

ACADEMIC SUCCESS WORKSHEET

Name:	Student ID Number:
Email:	Phone Number:
Course of Study/Major:	Educational Goal (example: Transfer to _____ University and/or obtain Associate Degree or Certificate)

Please answer the follow questions as you complete the PASS Workshop.

REVIEWING MY TRANSCRIPT

Take a moment to look over your transcript and identify your Cumulative GPA and your Academic Standing.

- My Cumulative GPA: _____
- Academic Standing: (please check which standing applies to you)
 - Academic or Progress Probation I
 - Academic or Progress Probation II
 - Academic or Progress Dismissal

What is good Academic Standing?

I am on _____ (list your Academic Standing) and the definition for this type of standing is:

Consequences for this standing are:

SELF-REFLECTION AND ASSESSMENT

In this section, let's take some time to think about what contributed to your academic difficulties. Look at your transcript again and highlight D, F, W, and NC grades. Consider why you might have received those grades and what you may have been experiencing at the time.

Below is a list of possible root causes of poor academic performance. Please select any of the following areas that may have made your academic success difficult:

Time Management

- Procrastination
- Not organizing tasks by priority
- Not having time to complete homework
- Work too many hours
- Spend too much on social networking sites (Facebook, Snapchat, Instagram)
- Not motivated to take classes

Learning Skills

- Trouble keeping up with classes
- Math Skills need improvement
- Writing Skills need improvement
- Learning Disability
- Difficulties doing well on tests
- Unable to understand course material and/or instructor
- Poor study skills

Personal Issues

- Health Concerns
- Financial Difficulties
- Family/Personal Issues
- Transition from high school is too difficult
- Little or no support system
- Loneliness/Depression
- Not feeling sense of belonging in school

Academic/Major/Career issues

- Undecided about major
- No clear plans or career goals
- Unsure of interests, skills, and abilities

Other (please list)

- _____
- _____
- _____

Please explain how the factors you've selected above impacted your academic standing.

IMPROVING MY ACADEMIC STANDING

Everyone faces challenges when attending college. While you may not be in good academic standing now, there are things you can do to move forward. One of the best ways to make this happen is by addressing the root causes of your academic difficulties.

What steps have you taken to address past root causes impacting your academic standing? How have circumstances changed or improved to ensure your future success?

Please select which of the following strategies you will utilize to improve your academic standing

- Course Repetition: Students who earn a substandard grade can repeat the same course and have prior substandard grades replaced (please note there are repeatability rules—be sure to check with a counselor)
- Completing courses: Successfully completing courses with an A, B, or C will improve a student's progress standing
- Enroll in a Counseling Course like Coun M01: College Success or Coun M02: Career and Life-Planning
- Visit a campus support program like the Learning Resources Center, Math/Writing Lab, EOPS, ACCESS
- Academic Renewal: A student can have substandard grades exempted from their GPA calculation

BEING A SUCCESSFUL STUDENT

Listed below are character traits of a successful student. On a scale of 1 to 5 with 5 being the highest, please rate how well you demonstrate that trait in your life.

Accept PERSONAL RESPONSIBILITY	1	2	3	4	5
Discover SELF MOTIVATION	1	2	3	4	5
Master SELF-MANAGEMENT	1	2	3	4	5
Employ INTERDEPENDENCE	1	2	3	4	5
Gain SELF-AWARENESS	1	2	3	4	5
Adopt LIFE-LONG LEARNING	1	2	3	4	5
Develop EMOTIONAL INTELLIGENCE	1	2	3	4	5
BELIEVE IN YOURSELF	1	2	3	4	5

Select one trait from the list above which you feel is your strongest and describe how you will use this characteristic to improve your academic standing.

Select one trait from the list above which you rated lowest and describe how you plan to improve this characteristic

SUCCESSFUL TIME MANAGEMENT

Managing your time successfully requires that you first identify all the responsibilities you have and then plan your schedule in advance to ensure you meet all of them.

My Responsibilities include:

- Family
- School
- Work (I work _____ hours a week)
- Friends
- Volunteering
- Exercising/working out
- Religion/faith
- Other (please list) _____

Calculate your Academic time commitment: (refer to example on the Online Probation Workshop)

- How many units are you taking/planning to take this semester ? _____ units
- Now, multiply that number by 3 = _____
 - (1 hr class instruction+2 hrs. study time per unit for full-semester class)
- This total number represents your weekly Academic Commitment= _____ hours

When you take into account all the responsibilities you selected above and add them to your weekly Academic Commitment, you can see how important it is to manage your time and how challenging it may be if you have an overwhelming work load.

GREAT TIME MANAGEMENT TIP: Use a Weekly Calendar!

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6 am							
7 am							
8 am		Work		Work	Work		
9 am	Math 40 Intermediate Algebra		Math 40 Intermediate Algebra			Study	
10 am	PSY 1 General Psychology		LUNCH			LUNCH	
11 am	LUNCH		Study			Study	
12 pm			ENG 3A College Composition				
1 pm	Study		Dinner & Relax	Dinner & Relax			
2 pm			SP 1 Interpersonal Communication				
3 pm				Study	Study		
4 pm							Study
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							
11 pm							
12 am							

Plan ahead by using a weekly schedule. This will enable you to see all your total commitments and manage your time. After reviewing the sample weekly schedule on the Online Probation Workshop, create your own weekly calendar.

NEXT STEPS TOWARD SUCCESS

While it's important to understand what it means to be on probation or dismissal status, you can take positive steps toward good academic standing and success.

Complete the Success Contract below to affirm your decision to move forward and to know that we here at Moorpark College stand ready to assist you along the way.

ACADEMIC SUCCESS CONTRACT

I, _____, understand that I am on Academic/Progress Probation/Dismissal.

I understand that I will continue to be on probation until my overall GPA is at least a 2.0 or I have completed more than 50% of my attempted units.

I commit to obtaining grades of C or better for this semester.

I will utilize the information and resources covered in this worksheet and the PASS Workshop.

I will schedule a follow-up appointment with a counselor this semester.

I am aware that my academic standing can impact financial aid and priority registration.

Student Signature and Date