**Transcript**

0:02

We will now review some of the tasks you should complete before you meet with

0:06

your academic advisor. Prior to your appointment with your academic advisor,

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be sure to check your email regularly and respond to any emails you have received.

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Your advisor will have reached out to you to confirm any prior learning credit you are expecting to receive from Advanced Placement exams,

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dual enrollment, I.B., and others. Have this information ready during your appointment.

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To have a successful meeting with your academic advisor, it will be important that you are familiar with how to log into My UWF,

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including having your username and password memorized or readily available.

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Open an Internet browser and navigate to my.uwf.edu and select log-in from the upper right corner.

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To log in, you will use your UWF username and password.

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Your username is the first part of your UWF email address and typically includes three letters and one or two numbers.

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You do not need to type the rest of the email address after the @ symbol.

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If you are unsure about your user name, and need to reset your password,

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click on the "problems logging in" link to be taken to the account recovery screen and follow the prompts.

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In order to have access to all the apps within My UWF, you will need to upgrade your account.

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You can upgrade your account by searching for and opening the My Account app from the My UWF Search Bar,

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then selecting upgrade. You can now access all of the tools found in MyUWF.

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You can use the search bar at the top of the page to find the different apps that we'll cover in future sessions.

2:03

To view your schedule, open My UWF and search for and open the Registration folder.

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Open the Plan Ahead app.

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Select View Registration Information and select the term for the schedule

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you want to view. Here you will see your schedule in a list and calendar view.

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You can see the days and times of your classes in both views.

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Asynchronous online classes will be in the list view, but not the calendar view, because there are no specific meeting times for the class.

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Synchronous online classes will show meeting times on the calendar view, and we'll meet via an online platform at the specified days and times.

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Once you have reviewed your schedule, you may take a look at your degree requirements.

3:06

Open an Internet browsing window and go to catalog.uwf.edu

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Using the menu on the left, navigate to the Undergraduate Catalog.

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Click on the degree programs link at the top of the page, and then select the Bachelors Degree tab.

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Find your major from the list. Click on the major.

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The first section is all the General Education requirements for a Bachelors degree.

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If your major has common prerequisites, those will be listed next.

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You may review the General Education requirements. You will notice that the General Education requirements are divided up into different sections.

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Your advisor may have registered you for specific courses in each section

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based on that they are common prerequisites for your intended major.

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If you wish to choose an alternative course in a category, that is not connected to your common prerequisites,

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please come with a list of those courses to discuss with your advisor at your virtual appointment.

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Your advisor will schedule a time for you to meet virtually.

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You will receive an appointment notification email with the date and time of the appointment.

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All appointments are scheduled for Central time.

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Be sure that you will have access to a computer with the Internet during the meeting time. If you will not be available during the appointment,

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email your advisor with your availability and request to reschedule the appointment.

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The appointment notification email will contain a link to a virtual meeting using Google Meet. Before your appointment, test the link to ensure that

5:02

your video and audio are working and that you are comfortable accessing the virtual meeting. When it is the day and time of your scheduled appointment,

5:11

open the link and join the meeting.