

Barton Students...

DRIVEN TO SUCCEED!!!!!!

Students can empower themselves to become more academically successful by avoiding frustrating situations. Follow this academic action list to be on course to success!

1. Your advisor – Advisors are professionals at giving academic guidance; however, they are not mind readers. If you do not share your concerns, goals and needs with them, then they cannot give you the best advice possible. Take the time to meet with your advisor outside of the hectic registration period. Share the good and the bad, listen to their advice, and accept your responsibility for your own progress.
2. Your body – Try to eat some healthy food, get some exercise, and sleep regularly. Most importantly, notice when your body is talking to you. If you are falling asleep in class, losing your appetite, not leaving your room, or feeling depressed, then seek help immediately. Your mind cannot perform at its best when your body is being ignored.
3. Your catalog – We know that the college catalog will never appear on a best-seller list, but it does have a wealth of important information in it, particularly your degree requirements and prerequisites. For an exception to any policy, you should consult your catalog first and see what the published policies and procedures are and how they could affect you.
4. Directions – Read all directions carefully and slowly before you begin any assignment. If your instructor is talking before an exam, do not start writing in a hurry to finish. Listen to any additional directions that might be given. You never want to fail an assignment solely because you did not complete it correctly.
5. Deadlines and due dates – All academic institutions have official add/drop periods. Make certain to write these on your calendar and adjust your schedule as needed within these time frames. Make note of due dates for essays and dates of final exams.
6. Your employment – Many students have to work at least part-time while attending school. Talk to your employer about your academic goals and see how much flexibility is available. If you are working full-time, be especially careful not to attempt a full-time course load. You will likely end up missing a deadline and overstressing yourself physically and mentally.
7. Your finances – Try not to get too deeply in debt. There are literally thousands of scholarship opportunities that students do not explore. Attending school part-time and taking only the course load you can afford really can help you progress towards your degree. And it can keep your total loans at a minimum.
8. Your friends – Look out for each other and stay connected. When the end of the add/drop periods approach, for example, remind your friends to make adjustments and verify their own schedules. If you believe a friend is in trouble physically or emotionally, encourage him/her to get help as soon as possible.

9. Your grades – Your grade point average (GPA) can determine your eligibility for certain programs, financial aid, and scholarships. It can also determine your academic progress and the likelihood of actions like warning, probation, suspension, and dismissal. These are all serious actions and should not come as a surprise; nevertheless, students are often shocked to learn that they are ineligible to enroll in classes due to one of these actions. Talk to your advisor about your academic progress and review your catalog to make certain you understand how your GPA is calculated.

10. The Internet – Email and the Web are valuable tools, but they are easily misused and can lead to misunderstandings. When emailing your advisor or instructor, review your message for spelling and grammar, and never send an email out of frustration or anger. When conducting research, keep in mind that anyone can publish his or her ideas on the Web, and that does not mean the information is well-written, truthful, or accurate. Think carefully about what you read and make certain to cite anyone else's ideas. If you take an idea from the Web without giving that person credit, you have committed plagiarism.

BE ACTIVE IN MONITORING YOUR OWN PROGRESS and BE DRIVEN TO SUCCEED!