

FINISH IN FOUR!

YOUR ACADEMIC AND CAREER PLAN

PRE-COLLEGE

- Attend [New Student Orientation](#)
- Attend [Frosh Camp](#)
- Familiarize yourself with the [University of Memphis](#)
- Discover a [Learning Community](#)

FIRST YEAR

FALL SEMESTER

ACADEMIC

- Attend Convocation on the first day of class
- Make a habit of going to class and being prepared
- Read your University of Memphis emails regularly
- Take [ACAD](#)
- Explore what the university has to offer through [Student Leadership and Involvement](#)
- Utilize the [Educational Support Program](#) if you need assistance with your coursework
- Explore the [Undergraduate Catalog](#) for information about majors.
- If you are experiencing homesickness, relationship issues, or need to be tested for learning disabilities, contact the [Center for Counseling, Learning, and Testing](#) (CCLT)
- Attend “Discover Your Major Day” (during the fall semester)
- Keep your grades up! This will enable you to have more opportunities as you go through college and beyond
- Make an appointment with an instructor if you are experiencing difficulty in a class or classes
- Make an advising appointment with your advisor to register for spring classes as soon as you are eligible
- Clear any holds for registration such as library fees, parking tickets, final high school transcript holds, etc.
- Check class syllabi for final papers due dates and final exam dates and times
- Following the end of the semester, check final grades and academic status. If on academic warning, complete online tutorial and make an appointment with advisor before spring semester begins

CAREER

- For more information on what major might be a good fit for you, take a career assessments through [FOCUS-2](#)
- If you need further direction, take a personality assessment or interest inventory through [CCLT](#)
- For additional career planning, take the Career Course, COUN 1661, during the spring semester of your freshman year

SPRING SEMESTER

ACADEMIC

- Re-check class schedule for accuracy
- Continue the habit of attending class – and being prepared
- Look for Advising Awareness Week displays, signs, etc.
- Make an advising appointment with your academic advisor to select classes for summer and fall semesters
- Seek Career Services’ help in preparing resumes for summer jobs, volunteer opportunities, or shadowing opportunities
- Pre-professional students (pre-med, pre-law, allied health careers, etc.) should attend an orientation session led by the Pre-Professional Advisor. (The [Pre-Health](#) and [Pre-Law](#) sites have excellent information to enhance your knowledge)
- Clear any holds for registration such as library fees, parking tickets, final high school transcript holds, etc.
- Register for summer or fall classes as soon as you are eligible.
- Check class syllabi for final papers due dates and final exam dates and times. Study for and take final exams.
- Know the requirements for your [scholarship](#) or [financial aid](#).

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SECOND YEAR

ACADEMIC

- Register early to make sure you get the classes you need
- Go to class!
- Use DegreeWorks to formalize a degree plan
- Check into [Study Abroad](#)
- Check the Scholarship opportunities in your major and your college
- Make connections with faculty in your major. You will need them for recommendations for jobs as well as graduate or professional school
- Consider adding a minor. Having this second discipline on your transcript shows employers and graduate schools that you have diverse knowledge. Often your elective hours can be directed toward a minor
- Become more involved in campus organizations – but not too involved to be a successful student

CAREER

- Begin to gather information about careers of interest. Log on to [FOCUS-2](#) to research occupations
- Visit the Career Services Resource Library, 400 Wilder Tower, for more information on careers that may interest you
- Participate in the [Career Encounters program](#) to shadow a professional in your field by contacting Career Counseling
- Research graduate/professional programs and admissions requirements if you plan to continue your education after you complete your undergraduate degree. Schedule an appointment with a Career Advisor to talk about your Graduate School plans
- Attend the Graduate School Recruitment Fair held on campus
- Explore an internship or co-op in your field of study. Contact Career Services or the Internship Coordinator in your college or department regarding possible internship opportunities and search strategies
- Develop leadership skills by continuing your involvement in student organization and community activities. Update your resume with new activities and leadership positions
- Attend Career and Internship Fairs to see what types of companies and positions are available. Remember to dress professionally. Visit the [Career Services website](#) for details
- Look for a summer job that helps you explore career/personal/academic goals. Consider applying for a summer position on campus
- Continue to think professionally. Review your voice mail, email address, and social networking sites to make sure they contain appropriate and professional information. Determine your ability to pass a drug test, credit history report, or criminal background check
- Review and revise your career goals to make them more specific. Review your individual career and academic plan and make note of what you need to accomplish in order to reach your career goals

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THIRD YEAR

ACADEMIC

- Still undecided about your major? Volunteer on campus and off campus in areas of potential interest to get more experience on which to base your decision
- Go over your degree sheet/degree plan with your advisor to be sure you are on track for graduation
- Review your individual career and academic plan in DegreeWorks
- File your intent to graduate form when you reach 90 hours. Get information about the policies for filing intent to graduate in your college or school

CAREER

- Acquire an internship or co-op in your field of study. Contact Career Services, the Internship Coordinator in your college or department regarding possible internship opportunities and search strategies
- Learn about careers, graduate, and professional schools related to your field. Knowing all of your possibilities will help you make a better decision on which path to follow. Use the Career Services website and resource library, as well as professors and advisors for help exploring your options
- Participate in the Career and Internship Expo and Education Career Fair as a method to obtain an internship. Check the [Career Services website](#), for more information on dates and details.
- Attend workshops hosted by Career Services to gain knowledge of career/job search topics. A list of upcoming Career Services events and podcast workshops are posted on the website
- Get involved in a professional organization related to your career field. Student memberships are often available at a low cost. Ask a professor for a recommendation or talk with Career Services staff to help identify the right organization for you
- Make contacts with professionals in your field. Begin to network through faculty, staff, family and peers to establish contacts that will be helpful in your job search process. Shadow and interview professionals in your field or utilize the [Career Encounters program](#)
- Keep your resume up-to-date. Check to make sure your resume and profile are current in [e Recruiting](#). Research full-time employment opportunities for after graduation and familiarize yourself with On Campus Interviews
- Practice your interview skills. Begin by logging on to Optimal Interview on the Career Services website and complete a practice interview. For additional interview assistance, schedule an appointment to complete a Mock Interview
- Learn how to make graduate school decisions -is graduate school necessary for what I want to do? Will a graduate or professional degree increase my salary or mobility?
- If graduate or professional school is the right choice for you, explore options. Find out what programs are available and what you need to do to be accepted to such programs
- Find out what graduate admissions exams you need to complete, sign up and take those exams. Make a list of important application dates and meet all deadlines. Ask your professors for letters of recommendation
- Think professionally. Review your voice mail, email address, and all social networking sites to make sure they contain appropriate and professional information. Recognize that the majority of employers will require a drug test, consumer credit report, and criminal background check. Discuss any potential barriers to employment with a Career Services staff member; Plan in advance how you will address these issues with employers

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FOURTH YEAR

ACADEMIC

- Complete the [Intent to Graduate Form](#). If you have questions regarding the status of your intent to graduate form, please contact your [Graduation Analyst](#)
- Check with your graduation analyst to see that you have met all degree requirements
- Return your Summary of Coursework Remaining (signed by you and your advisor) to your college's office prior to the semester of your graduation. Talk with your Academic Advisor about any specific steps you must take for your college
- It is YOUR responsibility to ask your advisor if you need to complete an Area Exit Exam during your final semester at the University
- Watch for an e-mail about your graduation ceremony from your college and note important dates and times
- Review your name on the [program proof](#). Check your name for accuracy. If you find an error, please contact your specific Graduation Analyst to make changes/updates
- Complete your [undergraduate attendance card](#). All undergraduate students (attending and non-attending) must complete the attendance card.
- Complete the Post Graduation Survey on the Commencement Website
- Students attending Graduation must complete the following steps: Pick up your personalized [pronouncer card](#) and [cap and gown](#) during cap and gown pickup. Dates and locations will be available on the Commencement website; Refer to [graduation day instructions](#) for specific instructions regarding your graduation
- Pay all University fees. To clear any outstanding debts, contact the University Bursar's Office. Students with financial holds through the University will be unable to receive their diploma until the hold is cleared
- If you have received Federal Financial Aid, be sure to complete an Exit Interview. In-person or group sessions may be scheduled depending on the particular time of year or you may come by the Student Financial Aid Computer Lab located in 103 Wilder Tower

CAREER

- Fine tune your resume and cover letters. Schedule an appointment with a Career Services staff member to have your resume and cover letters critiqued
- Be proactive in your job search. Use your networking contacts to learn of additional employment opportunities, identify companies and agencies of interest, and establish a plan to view job listings through eRecruiting on a weekly basis
- Participate in the Career and Internship Expo and Education Career Fair
- Review information on how to make the most of a career fair, come dressed professionally and be ready to talk with potential employers. Check the Career Services website for more information on dates and details
- Log on to [e Recruiting](#) and review the list of employers that are holding interviews on campus during the fall and spring semesters. Apply for open positions that you are qualified for
- Attend career workshops to gain knowledge of career/job search topics. For a list of upcoming events and podcast workshops, visit the [Career Services website](#)
- Develop a list of three to five professional references. Ask professors, staff members, or supervisors to serve as references. Provide them with a copy of your most recent resume. Be sure to thank them for serving as a reference
- Think professionally. Review your voice mail, email address, and all social networking sites to make sure they contain appropriate and professional information. Recognize that the majority of employers will require a drug test, consumer credit report, and criminal background check. Discuss any potential barriers to employment with a Career Services staff member; Plan in advance how you will address these issues with employers
- Begin to evaluate job offers and graduate school acceptances. Choose the best option that meets your needs and goals
- Develop backup strategies in case things don't turn out as originally planned