familiar with the MyUSF Portal, where they log in to access OASIS, CANVAS, and DegreeWorks, but you may be wondering what about the purpose of each of these support systems, so here are some clues:

OASIS = Online Access Student Information System. Students can access Admissions information, Financial Aid Information, Personal Information, Registration and Records, Tuition and Fees, and DegreeWorks.

DegreeWorks = Undergraduate degree audit system. Students can utilize this tool to make the most of their academic advising. It shows how courses are applied to degree requirements. An important tip

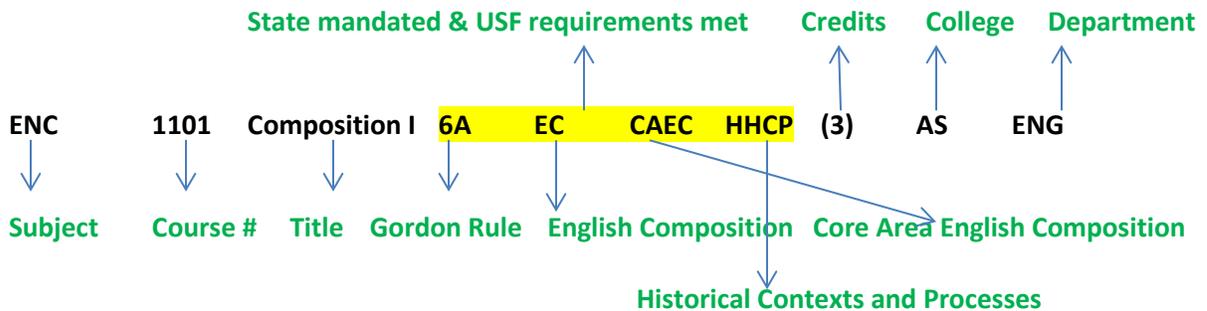
is to encourage students to regularly consult with their Academic Advisor regarding their DegreeWorks audit to ensure accuracy in planning for registration.

CANVAS = USF's new Learning Management System (LMS – another acronym for you). Students may be familiar with Blackboard if they have previously attended USF, so CANVAS is replacing Blackboard and all courses will be delivered via CANVAS as of spring 2014. This means students should check with their instructor to ensure they are in the correct system for their courses in fall. The expectation is that the student is responsible to regularly check their courses on CANVAS (or Blackboard) for updates and course information.

Another support system that can be accessed via MyUSF is Library Services, which includes Tutoring Services. This is a vital service that our best and brightest students utilize to enhance their success.

Degree Requirements

All courses at USF have a three letter course prefix that relates to the subject area and a four digit course number that reflects the level of the course by the first digit (1=freshman level, 2=sophomore level, 3=junior level, and 4=senior level). Let's look at an example to understand some of the other codes that are provided with the course description:



At USF our Core Area requirements (you may be familiar with calling them General Education requirements) fall under Foundations of Knowledge and Learning (FKLs) requirements and Exit requirements. Here are those categories with their abbreviations:

<i>FKLs</i>		<i>Exits</i>
CAEC:	English Composition	CPST: Capstone
CAFA:	Fine Arts	WRIN: Writing Intensive
CAHU:	Humanities	
CAGC:	Human and Cultural Diversity in a Global Context	
CASB:	Social and Behavioral Sciences	
CAMA:	Mathematics	
CAQR:	Quantitative Reasoning	
CANP:	Natural (Physical) Science	
CANL:	Natural (Life) Science	
HHCP:	Historical Contexts and Processes	

Click here for more information on the FKL requirements

<http://www.ugs.usf.edu/gec/fkl/FKLcourses.html>

Colleges

The Colleges house the majority of USF's undergraduate majors and each one has their own abbreviation. Here are those Colleges and their abbreviations as indicated in catalog course descriptions:

College of Arts & Sciences	AS
College of Business	BU
College of Behavioral & Community Science	BC
College of The Arts	TA
College of Engineering	EN
College of Nursing	NU
College of Public Health	PH

College of Education	ED
Honors College	HC
University College	US

Undergraduate Studies (UGS) also offers some programs and services to students. Likely the most relevant to new students is the Transitional Advising Center (TRAC) for undeclared students. They also offer the University Experience (UE) course (listed under subject SLS number 1101) which is highly recommended to all first time in college (FTIC) students in their first semester.

Academic Regulations

Finally, the USF academic regulations are there to maintain standards of performance and quality of educational experience. So, it is important to understand the various acronyms and how they might affect your student. Let's start with **holds**. You likely have already seen one common hold for new students and that is the **IM** hold for Immunization records. Another hold new first year students should expect is the **AA** hold for first year Academic Advising. The AA hold will appear at the end of October before the start of the spring registration period and again in March before the start of the summer/fall registration period. To remove the hold the student must meet with their academic advisor for academic planning. For new transfer students they should be on the lookout for the **AR** hold for Academic Records. This is a hold Admissions places on the student if they have not received a student's full transcript or other academic records. First year students could also have this hold.

There are many other holds (**PF**-Parking hold, **CA**-Cashier's hold are common), but two important academic holds are **MJ** hold for Major Declaration and **AP** hold for Academic Probation:

The **MJ** hold appears if a student has earned 30 hours but is still Undeclared. The Undeclared College code the student will see in OASIS is **SA**. This appears when a student indicates a major interest, but has not yet met the admissions criteria for a restricted admissions college or major. A student declared in a major could be Reselected (**RSL** code for major) if for instance they do not meet the **D/F**

policy or other program progression policies (see major description in catalog for details on admission requirements and to see if they have a D/F policy for continuing in major).

The **AP** hold appears when the student's USF GPA drops below 2.0 and can only be removed by meeting with the student's academic advisor to determine a plan to get the student back in good standing (above 2.0 USF GPA).

We have reviewed just a few of the academic regulations and their associated holds. Please look out for future articles explaining more about academic policy and how they can affect your student. For now we hope you have a start on 'Breaking the Codes to Academic Success at USF'.

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