Tip Sheet – How to Finish in 4

Take 15 hours per semester so that in 8 semesters, you will complete 120 hours in 4 years.

Choose your major within the first two years. While deciding on a major, complete courses that will work for any major. Once you have chosen your major, stick to it!

Keep in regular contact with your advisor. Don’t wait until it is time to register to ask questions and make sure you are on track.

Ask your advisor about courses that will be offered only in Fall or only in Spring.

If you change your class schedule, consult with your advisor to make sure you are still doing what you need to do in order to finish in four years.

Take the Foreign Language Placement test before you begin your first semester if you plan to continue the foreign language you had in high school. This will allow you to start where you left off. It is difficult to pick up the same language if you haven’t used the skill for more than one year.

If you know your major, take your math course (or your first math course) in your first semester. Take the ALEKS placement and use the tutorial (Learning Module) to improve your math background if you feel you can do better: http://www.memphis.edu/aleks
Again, you don’t want to forget what you know. If you are not sure about your major, you might want to take your math later so that you will take the appropriate one. Discuss your options with your advisor.

Read your Undergraduate Catalog found at this website: http://www.memphis.edu/ugcatalog
Pay special attention to the information about your degree and major, which are found in the College and Degree Programs section, under College of Arts and Sciences: http://www.memphis.edu/ugcatalog/collegeprog/index.php

Make sure you know the procedures and deadlines for adding and dropping classes. Dropping a class may make it more challenging for you to graduate in four years.

Look for courses that may fulfill more than one requirement.

Remember that you must earn a grade of “C-“ or better in all courses required for your major or minor.

Keep in mind that you must have a 2.0 in your major and for your cumulative or overall GPA as well as a 2.0 University of Memphis GPA.

Complete the required 42 upper division hours (3000 and 4000 level courses).

Make sure that you apply to graduate in a timely manner. All College of Arts and Sciences majors should apply to graduate at the beginning of the semester one calendar year before they plan to graduate: Go to myMemphis, the My Degree tab, and follow the steps in the Commencement and Graduation channel.
Take responsibility for your degree:

Go to class! And go to class prepared. If you read the material, review your notes, discuss the class with others, you will be ready to learn.

Study frequently (even if the test is three weeks away, begin reviewing immediately).

Take advantage of your professors' office hours to ask questions, clarify your notes, or find additional resources.

Get help from the Education Support Program if you want to make a higher grade in any course: http://www.memphis.edu/esp

Prepare for your advising appointment each semester by reviewing what the catalog says about your major and writing down questions. This document can help you prepare: http://www.memphis.edu/cas/pdfs/ready_for_advisor.pdf

Meet with your advisor early and register at your first opportunity so that you can get the classes you need.

Read your UM e-mail. Important information will be sent by the Registrar, the Administration, your college, instructors, and advisor. Don’t miss deadlines or opportunities by ignoring these messages.

Limit the number of hours you work. In addition to class time, students should expect to spend 2 hours out of class for each one in class – library time, reading, studying, writing, computer time. Working too many hours will jeopardize your grades.

Know the rules about your financial aid. Check with the Financial Aid or Scholarship office so that you will know the requirements to keep the money coming in.

Check the College of Arts and Sciences website often: http://www.memphis.edu/cas
You will find opportunities for speakers, scholarships, internships, and much more on this site.

Be wary of credit card offers. Students who become too indebted often stop attending school and work full-time at jobs that pay less than the one they could have had if they finished their degree.