

Quick Tips for Academic Success



- ✓ During the first two or three days of each semester [the schedule adjustment period] review your course syllabi. If you feel that your course load might be too heavy, think seriously about taking a lighter course load to ensure your ability to balance your course work with the rest of your life. Use the schedule adjustment period posted on the academic calendar to adjust your schedule if necessary.
- ✓ Do not struggle alone. When experiencing difficulty with your course work:
 - ✗ **Acknowledge difficulty early.** If you find yourself struggling in the second week of classes, your troubles will likely persist if you continue without academic assistance.
 - ✗ Develop relationships with your professors (see “The Importance of Getting to Know Your Professor” link). Take advantage of your professor’s office hours and ask for help.
 - ✗ **Utilize the resources** offered by the Center for Academic Success (CAS), the Counseling Center and Disability Services if needed.
 - ✗ Connect with other class mates by forming study groups or finding a study partner.
- ✓ If near Midterm, your grade in a particular class is unsatisfactory and you wish to withdraw from the class having exhausted all possibilities (e.g., help from professors, tutoring, study groups, academic support workshops), make sure you **officially withdraw by the Midterm Deadline** [check the Academic Calendar for the date]. Consider the following **before** you withdraw:
 - Contact Financial Aid at <http://adminservices.clayton.edu/financialaid/> or visit the Financial Aid office in the Student Center 102 to determine if and how withdrawing from a course affects your financial aid package.
 - Once you decide to withdraw, you must do it officially. **No longer attending a course is not considered a proper withdrawal and will result in an F.** Visit the Registrar’s website at <http://adminservices.clayton.edu/registrar/> for directions on how to properly withdraw from a course.
 - **Withdrawal before the Midterm Deadline results in a W [withdrew] grade and will not affect your GPA.** A W grade does count as an attempt at a course and is considered in the course repeat policy. Please check the academic catalog for more information on the course repeat policy.
 - **Withdrawal after the Midterm Deadline results in a WF [withdrew failing] grade and calculates into your GPA as an F** unless a Hardship Withdrawal is granted. To determine eligibility for a **Hardship Withdrawal**, consult the Registrar’s website at <http://adminservices.clayton.edu/registrar/> or visit the Registrar’s office in Student Center 239.
- ✓ Pay attention to the **schedule adjustment, midterm, fee payment, and registration dates and deadlines** for the semester. From the Advisement Center webpage, click the ‘Academic Calendar’ for important dates.
- ✓ **Maintain contact with your assigned academic advisor.** Stop by during regular office hours if you have quick questions and make sure you are advised EARLY each semester. See <http://a-s.clayton.edu/advising/> for details.
- ✓ **CHECK YOUR CSU EMAIL!!** Your CSU, not your private email account, is our primary way of communicating important information to you.

Brief List of On Campus Resources and Services

[Visit individual websites for full explanation of services]

1. *Center for Academic Success (CAS)*, <http://adminservices.clayton.edu/caa/> Phone: (678) 466-4070
Services include: staff and peer tutoring, academic support workshops, computerized skill-building resources, study skills assessment, Student Behavior Inventory (SBI) etc.
2. *Counseling Services*, <http://adminservices.clayton.edu/counseling/> Phone: (678) 466-5406
Services include: individual counseling and career assessment and exploration.
3. *Disability Services*, <http://adminservices.clayton.edu/disability/> Phone: (678) 466-5445
Services include: auxiliary aids and accommodations for qualified students, alternative testing environments, extended test times and note taking assistance.

What does it mean to be in "Good Standing"?

A minimum Institutional GPA of 2.0 is necessary to be in good academic standing at Clayton State University.

How is your Grade Point Average (GPA) calculated?

The scholastic standing of a student is expressed in terms of GPA, which is calculated by dividing the total number of quality points earned by the total number of semester credit hours attempted **in courses numbered 1000 or higher** at Clayton State University. Example:

Course	Credit Hours	Grade	Numerical Equivalent	Quality Points
ENGL 1102	3	B	3.00	09
MATH 1231	3	C	2.00	06
PSYC 1101	3	A	4.00	12
BIOL 1111/L	4	C/C	2.00	08
HIST 2111	3	D	1.00	3
Total	16			38

To calculate GPA divide Quality Points (38) by total Credit Hours (16): $38 \div 16 = 2.38$ GPA

You may also calculate your own GPA via http://a-s.clayton.edu/advising/GPA_Calculator.htm or click the 'GPA Calculator' on the Advisement Center website.

For additional information/assistance, please contact your Arts & Sciences Academic Advisor:

Advisor	Phone Number
MoniqueBrown@clayton.edu	678-466-4847
KeokukKight@clayton.edu	678-466-4708
JerryalPettigrew@clayton.edu	678-466-4704
VangelaHumphries@clayton.edu	678-466-4707