

## **“To Do” Checklist of Action Steps** *for a smart start to the new semester*

We are confident that, if you take swift action to turn things around, you can make the upcoming semester terrific! Approximately 2/3 of the students who take SLS1122 return to good academic standing, 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:** Here are some critical action steps to take NOW 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.

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### **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, get it in writing so that you can share with your Dean’s Office (Undergraduate Studies for most students) or your SLS1122 instructor immediately.
- 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>. You have a short window of time and specific steps to take for an appeal.

### **Seek academic advising to ensure you are in the best schedule of classes for your success!**

- You may need to make small changes to your schedule like repeating a prerequisite or required course for your major. However, FSU does NOT have a forgiveness policy (i.e., grade replacement) which means that you do not have to retake the SAME course necessarily if it is not required for your major. See your advisor or contact ace@fsu.edu if you are unsure.
- 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 and then contact [ace@fsu.edu](mailto:ace@fsu.edu) to get registered. 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!

- If you do not know your academic advisor or need to contact an academic advisor to change into a new major, use the advisor search at <http://advisor.undergrad.fsu.edu/advisors/advisor-display.php> or <http://advisingfirst.fsu.edu/Team/Find-Your-Advisor>.
- If you are unsure what major you want to change into, FSU has excellent support for students exploring majors and careers! You may contact one of the following advising offices as appropriate:
  - Center for Exploratory Students (freshmen only/map term 1 or 2) at 850-645-2847 or [nflanagan@fsu.edu](mailto:nflanagan@fsu.edu).
  - Center for Academic Planning (sophomore and above/map term 3 or higher) at 850-644-3430 or [dethomas@fsu.edu](mailto:dethomas@fsu.edu).

### **Resolve any holds and reach out to ACE for registration help now – do not wait!**

- Check for any holds placed on your registration. These must be lifted before you can make changes to your schedule. You can view holds in Student Central ([my.fsu.edu](http://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. If a meeting is needed, check office websites to confirm options for drop-in, appointment, and/or virtual hours.
- ACE faculty can help with course registration, even when it is closed for students! We can enroll you in courses or adjust your schedule now. Please make an appointment or view virtual drop-in hours at ACE using the Campus Connect (CC icon at [my.fsu.edu](http://my.fsu.edu)): Type = Special Programs & Services = ACE: General Questions.

### **Get rested and ready for a fresh start!**

- Use the break between semesters to discuss your academic status with your family and get their support for any changes to your educational goals and your improvement plan.
- If cutting back your part-time job schedule or other obligations is appropriate, initiate some of these contacts prior to the start of the semester.
- Get lots of rest between the semesters and return to classes “charged up” and ready to go!

**We look forward to meeting you!**

**Your ACE Faculty (SLS1122)**