Academic Success Process

How to achieve academic success
There may have been a number of factors that contributed to you not doing as well academically as you are capable of doing. Here are some suggestions for improvement:

• Attend class regularly; being present is half the battle.

• Develop a relationship with your instructors. Let them know you care.

• Participate in class.

• Use any and all support resources available at Marist including but not limited to tutoring, proofreading, counseling, etc. See last page for list of resources.

• Please do not hesitate to contact the Center for Advising & Academic Services (CAAS) for any questions or academic guidance.

• On the next page, you will find an Academic Wellness Assessment. Complete it, as it is required for you to complete the Academic Plan and Consultation Record (APCR) if you are on probation, and may reveal further academic needs.

What should you be doing while on academic probation?

• Attend all classes.

• Complete the Academic Wellness Assessment and then the Academic Plan & Consultation Record (APCR) and meet with your academic advisor for review.

• Return your completed APCR to the Center for Advising & Academic Services (CAAS) and follow any other requirements set by CAAS.

• Visit the Academic Learning Center (ALC) (Library 331) and get tutors or find out about free review sessions and proofreading. Online proofreading is available through a joinable iLearn proofreading site (5 pages or less)

• Visit the Writing Center (Library 334) for writing assistance and tutoring.

• Set aside at least 2-3 hours of study time (reading, homework, review) for each 1 hour you are in class.

• Visit your professors during their office hours at least twice a month to review work and/or check in on your progress.

• Meet with your mentor, advisor or learning specialist, if applicable, at least twice a month to discuss your academic goals and needs.

• Determine if you should meet with someone in Counseling Services (Student Center, 3rd floor).

When should you visit CAAS...

• Academic Advising Planner questions

• Consultation for undecided majors

• Dean’s List questions

• Questions on academic policies

• Report absence of four or more days

• Report academic difficulty

• Request advisor change

• Request credit overage

• Request registration change after deadline

• Withdraw/leave of absence from the College
Academic Wellness Assessment

On a scale from 1 to 4 indicate the degree to which you agree with each of the statements below. Be candid and realistic. This is for you.

4 = Strongly Agree  3 = Somewhat Agree  2 = Somewhat Disagree  1 = Strongly Disagree

Motivation (Motivation & Attitude)
- I enjoy school and want to be in college.
- My purpose for getting an education is clear.
- This is the right time for me to complete a college degree.
- Attending class is worth my time.
- I set specific goals that lead to success in my life.
- I feel confident I can reach my goal to graduate from college.
- Motivation Total

Time (Time Management)
- I intentionally schedule my time for studying.
- I utilize a time management system specific to my needs.
- I am aware of and avoid my biggest time-wasting habits.
- I maintain a successful balance between work, school, and personal responsibilities.
- I feel my academic goals are attainable in the time I have.
- I effectively prioritize and complete all my tasks.
- Time Total

Study (Successful Studying)
- I read all course materials before class, take notes during lectures, and review after class.
- I maintain a schedule of all of my tests and assignments.
- I utilize my syllabus to navigate course requirements.
- I study in pre-planned, manageable, and realistic blocks of time with defined breaks.
- I attend all of my classes.
- I complete papers in drafts and allow enough time for revision.
- Study Total

Wellness (Physical & Mental Wellness)
- I believe I have the capacity to succeed in college.
- My family and friends are supportive of my educational goals.
- I feel safe on campus and in my academic pursuits.
- I sleep between seven and nine hours regularly.
- I maintain a balanced diet, exercise regularly, and limit at-risk behaviors, such as alcohol and drug-use.
- I am open to the student health and counseling center’s assistance, if necessary.
- Wellness Total

Policies (Academic Standards & Policies)
- I know my current academic standing.
- I understand what I need to do to achieve good standing.
- I understand the withdrawal and course repeat policies.
- I know how my academic standing affects my financial aid.
- I am aware of the academic policies regarding academic probation and dismissal.
- I am aware of GPA and course requirements within my academic major.
- Policies Total

Resources (Campus Connection & Resources)
- I consult my instructor when I have questions or need further information in each course.
- I utilize campus tutoring options.
- I have taken classes that address my academic needs.
- I attend regular advising sessions and review my audit regularly.
- I utilize the Writing Center for all stages of the writing process.
- I check my Marist email regularly.
- Resources Total

Academic Strengths Totals
Rank each category (Motivation, Time, Resources, etc.) by its total from highest score down to lowest score and list them here.

1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________
5. ____________________________
6. ____________________________

Categories 1-3 above represent your academic strengths, while 4-6 may be areas for improvement. Keep all these categories in mind when you complete your Academic Plan & Consultation Record (APCR).

Adopted from University of Tennessee.studentsuccess.utk.edu
## On-Campus Resources

| **Academic Learning Center** | Provides tutoring, review sessions, and proofreading services. Also provides services for all undeclared students. | www.marist.edu/academics/alc  
(845) 575-3300  
Library 331 |
|-----------------------------|-------------------------------------------------------------------------------------------------|---------------------------|
| **Accommodations & Accessibility** | Provides support and services for students with disabilities. | www.marist.edu/specialservices  
(845) 575-3274  
Donnelly 226 |
| **Center for Advising & Academic Services (CAAS)**  
*my.Marist portal under Student Tab (Advising-Undergraduate)* | Provides probationary and academic counseling & assistance with academic planning. | www.marist.edu/academics/advise  
(845) 575-3500  
Donnelly 224  
Twitter: @MaristCAAS  
Facebook: Marist CAAS |
| **Center for Career Services** | Provides services that help explore career options, internship, assistantship and fellowships. | www.marist.edu/careerservices  
(845) 575-3547  
Library 332 |
| **Center for Multicultural Affairs (CMA)** | Sponsors programs and services to promote cultural competence and global awareness, & first generation student outreach. Houses the International Student, HEOP, and Academic Enrichment programs. | www.marist.edu/academics/multicultural  
(845) 575-3204  
Library 337 |
| **Center for Student-Athlete Enhancement** | Provides academic support for all student athletes. | www.marist.edu/athletics/studentathlete  
(845) 575-3353  
2nd Fl. McCann Center |
| **Coordinators of First Year Programs** |  
- Students living in Champagnat Hall floors 1-5 meet their mentor in CH 315, extension 3789  
- Students on Champagnat Hall floors 6-9 and transfer students meet their mentor in CH 515, extension 3795  
- Students living in Leo Hall meet their mentor in Leo 106, extension 3725  
- Students living in Sheahan Hall meet their mentor in Sheahan Hall 004, extension 3157  
- Students living in Marian Hall meet their mentor in Marian 1st floor, extension 3894  
- First-year students living off-Campus meet their mentor in the Student Center, bottom floor, extension 3787 | www.marist.edu/studentlife/firstyear |
| **Counseling Center** | Provides individual and group counseling as well as medication management to undergraduate students. | www.marist.edu/counseling  
(845) 575-3314  
Student Center 352 |
| **DegreeWorks** | Questions & problems relating to the DegreeWorks audit system. | www.marist.edu/registrar  
(845) 575-3250  
Donnelly 203 |
| **Health Services** | Provides health education and services to all full-time undergraduate Marist students. | www.marist.edu/healthservices  
(845) 575-3270  
Student Center 352 |
| **Library** | Provides one-to-one assistance online or in person regarding research papers, and all resources. Ask a librarian questions you may have on any library service. | library.marist.edu  
(845) 575-3199  
library.marist.edu/forms/ask.html |
| **Math Lab** | Provides peer help/tutoring for certain mathematics courses. | www.marist.edu/compscimath/mathdept/mathlab.html  
(845) 575-3599  
Hancock Center 3021 |
| **Student Financial Services** | Provides services for financial aid, billing, Federal College Work Study, scholarship and campus/area employment. | www.marist.edu/sfs  
(845) 575-3230  
Donnelly 200 |
| **Writing Center** | Provides one-to-one writing tutoring. | www.marist.edu/writingcenter  
(845) 575-3000 ext. 2735  
Library 334 |