# Academic Advising and Policies

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Academic Advising Syllabus

WOODBURY UNIVERSITY

ACADEMIC QUALITY • INNOVATION & CREATIVITY • TRANSDISCIPLINARITY
COMMUNICATION • THE INTEGRATED STUDENT • SOCIAL RESPONSIBILITY

Faculty – OASIS Advising Committee

MISSION
The Faculty-OASIS Advising (FOA) committee develops strategies for improving advising services for students, providing resources for advisors, and unifying and enhancing advising efforts on campus.

PROGRAM OUTCOMES
Academic Quality • Transdisciplinarity • Communication
The Integrated Student • Social Responsibility

Academic Advising Syllabus

Faculty Advisors and OASIS Advisors
Isaacs Faculty Center  ARCH  (818) 394-3313
  MCD  (818) 394-3372
  ITS  (818) 394-3379
School of Business  BUS  (818) 252-5231
Whitten Student Center  OSD  (818) 252-5232

Academic Advising Philosophy
Academic advising is a collaborative educational process whereby students and their advisors partners in meeting the essential learning outcomes, ensuring student academic success, and outlining the steps for achievement of the students’ personal, academic, and career goals. Academic advising is an educational process that, by intention and design, facilitates students’ understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning. (NACADA, 2004)

At Woodbury University, academic advising provides students with the opportunity to build a relationship with their advisor for the purpose of gaining assistance in planning their educational career, in learning the skills needed for academic success, and in learning how to access the variety of resources and services available to them on the Woodbury campus.

Resources
- Student File: Major worksheet
- University publications: University Catalog, Student Handbook
- FOA/Office of Student Development: Advisors’ Resource Guide
- University web portal (go.woodbury.edu ➔Self-Service)
- Student-specific Resources: SOAR (Student Orientation, Advisement, and Registration), PD 100 Transition to College (freshmen only), PD 200 Transition to Woodbury (transfers only in ARCH, IA, FD)

Academic Advising

Student Learning Outcomes

Through the academic advising experiences at Woodbury, students will do the following:
- Demonstrate the ability to make effective decisions concerning their degree and career goals.
- Develop an educational plan for successfully achieving their goals and select courses each semester to progress toward fulfilling that educational plan.
- Demonstrate an understanding of the value of the general education requirements.
- Utilize the resources and services on campus to assist them in achieving their academic, personal, and career goals.
- Make use of referrals to campus resources as needed.
- Be able to accurately read and effectively utilize a major worksheet in their educational planning.
- Graduate in a timely manner based on their educational plan.
How a Successful Advising Partnership Works

<table>
<thead>
<tr>
<th>Student Responsibilities</th>
<th>Advisor Responsibilities</th>
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<tbody>
<tr>
<td>Students are expected to do the following:</td>
<td>Advisors are expected to do the following:</td>
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<tr>
<td>1. Schedule at least one advising appointment with their major advisor each semester.</td>
<td>1. Be accessible for meeting during office hours by telephone or email.</td>
</tr>
<tr>
<td>2. Attend all scheduled appointments on time and prepared.</td>
<td>2. Understand and effectively communicate the required curriculum and graduation requirements, as well as University policies and procedures.</td>
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<tr>
<td>3. Call if they need to reschedule or make a change to the Advising Agreement.</td>
<td>3. Monitor and document students’ progress toward meeting their goals.</td>
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<tr>
<td>4. Come prepared to each appointment, bringing a variety of class options (preliminary schedule) and any academic records, as appropriate to the discussion.</td>
<td>4. Encourage students to set goals and plan realistic strategies to meet those goals.</td>
</tr>
<tr>
<td>5. Be an active learner and participate fully in advising.</td>
<td>5. Discuss potential career options within the student’s chosen major.</td>
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<tr>
<td>6. Ask questions if there is confusion or if there is a specific concern.</td>
<td>6. Make appropriate referrals for students to resources and services on campus.</td>
</tr>
<tr>
<td>7. Complete all assignments or recommendations from the major advisor.</td>
<td>7. Assist students in working closely with their professors.</td>
</tr>
<tr>
<td>8. Share their personal values and goals with the academic advisor so he/she is aware of your interests and motivation.</td>
<td>8. Maintain confidentiality.</td>
</tr>
<tr>
<td>9. Grow in awareness about college programs, policies, procedures, and graduation requirements.</td>
<td>9. Foster problem-solving and decision-making skills in students in meeting their educational goals, especially as obstacles arise or plans must change.</td>
</tr>
<tr>
<td>10. Keep the academic advisor informed of successes, challenges, and questions along the way.</td>
<td>10. Help students appreciate the role higher education plays in meeting their goals and maximizing their potential.</td>
</tr>
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</table>

Evaluation Criteria
The student and academic advisor will develop an on-going portfolio of your advising work. This portfolio will consist of a variety of documents including the major worksheet, semester schedules, collaborative work resulting from various referrals on campus, and a variety of documents that demonstrate the student’s achievements of these outcomes.

Advising Schedule
Generally, the last week of October, and the month of November is Spring advising and registration. Summer and Fall advising and registration generally occurs in late March and April. Check the webportal (http://my.woodbury.edu/staff/osd → Academic Support and Advising -OASIS) for specific dates each semester. The UNIVERSITY-WIDE REGISTRATION GOAL, by which all students should be finished registering for their next term’s classes, is the last day of classes in the current semester.

Accommodating Students with Disabilities See complete policy on page 132 of the Course Catalog
The University will make reasonable accommodations to students with documented disabilities which substantially limit a major life activity. Students should register with the Office of Student Development.
Faculty Advisors & Additional Advising Support

Faculty Advisor

- Your faculty academic advisor is a faculty member in your major. This person has experience in your industry of choice and is very helpful in answering questions regarding your career choice.
- If your advisor is unavailable you may contact your Department Chair or OASIS and someone will be able to assist you.
- You can find your current academic advisor on your schedule in Self-Service after the add/drop date.
- Realize that getting your degree may take you longer than planned — that's true for almost everyone, so it is important to communicate with Academic Advisors to prepare a graduation plan.

OASIS Additional Advisor Support

In addition to your academic advisor, OASIS can support you in a number of additional ways:

- OASIS, the office of Academic Success and Instructional Services, is located in The Whitten Student Center (please refer to the back cover of the SOAR Manual).
- OASIS serves as a “Drop-In Center” for students, but appointments are recommended. We encourage you to see your faculty advisor first, but if additional assistance is desired we are available for many support services.
- OASIS Advisors serve as an additional resource to undergraduate students when preparing to meet with their faculty advisor or when their faculty advisor is not available.
Academic Terms and Definitions

Academic Warning
Students who fail to meet the semester grade point average of 2.0 (undergraduate)/ 3.0 (graduate) but their cumulative grade point average is above a 2.0 (undergraduate)/3.0 (graduate) will be sent a warning letter. The student is required to meet with an Academic Advisor. Failure to do so may result in future holds on course registrations.

Academic Probation
Students who fail to meet the semester and cumulative grade point average of 2.0 (undergraduate)/3.0 (graduate) will be placed on Academic Probation. The student is required to meet with an Academic Advisor. Failure to do so may result in future holds on course registrations.

Continued Probation
Students who were able to raise their semester grade point average, but were not able to raise their cumulative grade point average will be placed on Continue Probation. A letter will be sent from the Associate Vice President, Student Development. The student is required to meet with the Associate Vice President. Failure to do so may result in future holds on course registrations.

Academic Dismissal
Students who have not been able to raise both semester and cumulative grade point averages within three semesters will be dismissed from the University. A letter will be sent from the Associate Vice President, Student Development stipulating conditions for re-enrollment. The student is required to meet with the Associate Vice President. A hold will be placed on future course registrations and the dismissal will be recorded on the student's transcripts.

CLEP Exam
CLEP is an acronym for College Level Examination Program. Undergraduate students may test out of certain general education courses by taking various CLEP exams. (The CLEP exam is not available to take at Woodbury University, but may be taken where offered for transfer to Woodbury University by filling out a Concurrent Enrollment form).

Concurrent Enrollment
Undergraduate students wishing to take a course at another college (for example, a community college) while they are currently enrolled at Woodbury, or for students wishing to take a CLEP exam at another college must fill out a Concurrent Enrollment Form. Concurrent enrollment must be signed by an advisor and be approved by the Registrar's Office so the student can be certain the course will transfer back to Woodbury.

Dean's List
Students who successfully complete 12 units or more with a semester GPA of 3.5 or higher receive a letter of recognition from the Dean of the Faculty and are placed on the Dean's List.

Faculty Advisor
A faculty member is assigned as your faculty advisor. You'll meet with this person before you register for classes each semester. They also serve as a resource regarding any academic or career questions you may have. You can find your current academic advisor's name on Self-Service.
Academic Advisor
There will always be at least one faculty advisor to assist you. You’ll meet with this person before you register for classes each semester. Your academic advisor also serves as a resource regarding any academic or career questions.

GE (General Education)
General Education is a series of courses required outside the undergraduate major department of all Woodbury students.

GPA
Grade Point Average. To determine GPA, divide total grade points earned by units attempted (excluding P/NP and grades other than U).

Hold
A hold prohibits a student from registering for classes. Students have holds placed on their registration when they have not met a University obligation. (Failing to take required tests, submit transcripts/documents, pay library fines, etc.)

Incomplete (I)
A grade received when a student earning a passing grade is unable to complete a course because of extenuating circumstances. An incomplete is only given with the consent of the course instructor. The course must be completed within one semester, or the grade of "I" will become an "F".

Independent Study
Credit achieved for academic work outside the regular course offerings completed in consultation with an instructor.

Internship
A degree requirement for certain undergraduate majors at Woodbury. Internships require students to work in their fields of study for a set length of time, giving them work experience before they graduate.

Lecture Course
A class in which an instructor presents the main body of course material in lecture format.

Lower Division
Undergraduate courses numbered in the 100 or 200 level; introductory in content.

Major
A major is a sequence of undergraduate courses in a field of study, which, along with the appropriate supporting classes, leads to a degree. Each major requires specific courses completed which are listed in the University Catalog.

Minor
A minor is an area of concentration in which students take fewer courses than they do in their major, but where there is still a substantial amount of coursework. A minor at Woodbury usually consists of five courses.

Prerequisite
A course requirement that needs to be completed before enrolling in another course.
Satisfactory Academic Progress
Students must maintain Satisfactory Academic Progress by: 1) maintaining a minimum cumulative GPA of 2.0, and 2) meet the cumulative unit requirement, based on their status (either full-time or part-time).

Schools
There are four schools within the University, which represent general areas of study. Woodbury's four schools are: 1) Architecture, 2) Business and Management, 3) Media, Culture and Design, and the 4) Institute of Transdisciplinary Studies.

Section
One of the multiple offerings of the same lecture or studio course, which meets at different times and different days.

Student ID Number
Every student is assigned a student identification number. This number is used on all official transcripts and to register for courses.

Studio
A design undergraduate course in which the instructor presents the main body of the course in a project-based format.

Syllabus
A course outline given to students on the first day of class. It generally outlines course objectives, expectations, readings and assignments. Syllabi can also be found before class meetings on Self-Service.

Units
The number of units a course is worth generally corresponds to the amount of time the class meets each week. A student attending Woodbury full-time will take 12 or more units per semester for an undergraduate degree or 6 or more units per semester for a graduate degree.

Unrestricted Elective
Unrestricted electives are undergraduate units left over after the major and general education requirements are satisfied to reach the 126 or 160 units required for the degree. You may use electives to explore areas of interest and can select courses from any department on campus. The number of elective courses needed varies by major.

Upper Division
Courses numbered in the 300 or 400 level; covering more advanced material.

Withdrawal
Discontinuing a class after the end of the drop period will result in a withdrawal (W) drop. If you officially withdraw, a "W" will appear next to the class you withdrew from on your transcript, but it will not affect your grade point average (GPA). It is the student’s responsibility to withdraw from courses to receive a “W” grade, or they will receive an “F.”
Units and Courses

Courses at Woodbury University all have a unit value. A typical lecture course is 3 units and involves roughly three - four hours of classroom instruction per week. For courses such as studios, the class meets eight - nine hours a week, depending on the studio.

3 semester units = 3 hours of classroom instruction per week
Full time status for undergraduate 4-year completion = 15 - 16 units per semester
Full time status for undergraduate 5-year completion = 15 - 16 units per semester
Minimum undergraduate units for financial aid = 12 units per semester
Minimum graduate units for financial aid = 6 units per semester
4 courses x 3 units = 12 units
5 courses x 3 units = 15 units

As a result, a student who takes 12 units during the first semester can expect to be in class 12 hours a week. In terms of studying, the rule of thumb is to plan to spend 3 hours studying for each hour you are in class. The minimum load for a full-time Undergraduate student is 12 units.

Class Meetings
Lecture based courses at Woodbury may meet two days a week for 1 hour and 45 minutes for Traditional Day Undergraduate students, or once a week for 4 hours for Intensive Undergraduate students. For example, a three unit course may meet:

Monday & Wednesday 10:30 am - 11:45 am (Traditional Day Undergraduate)
Tuesday & Thursday 1:30 pm - 2:45 pm (Traditional Day Undergraduate)
Saturday 1:00 pm – 5:00 pm (Intensive Undergraduate/MBA)*

Studio based courses at Woodbury meet two days a week on Monday/Wednesday, Tuesday/Thursday or Tuesday/Friday (Architecture). A three-unit studio will meet for a total of 5 hours a week. Four unit studios will meet for a total of 6 hours and 40 minutes a week. Five unit studios meet for a total of 8 hours and 20 minutes a week. Six unit studios meet for a total of 10 hours a week.

*Lecture based courses for Intensive Undergraduate Students at Woodbury meet as follows:
- During weekdays: 4 hour courses are taught once a week for seven weeks in the Intensive Degree Program from 6:00pm-10:00pm, for undergraduates and MBA’s.
- During weekends: 8:00am-12:00pm, and/or 1:00-5:00pm (every Saturday and/or Sunday for seven weeks).
The Semester System

Classes at Woodbury are offered on the semester system (two seven week sessions), which consists of: Fifteen weeks of instruction (Including one week of lecture final exams and one week of studio final critiques). Two (2) semesters per academic year, plus a condensed summer term.

Undergraduate Class Standing

Your class standing is determined by the number of units you have completed according to the following:

<table>
<thead>
<tr>
<th>Units</th>
<th>Class Standing</th>
</tr>
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<tbody>
<tr>
<td>0 - 29</td>
<td>Freshman</td>
</tr>
<tr>
<td>30 - 59</td>
<td>Sophomore</td>
</tr>
<tr>
<td>60 - 89</td>
<td>Junior</td>
</tr>
<tr>
<td>90 - 126</td>
<td>Senior</td>
</tr>
<tr>
<td>127 +</td>
<td>Senior Plus</td>
</tr>
</tbody>
</table>

The term "upper division" and "lower division" are sometimes used to describe a student's class standing or to describe the level of certain courses. In general, lower division refers to the Freshman / Sophomore level. Upper division refers to Junior / Senior level.

Course Numbering

The course numbering system provides information regarding the level of each course offered at the University. The system is:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Level</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>000 - 049</td>
<td>Developmental</td>
<td>Developmental</td>
</tr>
<tr>
<td>100 - 199</td>
<td>Freshman Level</td>
<td>LOWER DIVISION</td>
</tr>
<tr>
<td>200 - 299</td>
<td>Sophomore Level</td>
<td></td>
</tr>
<tr>
<td>300 - 399</td>
<td>Junior Level</td>
<td>UPPER DIVISION</td>
</tr>
<tr>
<td>400 - 499</td>
<td>Senior Level</td>
<td></td>
</tr>
<tr>
<td>500 or above</td>
<td>Graduate Level</td>
<td></td>
</tr>
</tbody>
</table>

*Courses numbered below 100 are developmental courses designed to prepare you for college level coursework. The units earned in these courses do not count toward the Bachelor's degree.
Undergraduate Components of a Degree

The requirements for a Bachelor's degree consist of courses in four primary areas: general education requirements, major requirements, restricted design electives and unrestricted electives. Most entering First-year students begin their coursework with a combination of general education courses and major courses.

Major + General Education + Unrestricted Electives + Restricted Design Electives* = 120 - 160 units (refer to definitions on pages 4 – 5)

*Not all majors require restricted design electives please refer to current catalog year.

Graduation Requirements

1. Complete at least 120-128 semester units for the Bachelor of Science Degree, Bachelor of Arts, and Bachelor of Fine Art, or 160 semester units for the Bachelor of Architecture degree;
2. Complete a minimum of 45 semester units in residence at Woodbury and a minimum of 32 out of at least 40 units at Woodbury;
3. Maintain a grade point average of 2.0 or higher;
4. Complete the requirements for a major;
5. Complete the General Education requirements;
6. If required for your major, complete the appropriate number of hours of work experience or internship.

Complete information regarding graduation requirements is provided in the University Catalog.

Graduate Components of a Degree

The requirements for an MBA degree consist of courses in two primary areas: Business Administrative Courses and Electives

MBA Graduation Requirements
1. Complete at least 36 semester units for a Masters of Business Administration
2. Complete all assigned Common Professional Component (PC) Requirements before completing required core courses
3. Maintain a grade point average of 3.0 or higher;

MOL Graduation Requirements
1. Complete at least 30 semester units for a Masters of Organizational Leadership
2. Maintain a grade point average of 3.0 or higher;
Undergraduate General Education

Woodbury's general education curriculum is designed to provide a extent of knowledge in areas of the Liberal Arts and Sciences and competency in written and spoken English language skills. The General Education requirement at Woodbury requires students to take courses in three primary areas: Basic Skills, Core Curriculum and General Education Electives.

Students must demonstrate competency in the following areas:

- Academic Writing*
- Mathematics*
- Public Speaking
- Information Theory and Practice

*All new students take placement tests in writing and mathematics.

Basic Skills

The writing and public speaking requirements are fulfilled by the completion of the English and speech courses listed below.

- WRIT 111 Academic Writing I (Must receive a “C” or higher to receive credit)
- LSCI 105 Information Theory and Practice
- COMM 120 Public Speaking
- WRIT 112 Academic Writing II (Must receive a “C” or higher to receive credit)

Core Curriculum

For further detail refer to the Academic Catalog:

Category 1: English Communication (3 courses, 9 units)
1. Oral Communication (COMM 120, Public Speaking, 3 units)
2. English Composition (WRIT 111, Academic Writing, 3 units)
3. Critical Thinking (WRIT 112, Academic Writing II, 3 units)

Category 2: Mathematical Concepts & Quantitative Reasoning (1 course, 3 units)
1. College-level Mathematics

Category 3: Art History and Humanities
(3 courses, 9 units; one humanities, one art history, one free choice)
1. Art History (see Fine Arts)
2. Humanities (see History, Literature, and Philosophy)
3. Art history or humanities

Category 4: Social and Behavioral Sciences
(3 courses, 9 units; 2 courses must be from 2 different disciplines)
1. Social or Behavioral Science
2. Social or Behavioral Science
3. Social or Behavioral Science
(see Behavioral/Social Science, Economics, and history)
Category 5: **Physical and Biological Sciences**  
(one course must include a laboratory)  
1. Physical science  
2. Biological science  

**Elective: One lower division general education elective from areas 2-5**  
*Consistent with the Intersegmental General Education Transfer Curriculum (IGETC)*

**General Education Electives**  
The number of General Education elective requirements varies by major, but for the Bachelor of Science degree, at least two (2) General Education electives must be completed at the upper division level.

**Grading Policies**  
Classes are graded on a 4-point scale and students must have an overall GPA of 2.0 (3.0 for graduate students) to graduate. The letter grades and associated grade points are:

- **A** (4.00)  
- **A-** (3.67)  
- **B+** (3.33)  
- **B** (3.00)  
- **B-** (2.67)  
- **C+** (2.33)  
- **C** (2.00)  
- **C-** (1.67)  
- **D+** (1.33)  
- **D** (1.00)  
- **F** (0.00)

How do the following grading policies affect you?

"W" Grades: Withdrawals - Withdrawing from a class after the end of the drop period will result in a "W" on your transcript. Awarded only when you officially withdraw from a course. Does not affect GPA.

"WW" Grades: Administrative Withdrawal - Issued when the University withdraws the student from a course. Does not affect GPA.

"I" Grades: Incomplete - An incomplete grade may be issued by an instructor due to an extenuating circumstance during the final seven weeks of the semester. Incomplete grades must be officially petitioned and must be completed within the following semester, or the grade will become an "F".

+ / - Grading: These symbols affect your GPA by +.3 or -.3 grade points, respectively.

**Student Resources**  
Please see section three.
Academic Transitions

Tip #1: Go To Class
New students often hear that in college, "you can go to class anytime you want." NOT TRUE. Some classes may seem less interesting than others, but college is not for entertainment. Experienced students often say that the more time they spend in class, the less time they need to study outside of class.

Tip #2: Learn The Campus
One campus tour seldom provides the geographical knowledge necessary to get around a major university. Become an explorer and spend time locating where major academic and service departments are located. Don't become a senior who is still trying to find the library.

Tip #3: Know The University Has Academic Rules
No one memorizes all the rules—but have a copy available. Academic policies are usually found on the web page and almost always in the student handbook or catalog. Do not become one of those who says, "But nobody told me..."

Tip #4: Check Out Rumors
Rumors of all types fly across a campus. While almost all do have a particle of truth, most rumors are largely fiction. Check program or academic rumors with professors or advisors before changing anything related to class preparation or scheduling.

Tip #5: Budget Time
Have a social life, but plan your study time properly. Do not begin to study for a test or write a paper the night before either is due. Read syllabi early for dates and note them on a calendar. Remember, sleep is also necessary, so budget for that as well.

Tip #6: Accept Constructive Criticism
Keep in mind that when a professor critiques your work, he or she is doing you a favor. This is not personal; any work can be improved. The more "red lines" you see on a paper, the more time that the professor took to point out ways for you to improve. It is very frustrating to see a grade assigned to a paper or test and no comments or feedback as to how that grade was determined or how you can do better next time.

Tip #7: Realize That Being A Student Is A Full-Time Job
You can't work hard only one day a week and earn acceptable grades. Look at collegiate life as a full-time career for the present. Focus on good academic habits, social skills, and balancing priorities. Now is the time to develop skills that will be expected after graduation in your selected career.

Tip #8: Develop An Appreciation For The Mastery Of Language
No matter what your major or discipline of interest, the single most important skill for life success is communication. Understand what language is acceptable and in what situations. How you communicate your skills and thoughts demonstrates the depth of your education. Even if your grades in technical courses get you that first job, it is your communication skills—usually in writing—that get you that promotion.
Tip #9: Become Part Of University Life
Becoming part of the campus community is just as important as going to class, writing papers, and taking exams. Don't join every group, but be selective and participate in activities that will offer balance to your life. Take advantage of the variety of university experiences.

Tip #10: Get To Know Your Professors Before You Graduate
Begin by targeting some faculty that you think are worth knowing before you graduate. Who are you likely to have in more than one course? These are the professors who will evaluate your work, supply references for future career options or graduate school, and help guide your intellectual development. Most faculty are very approachable; don't let titles of "professor" or "doctor" frighten you. Those titles are their achievement, and these are the people who will help you attain the goals you have set for yourself.

Tip #11: Have The Courage Of Your Confusions
In high school, a good student is supposed to know all the answers and get everything right. But in college, you take on more difficult challenges and more demanding material. It is no longer possible to have "all the answers." Beyond college, that kind of high school perfection isn't even remotely possible. Learn to be patient with others and with yourself. Learn to function well in situations where 100% success isn't possible; seek out and value the big questions which are more important than answers.

Tip #12: Be Patient With Yourself
You will make errors or mistakes during your collegiate career. Please be assured that you are not DOOMED. When you realize, or even think, you have goofed, set out to correct it.

Tip #13: Make Your Own Decisions
Seeking advice is always nice. Trying to play it safe and avoid making decisions can lead to as many problems as making uninformed or risky choices. Weigh options and gather as much information as possible. Accept responsibility for your decisions.

Tip #14: You Are In School For Your Education, Not Someone Else's
If you enter college just to please everyone else, or even ANYONE else, you will end up pleasing no one. If you let others decide what you are going to study, where you attend college, and what you are going to be, you have ignored your responsibility to yourself.

Tip #15: Know Your Academic Situation Before The Withdraw Period
If you have a question or concern about how you are doing in a class, go to the professor and discuss it. Keep yourself informed and record all grades received for each assignment. Read each syllabus carefully, and pay attention to the weight of all assignments as they determine the final grade in each course. Keep all grades updated.

Tip #16: Learn To Communicate In The Classroom
There are no dumb questions concerning subject matter. If you don't know or don't understand something, chances are several of your classmates don't either. Learning to ask questions is a skill. Develop it!
Tip #17: Safeguard Your Physical And Mental Well-Being
When exhausted, rest. Eat proper food and know when to relax. Plan exercise into your schedule. No one is going to thank you for working yourself into a frazzle or getting ill, let alone for staying up all night. It is amazing how many students demand their independence and simply do not know how to take care of themselves.

Tip #18: Accept Responsibility For Yourself And Your Behavior
If what you say and do is prompted by others, or if nothing is ever your fault because others "pushed" you, you cannot claim to be an adult, just an immature follower.

Tip #19: It Does Not Help To Blame Others For Your Academic Problems
If you are not doing well academically, get help. Very few students get through college without some assistance. If it takes you longer to learn material or even to graduate, so what? Remove distractions when studying. Go to review sessions and use tutoring services. GO TO CLASS and participate. Don't blame your professors, your roommate, or your teaching assistants. Get their help to eliminate the problems.

Tip #20: Locate And Use All University Services
The university DOES want you to succeed and will help you by means of all its services. These range from math and writing skills centers to personal counseling. Let the university serve you. After all, it is your school. You are paying for these services anyway, in the form of tuition and fees.

Tip #21: Write Home
It may sound silly but parents and family can prove to be the best support service. Families honestly want to know how you are doing. They may not be able to do more than listen, but that act alone is essential to your well-being. Siblings, grandparents, and neighborhood friends are in your corner and want you to succeed. Let them share in your new life. P.S. E-mail works great!
Scheduling Strategies

Step By Step

- Your Academic Worksheet (Academic File)
  ✓ Look at the requirements you need to fulfill for your degree. These are listed on your academic worksheet in your file or in the catalog.

- 2010 – 2011 University Academic Catalog (www.Woodbury.edu)
  ✓ Read the catalog for information regarding course descriptions and pre-requisites.

- Spring 2010/ Fall 2010 Schedule of Courses on Self-Service (Go.Woodbury.edu)
  ✓ Check the schedule of courses to see which courses are offered this semester as well as the days, times and pre-requisites for each course.

- OASIS Advising Bulletin (My.Woodbury.edu)
  ✓ This resource will assist you with questions regarding online classes, graduation, academic dates, policies, and current general education course offerings.

- Class Schedule Worksheet (My.Woodbury.edu)
  ✓ Establish a preliminary schedule of courses, balancing your schedule with any outside commitments you may have.

- If you are receiving financial aid as a full-time student, make sure you sign up for a minimum of 12 semester units for undergraduate students and a minimum of 6 units for graduate students.

- Remember that while faculty advisors provide you with suggestions and ideas about what courses you can take, the final decision rests with YOU!