“To Do” Checklist of Action Steps to Start the Spring 2021 Semester

We are confident that, if you take swift action to turn things around, you can make Spring 2021 a terrific semester! Approximately 2/3 of the students who take SLS1122 return to good academic standing by the end of their first year, and many achieve higher goals like the Dean’s List. Those who succeed are willing to work hard, develop new study skills, adopt effective time management and goal-setting strategies, and act on advice from their SLS1122 faculty mentors. It all depends on the energy and enthusiasm that you bring to the learning process this coming semester!

**DIRECTIONS:** Right now, you have some critical action steps to take BEFORE classes begin in order to get a jump start on turning things around. **We want you to be in the best possible class schedule for getting good grades!** This means taking classes that are a good fit with your strengths and interests as well as those that offer the potential for strong grades. Read carefully through each action step below and check off the boxes as you go. If an action step is not applicable, write “NA” beside the check box.

### Be sure to check your **official grades**!

- Check your official grades in Student Central (my.fsu.edu).

- If you have an “I” (Incomplete) grade, contact the professor via email to get an agreement in writing regarding the plan and the deadline for resolving the “I” grade. If you earn a good grade in the class, it will improve your GPA as soon as the final grade change is processed.

- If you think one of your course grades was assigned in error, contact the professor to discuss the grade in a manner that is courteous and professional. If an instructor confirms that the grade was an error, communicate this information to your Dean’s Office (Undergraduate Studies for most students) or your SLS1122 instructor immediately. The best strategy is to get this information in writing so that it can be forwarded to your Dean or your SLS1122 instructor.

- If you think one of your course grades is unfair (not the same as assigned in error), read about the FSU grade appeal system at [http://fda.fsu.edu/Academic-Resources/Academic-Integrity-and-Grievances/Grade-Appeals-System](http://fda.fsu.edu/Academic-Resources/Academic-Integrity-and-Grievances/Grade-Appeals-System). You have a limited period of time and distinct steps to take in the process of an appeal.

### Resolve any holds on your registration!

- Check to see if you have any holds placed on your registration. These must be lifted before you can make any changes to your schedule. Check for holds in Student Central (my.fsu.edu) – once you log in, holds are indicated in the top right box.

- If you have a hold on your registration, contact the office that placed the hold (as noted in Student Central) to discuss the necessary steps to have it removed. **Your goal is to have all holds removed ASAP so that you can begin the Drop/Add process starting at 5pm on January 5th.** Check websites of the offices you need to contact to confirm walk-in, appointment, and/or virtual hours.
Seek academic advising to ensure you are in the best schedule of classes for your success!

- For many of you, it will be necessary to make small changes to your schedule (like repeating a prerequisite or other required course). However, some of you will need to make significant changes to your schedule, especially if you are changing majors. We encourage you to speak with an advisor as soon as possible so you are ready to make any necessary changes to your class schedule when registration reopens. Do not wait – it is better to get as much done **BEFORE** classes begin so that you are not in a panic during the first week!

- Course registration reopens on **Tuesday, January 5th beginning at 5pm**. Your goal is to be in the best possible schedule when classes begin on Wednesday, January 6th. If you don’t know your academic advisor, use the advisor search at [http://advisor.undergrad.fsu.edu/advisors/advisor-display.php](http://advisor.undergrad.fsu.edu/advisors/advisor-display.php) or [http://advisingfirst.fsu.edu/Team/Find-Your-Advisor](http://advisingfirst.fsu.edu/Team/Find-Your-Advisor).

- To change your major, contact the academic advisor in the major that you want to change into. To find this advisor, use the advisor search: [http://advisor.undergrad.fsu.edu/advisors/advisor-display.php](http://advisor.undergrad.fsu.edu/advisors/advisor-display.php) or [http://advisingfirst.fsu.edu/Team/Find-Your-Advisor](http://advisingfirst.fsu.edu/Team/Find-Your-Advisor).

- If you are unsure what major you want to change into, please contact the Center for Exploratory Students (850-645-2847) or the Center for Academic Planning (850-644-3430). You may also check their websites for virtual appointment opportunities. FSU has excellent support for students exploring majors and careers!

**Get rested and ready for a fresh start in the fall semester!**

- Use the break to discuss your academic status with your parents/family and get their support for any changes to your educational goals and your improvement plan for this semester.

- If cutting back your part-time job schedule or other obligations is appropriate, initiate some of these contacts prior to returning to campus.

- Return to campus as early as possible the week before classes begin (residence halls open **Monday, January 4th at 5pm**) so that you can meet with your advisor, take care of academic business, and get settled before classes begin.

- Get lots of rest over the break and return to classes “charged up” and ready to go for 16 weeks of learning!

**We look forward to meeting you!**

*Your ACE Faculty (SLS1122)*