

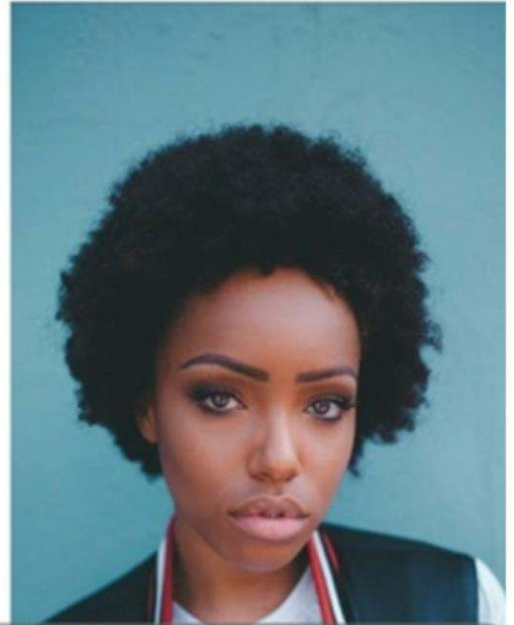
5

KEY TOOLS FOR ACADEMIC SUCCESS



Add/Drop

Course
Withdrawal



Pass/Fail

Degree
Audit

INFORMATION LITERACY



COLLEGE SUCCESS LIFE

Mélange Information Services, Inc.



New to college life? Experiencing culture shock?

Or have you been around campus for a while?

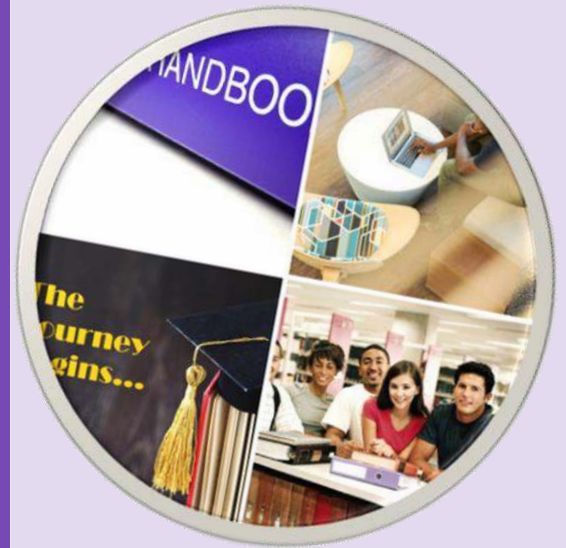
Finding college challenging, both academically and socially? Well, you're not alone.

AS A MATTER OF FACT, YOU'RE IN THE RIGHT PLACE!

Everyone faces academic challenges during their college experience.

Here are 5 key academic tools that you need to know and use during your first month of classes.

Taking advantage of these opportunities can make your transition to college life a much more pleasant experience.





1. ADD/DROP

The *Add/Drop* period occurs each semester, usually during the first week of classes.

This tool allows you to “shop around”, for courses, so to speak, to make certain you have the class schedule that meets your academic and personal needs.

The Add/Drop period does have a deadline so check your academic calendar and take advantage of adjusting your schedule if you need to do so.

[Sample Student Experience](#)



2. PASS/FAIL

In most cases, students select the *Pass/Fail* option when they don't want to be burdened by the academic demands of a particular course.

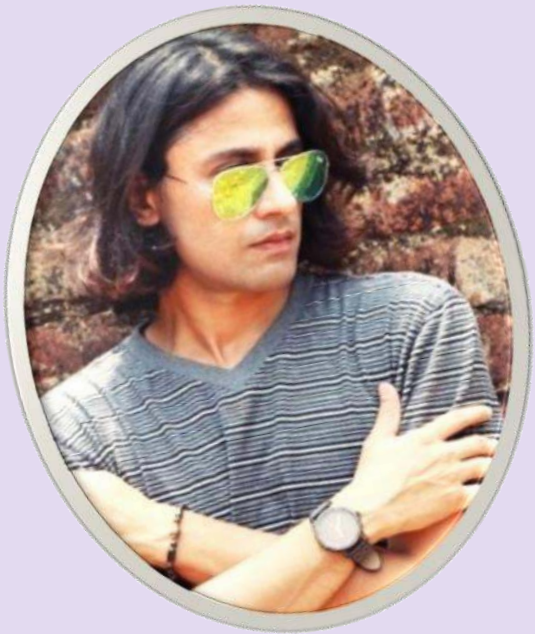
Receiving a grade of "P" earns you graduation credit and (0.0) quality points.

Whereas, if you fail the selected course, then you receive a grade of "F" and it does lower your GPA.

Keep in mind that each U.S. college and university has different rules governing student use of the Pass/Fail option.

[Sample Student Experience](#)





3. COURSE WITHDRAWAL

The *Course Withdrawal* option allows students having either academic and/or personal difficulties to withdraw from a course and/or school completely, receiving a “W” grade for each course(s).

Beware...

There are deadline, financial as well as academic consequences in selecting this option.

Generally, you have anywhere from 6 to 8 weeks from the beginning of classes to assess your particular situation.

It does require very careful consideration before making that final decision...good time to chat with your academic adviser.

[Sample Student Experience](#)



4. DEGREE AUDIT/ACADEMIC PROGRESS REPORT

Known by different names at different campuses, the “*invaluable degree audit*” tracks, in detail, your academic progress.

It monitors your degree requirements including courses required, courses completed, major requirements, grade point average, transfer credit, course electives and graduation credits earned.

It’s updated every semester.

If you don’t have one in your possession now, then get a copy ASAP from your academic adviser or from the Registrar’s Office.

[Sample Student Experience](#)





5. INFORMATION LITERACY

SKILLS, SKILLS, SKILLS...

The heart of information literacy is the skillful, analytical use and effective management of information resources.

Succeeding in today's workplace requires having a level of proficiency in information literacy practice.

Developing Information literacy skills enhances your thinking, analytical and digital capabilities.

These critical skills are essential for any student to flourish in today's academic, workplace, and fake news environments.

[Sample Student Experience](#)





5 Key Tools



Academic



Success

SUMMARY

Using these 5 key tools during your academic experience sets the stage for your success in the workplace, in the voting booth, and in life itself.

Also, these tools will enhance your communication and networking skills.

Collaborating regularly with your academic adviser and reference librarian will assist you in making the best choices to achieve your academic and career goals.

Remember, different campuses have different rules.

So, check your online Student Handbook and also, check in with your academic and career advisers...sooner than later!

Have a great 2018-2019 academic year!

Lana W. Jackman, PhD
Academic Adviser Emeritus

For more free College and Career Success tips and tools, visit our blog, [CollegeSuccessLife](#), and join our [Instagram community](#).



ABOUT DR. LANA

I'm Lana W. Jackman, aka Dr. Lana, Academic Adviser Emeritus. I've spent my professional life advising both undergraduate and graduate students on the "ins and outs" of college and career success.

As a first generation college graduate, I learned how to maneuver successfully within the collegiate environment *AFTER* I graduated and began my professional career working in a university's Registrar's Office.

I found higher education "language and culture" completely disorienting and not user friendly at all.

My undergraduate experience was totally overwhelming and, at times, mind numbing. Yet, through sheer determination and perseverance, I graduated in 4 years.

Working in the Registrar's Office, however, did introduce me to career opportunities I had never considered.

I began my career as a secretary in the Registrar's Office and over the course of time and additional promotions, eventually became Associate Dean of Enrollment Services.

I enjoyed working with students, helping them solve their problems and ultimately achieve their college and career objectives.

With over 30 years of higher education experience, I know what it takes to achieve college and career success and look forward to sharing it with you!

