

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) |

To complete this worksheet you will need a copy of your transcript and the [Online CAN! 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 Notice- first semester GPA under 2.0 or low completion rate
 - Academic Notice- second semester GPA under 2.0 or low completion rate
 - 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 or Coun M23 PASS Academy
- 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) _____

The responsibilities you've identified require your time. Consider your academic commitment.