



June 2015

Dear Member of the Class of 2019,

Welcome to the College of Arts and Sciences at the University of Virginia. We will do our best to make your introduction to the University as smooth as possible. Students succeed here when they inform themselves, obtain advice, and carefully consider choices. To that end, please take time to read this letter thoroughly and carefully, and follow all of the steps below.

(1) ACTIVATE YOUR UVA E-MAIL ACCOUNT.

If you have not already done so, you must activate your U.Va. e-mail account. Take the Responsible Computing Quiz (<http://itc.virginia.edu/accounts/studentaccounts.html>) and choose an e-mail vendor.

(2) REGISTER FOR SUMMER ORIENTATION.

Go to <http://www.virginia.edu/orientation/summer/>

(3) PREPARE FOR ENROLLMENT (WORK ON YOUR "MY TO DO LIST").

Go to <http://www.virginia.edu/orientation/summer/todolist.html>

(4) BEGIN LEARNING ABOUT THE COLLEGE.

Go to <http://college.artsandsciences.virginia.edu/guide> and to the second heading (New First-Year and Transfer Students). Watch the short video (<http://youtu.be/2p1yoKiFDIo>) and review the information we have compiled for you.

(5) SUBMIT YOUR STUDENT INFORMATION FORM BY JUNE 26

The link in item # 3, above will lead you to the College's Student Information Form. Please enter all information carefully as you may not make corrections after submitting the form. Completing this form will take 10-15 minutes. (The direct link to the form is <https://cacsprd.web.virginia.edu/ASAdvise>; you will login through NetBadge).

If you already completed the form prior to receiving this message please go back and look for any questions you missed.

Note to Echols Scholars: Your status as an Echols Scholar may not show in the Student Information System until later in the summer.

- (6) TAKE FRENCH, GERMAN, AND SPANISH PLACEMENT EXAMS BY JUNE 26.
All students in the College must complete the foreign language requirement. To learn about this requirement go to
<http://college.artsandsciences.virginia.edu/requirements/competency>

If you plan to continue your study of French, German or Spanish, go to
<http://college.artsandsciences.virginia.edu/fl-placement-index> to learn whether or not you are exempt.

If you plan to continue your study of German, go to
<http://www.german.virginia.edu/language-program> and follow the directions.

If you are not exempt and you did not take the SAT II Spanish, French, or German Subject Test you must take the online exam **before June 26**. These exams will not be offered during Summer Orientation. The links to the placement exam information are:

French: <http://french.virginia.edu/undergraduate/elemintermed/exam>

German: <http://www.german.virginia.edu/language-program>

Spanish: <http://www.spanitalport.virginia.edu/placement>

- (7) LEARN TO USE THE STUDENT INFORMATION SYSTEM (SIS) & SIS MOBILE BY JULY 3.

When you attend Summer Orientation it is critical that you come prepared. Once you have read this letter, reviewed the online information carefully, studied the SIS demos (<http://www.sis.virginia.edu/CenterHelp/>), and browsed the College's web site, you will be ready to begin to plan your fall schedule!

- (8) PLAN A PRELIMINARY SCHEDULE BEFORE YOUR SUMMER ORIENTATION SESSION.

For general information and advice on course enrollment go to
<http://college.artsandsciences.virginia.edu/course-selection>

Using "Class Search" in the SIS, add 20-25 classes in which you are interested to your shopping cart. Pay attention to requirements. For example, do you need ENWR in the fall? What foreign language class will you take based on your placement? Take time to explore our vast course offerings and make sure to choose some courses that look interesting.

On the link <http://college.artsandsciences.virginia.edu/course-selection> (under #3), we also provide an Area Requirements Worksheet, a Course Selection Worksheet, and a Scheduling Worksheet that you may find helpful. Whatever you use, be sure that you put 20-25 classes into your SIS shopping cart **BEFORE** coming to Orientation. Bring your paper list of classes with you as well.

Take control of your advising experience and consider adding a COLA 1500 class to your fall course schedule. These one-credit graded seminars are open to all first-year students in the College. There are a range of topics (see <http://college.artsandsciences.virginia.edu/cola>) and the instructor will be your academic advisor.

Please remember that Summer Orientation is just the start of the course enrollment process. You will enroll in only a partial schedule consisting of three courses (including dependent laboratories) and one College Advising Seminar (COLA) or University Seminar (USEM).

Starting August 3, you will complete enrollment 15-16 credits. You will have access to add/drop/swap classes directly in the SIS starting August 3 and you will be able to adjust your schedule (through drop, add, swap and edit) through the September 8 add deadline. However, there likely will not be much movement in classes until the first week of the semester.

You will have a chance to review and discuss your schedule plans with a Faculty Advisor and an Orientation Leader while you are here. Academic Deans will also be available should you have questions.

(9) **PRINT AND BRING A COPY OF ANY PRIOR CREDIT YOU HAVE EARNED.**

If you earned dual enrollment college credit, arrange with the college where you took the credit to have an official transcript with all grades (including spring semester grades) sent by June 28 to the College Registrar, University of Virginia, College of Arts and Sciences, P.O. Box 400133, Charlottesville, VA 22904-4133.

Evaluate your own dual enrollment credit using the transfer of credit evaluator: <http://saz-webdmz.eservices.virginia.edu/asequivs/>. You may evaluate your own AP credit: <http://college.artsandsciences.virginia.edu/ap-credit> and your own IB and international credit: <http://college.artsandsciences.virginia.edu/iclec>.

Before you attend Summer Orientation, go to SIS at www.virginia.edu/sis to view and print a copy of your prior credit. If the credit is not posted it means the College has either not yet received or not yet processed your credit. You can check again later in the summer.

Bring your personal credit evaluation with you to Summer Orientation.

(10) **CHECK OUT THE FOLLOWING RESOURCES:**

- The College is on Facebook and we use our page to post key information on new courses, new programs, fellowships, scholarships, lectures, and the like. If you have a Facebook account, log in, search for “UVA College of Arts & Sciences” and/or “College of Arts & Sciences Transfer Student News and Info” and “Like Us” so you can get

up-to-date information.

- Once you know the name of the residence hall in which you will be living, you will know the name of your Association Dean. To find out the name of your Dean and to read a short bio go to: <http://college.artsandsciences.virginia.edu/association-deans>
NOTE: *If you are a student-athlete your dean is Rachel Most or Karlin Luedtke regardless of where you live. If you are an Echols Scholar your dean is Sarah Cole.*
- Using SIS is easiest after a few minutes of instruction. Thanks to Student Council you can now watch six useful demos on how to get started, navigate enrollment, waitlists and permission lists, financial aid and student finance. You can watch these demos at <http://www.sis.virginia.edu/CenterHelp/>.

Additional Information

- If you plan to continue your study of a language that you began in high school, you must bring your foreign language test scores with you to Summer Orientation. A valid test score (from your SAT II subject test, the online French, German or Spanish exam, or the Russian or Latin Orientation placement exam that you may take on the first day of your Summer Orientation session) must be presented in order to enroll in a foreign language class.
- During Summer Orientation you may enroll in up three classes and one COLA or University Seminar. The usual course load for first-year students is four or five courses depending on the number of credit hours. Thus, we recommend that you plan to enroll in 15-16 credits in your first semester. **You will likely not complete your schedule during Summer Orientation.**
- If you attend Session H of Summer Orientation, you will enroll in classes via the SIS starting at 7:00 AM on July 30. If you do not attend any Orientation session you will enroll in classes via SIS starting at 7:00 AM on July 31. Go to www.virginia.edu/sis and login with your NetBadge ID and password. If you have problems logging in, call 434-924-HELP (support is available "24/7").

Disabilities

If you have a learning disability or physical handicap, the College needs to know immediately of your special needs. Although you may have informed another office at the University, that office will want to maintain confidentiality and will not inform the College. Please write and send us a brief letter about your special needs (e.g., wheelchair-accessible classrooms, accommodations for vision or hearing impairment, accommodations for dyslexia or other learning disabilities, etc.).

If you already have a documented diagnosis and would like to have a private consultation with a representative from the Student Disability Access Center (SDAC), please call them directly (434-243-5180) well in advance of the orientation session you plan to attend to schedule an appointment; also, please send the SDAC a copy of your documentation supporting a disability diagnosis. Documentation must meet established guidelines which can be obtained from the SDAC. Their mailing address is: Student Disability Access Center, Student Health, P.O. Box 800760, Charlottesville, VA 22908. The SDAC can make decisions regarding eligibility for academic accommodations only after the documentation has been received and reviewed.

The College Dean responsible for assisting students with disabilities during the summer is Dean Beverly Adams. You may arrange a phone appointment with her by calling 434-924-3353. While the SDAC will be working with you to provide assistance, the College is also eager to help you enroll in appropriate courses.

If you need accommodations for the Summer Orientation session you plan to attend, please notify the SDAC (434-243-5180 [V/TDD]) and the Office of Orientation (434-982-4555) well ahead of time. (Note: If you wish to call any department at the University via TDD, call the general TDD number, 434-982-HEAR. The person at this number will relay your TDD message vocally to the particular U.Va. office. This service is available 24 hours a day. Other than the SDAC number, listed above, none of the other University or public phones around Grounds have TDD capacity or amplification for individuals with hearing impairments.)

Questions?

We anticipate that you will have questions throughout the summer. To help you, the following resources are available.

Admission

If you have any questions regarding your admission, call 434-982-3200.

Academic Advising

The College's web site has almost everything you need to know including the names of the Association Deans, College rules and requirements, majors of the College, and the like. This page can be found at <http://artsandsciences.virginia.edu/college/index.html>. **You will not be assigned a Faculty Advisor until the week of August 18.**

Mailing Information

If you have questions about this mailing, call 434-924-3351.

Departments

Call a department directly if you have questions about their offerings or placement in courses. Departmental telephone numbers can be found online (<http://www.virginia.edu/>. you will need

to search by department using the "A-Z Website Index"). The University's telephone assistance number is 434-924-0311.

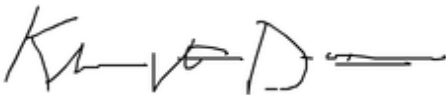
Summer Orientation

If you have questions about Summer Orientation call the Orientation Office at 434-982-4555 or consult their web page at <http://www.virginia.edu/orientation/summer/>.

Don't Forget the Following:

1. Complete the online Student Information Form by JUNE 26.
<https://www.web.virginia.edu/Advise>
2. Transcripts with College credit must be official and sent to us directly from the college or university at which you earned the credit. The deadline is JUNE 26.
3. Complete the online French, German or Spanish exam by JUNE 26.
Bring your foreign language test scores with you when you attend Summer Orientation. You must present a valid test score (from either your SAT II test score, your online French or Spanish exam, or the placement exam that you will take on the first day of your Summer Orientation session) in order to enroll in a foreign language class.
NOTE: *The French, German and Spanish exams are only offered online; they are not offered during Summer Orientation.*
4. Complete your fall schedule of 15-16 credits in SIS starting AUGUST 3. In the meantime, relax. Fall enrollment is a two month-long process.

Sincerely,



Kirt von Daacke, Assistant Dean



Sandy Seidel, Assistant Dean

IF YOU ARE AN INTERNATIONAL STUDENT, OR HAVE BEEN ADMITTED LATE, AND RECEIVE THIS MAILING AFTER THE JUNE DEADLINES, PLEASE COMPLETE THE ABOVE TASKS AS SOON AS POSSIBLE.