

Tips for Planning Your Academic Success
College of Health Sciences
Student Support Center

- 1) Become familiar with the UTEP Undergraduate Catalog and your degree plan.
 - Review the academic regulations of the university, listed under the Academic Regulations section of the UTEP Undergraduate Catalog Website: www.utep.edu/catalog
 - Degree plans have a lifespan of 7 years; the starting year begins with the catalog year of the degree plan. For example, a degree plan following the UTEP 2002-2004 Undergraduate Catalog will expire in 2009.
 - The College of Health Sciences undergraduate degree plans contain the core, pre-professional, and major courses. Most of these degree plans, not all, contain the minor courses, as well. The degree plans also contain the prerequisites to each course.
 - Some courses are offered every semester or once or twice every academic year. It is in your best interest to keep track when courses are offered. Therefore, do not plan only one semester at a time; begin planning for the academic year. Choose the courses that you intend to take in the next few semesters, check the prerequisites of the courses, and keep track of the courses available for each term.

- 2) Make use of a variety of methods in order to succeed academically, learn the material, and grow professionally. Use all resources that the university has to offer.
 - Free tutoring is available through many tutoring centers around campus. Please visit the University Writing Center, Math Resource Center, and the ACES Tutoring Center, etc. for help with course material. Speak with your professors in order to find out which tutoring centers can assist you with course material.
 - Professors, teaching assistances, and peer facilitators can help you to learn course material. They can also answer any questions that you may. If a professor provides study guides or outlines of lecture notes, study them carefully.
 - The library and the world-wide-web have a wealth of information to help you to research any subject. Subject Specialist Librarians are also available to assist with research. The library is also an excellent study area, as it provides quiet, private areas to read and work, and group study rooms for group study sessions.
 - Complete all reading assignments and homework on time.
 - Study groups can help all members to review and learn the material.
 - Repetition is a useful way of recalling information. Rewrite your notes, outline your notes and reading material, and review your outline/notes prior to class.
 - In order to help you manage your time effectively, make your own academic schedule for the term. In your weekly schedule, show your agenda for an average week in the current semester. Your schedule should contain your work, personal, family, school attendance, sleep, and study time. What do you normally do from the moment you wake up to the moment you go to sleep? This can help you to determine how much time you have to devote to your studies. For each hour you spend in class, you should spend an average of three hours of academic preparation.
 - Try to attend, at least two, Study Skills Seminars provided by the University Counseling Center.
 - In the end, it is up to you to learn the material, so you must put forth the effort required to do well.

- 3) Read your syllabus for each class.
 - When are assignments due (individual and/or group projects, homework, presentations, etc.), dates of quizzes and exams, and final exam date and time?
 - What day(s) and time(s) and where are the professor(s) and teaching assistants available?
 - Keep track of your course grades/scores: quiz, test, assignment, etc.
 - The syllabus outlines the course requirements and regulations. Be aware of what is required to successfully pass your course. Remember, if you do not agree with your final grade and you kept track of all assignments and grades, you can appeal the grade with the instructor.

- 4) Personal problems may interfere with your academic success.
 - Family and friends are important; schedule them into your planner. However, they also need to be aware of the importance of your academics. Allowing some time for your family, friends, and yourself may help relieve stress. However, if there are situations that may interfere with your academic schedule, please meet with your academic advisor for assistance; family illness, personal illness (you can visit the Student Health Center), and many other situations cannot be avoided.
 - If you are working, make certain that you don't take more courses than you can reasonably handle in a semester. Speak with your employer regarding course attendance and other academic availability. If you find work interfering with your academic schedule, rearrange your study and/or work schedule, if possible.
 - If you are in need of counseling for personal problems, or if you simply need someone to talk to, you can visit the University Counseling Center.
 - Please visit your academic advisor for academic planning, assistance, and concerns.

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If you are on academic probation, please schedule a reinstatement follow-up meeting to see an academic advisor at least once each month. Follow-up meetings will be held by appointment only. You can schedule an appointment to see an academic advisor by calling 747-7280.

Monthly Checklist:

MONTH 1: _____

- Become familiar with each course syllabus
- Complete a term weekly schedule
- Use a weekly planner or calendar to keep track of course assignments
- Visit tutoring centers associated with your current courses and pick-up flyers for future reference

MONTH 2: _____

- Keep track of all course grades and create a table to maintain course grade average
- Try to attend at least one University Counseling Center seminar/workshop

MONTH 3: _____

- Review your academic year enrollment plan to determine which courses you may attempt in the upcoming semester
- Make the necessary changes to enrollment plan, if any, and complete an Academic Advising Form
- Set up an appointment with an academic advisor, submit your Academic Advising Form, and advising holds will be removed.

MONTH 4: _____

- Evaluate all course grades, term GPA, and CGPA.
- If an 'I'ncomplete or 'N' grade is earned, speak with the instructor of the course, as soon as possible.
- If placed on Probation or Suspension, speak with your academic advisor, Ms. Lilly Romo, as soon as possible.
- Make adjustments to graduation plan, if needed.

Basic plans:

- Speak to an academic advisor to ensure that you stay academically on track.
- Monitor your estimated course grade, term grade point average (GPA) and cumulative grade point average (CGPA).
 - Try to earn 'A's and 'B's, mainly 'A's, in order to be academically competitive for graduate school.
 - When on probation/suspension, you will need to raise your CGPA to at least a 2.0 in order to improve your academic status.
- Make a four-year academic plan.