**TIPS FOR ACADEMIC SUCCESS**

The University of Baltimore’s Yale Gordon College of Arts and Sciences staff and faculty are committed to helping you succeed academically.

**MEET WITH YOUR ADVISER REGULARLY**

Your academic program coordinator (adviser) is your best resource to ensure that you understand your major require-ments and stay on track for graduation. He or she can also provide you with on-campus resources and strategies to be successful. We suggest that you continue to meet with your adviser throughout your probationary semester to check in and discuss your progress.

*You are required to visit your adviser to have the hold removed from your account before you register for courses*.

**ESTABLISH PURPOSE AND MOTIVATION**

Without goals in your academic career, it is difficult to stay motivated. Discuss some specific academic goals with your adviser—one such goal might be to meet with each of your professors during their office hours to discuss your progress within the first half of the semester; another might be to take at least one page of notes for each reading assignment. Give yourself a framework to help you manage your own progress.

**REPEAT AND REPLACE**

Discuss this option with your adviser during your meeting about your registration hold. For courses where you have been unsuccessful, this policy allows you to replace your previous grade with your new grade. If the new grade is higher, this policy will be the most efficient way to improve your overall GPA.

**ATTENDANCE AND PARTICIPATION**

Attend every class meeting. Be on time and prepared to participate. Many professors dedicate a certain percentage of your grade to participation and attendance, so make the most of these easy points! If you attend class and contribute to class discussions regularly, you are more likely to keep up with assignments, and you are showing your professors that you take their classes and your education seriously.

**THE ACHIEVEMENT AND LEARNING CENTER (ALC)**

The ALC is a great resource for all students at any point in the semester. The center offers tutoring in high-challenge courses and computer skills, writing consultations, workshops, and academic coaching. The ALC supports students in managing time, setting goals, staying motivated, preparing for tests, exploring learning preferences and more. The best part is that all of these services are free for currently enrolled UB students.

**TIME MANAGEMENT**

Time management is one of the most difficult skills for many students to master. We suggest that you set up and maintain regular study hours each week, and allot for extra time when deadlines for large assignments or exams are coming up. Begin this scheduling process as soon as you receive your syllabus. The standard recommendation regarding study time is two hours outside of class for each hour in class, but de-pending on your background and learning style, you may need to budget more. If you have a full-time job, consider taking classes part time so you can balance your work and class responsibilities.

**VISIT PROFESSORS DURING OFFICE HOURS**

Professors are your best resource to discuss course material in more detail, to ask questions and to review assignments and course expectations. Seeking a professor’s help can go a long way in showing that you are serious about your own educa-tion, as long as you show up to your meeting prepared with questions. Building a positive relationship with a few profess-sors in your field of interest will also help you in the future.

**INFORMAL STUDY GROUPS**

Studying with other students in your classes can help motivate you and facilitate learning outside of the classroom. Sometimes, another student can explain a concept in a way that helps you understand it better, and when you’re able to explain a concept to another student yourself, you’re more likely to remember it. By forming a study group with your classmates, you can also learn new study techniques and strategies to help you succeed.

**WITHDRAWAL**

Speak with your professor before you consider this course of action—discuss the likelihood of your passing the course and what you can do to improve your performance. If you’re at the point where a failing grade is inevitable and there is still time to withdraw, that option may be better than allowing a failing grade to further impact your GPA.

*While a W will not negatively affect your GPA, you should check with the Office of Financial Aid to see if it will affect your Satisfactory Academic Progress and your financial aid package*.



**OFFICES AND SERVICES ON CAMPUS**

**THE ACHIEVEMENT AND LEARNING CENTER (ALC)**

The ALC offers academic coaching, course preparation, tutoring, success coaching, writing consultations and workshops, among other services for students.

*These services are free. Check the website to determine if an appointment is necessary.*

**Learning Commons 419 // 410.837.5383 // alc@ubalt.edu**

**John Chapin, director //** [**www.ubalt.edu/alc**](http://www.ubalt.edu/alc)

**BURSAR’S OFFICE**

The Bursar’s Office handles any bills from or payments to the University. Their website describes payment plans, and offers tools to help with financial decisions and budgeting.

**Academic Center 127 // 410.837.4848 // ubbursar@ubalt.edu**

**Michael Gosnell, bursar //** [**www.ubalt.edu/bursar**](http://www.ubalt.edu/bursar)

**CAREER CENTER**

The Career and Professional Development Center provides students with assistance in planning a career path. They offer mentorship, interview tips and professional development workshops, in addition to help finding a job or internship.

*These services are free. Log into UBWorks (under Tools in your myUB Portal) to schedule an appointment.*

**Student Center 306 // 410.837.5440 // careercenter@ubalt.edu**

**Lakeisha Mathews, director //** [**www.ubalt.edu/careercenter**](http://www.ubalt.edu/careercenter)

**CENTER FOR ENTREPRENEURSHIP**

The Center for Entrepreneurship and Innovation supports students with innovative business ideas through connections to resources, opportunities and community contacts.

**Business Center 104 // 410.837.4892 // CEI@ubalt.edu**

[**www.ubalt.edu/cei**](http://www.ubalt.edu/cei)

**COUNSELING SERVICES**

BHS Student Assistance program provides a variety of services that meet the needs of students who are in school and balancing other responsibilities. Services may be accessed 24/7/365 and are completely confidential.

**Academic Center 112// 1-800-327-2251//** [**www.ubalt.edu/counseling**](http://www.ubalt.edu/counseling)

**DISABILITY AND ACCESS SERVICES**

The Center for Educational Access provides students who have documented disabilities with reasonable accommodations and ensures access to all campus facilities and programs.

*Check the Center’s website “Information for Students” tab to schedule an appointment and know what to bring with you.*

**Academic Center 112 // 410.837.4775 // das@ubalt.edu**

**Karyn Schulz, director // www.ubalt.edu/das**

**DIVERSITY AND CULTURE CENTER**

The Diversity and Culture Center provides services, educational programs and activities to create a diverse UB community.

**Student Center 002 // 410.837.5744 // diversity@ubalt.edu**

**Karla Shepherd, director //** [**www.ubalt.edu/diversity**](http://www.ubalt.edu/diversity)

**FINANCIAL AID**

The Office of Financial Aid provides students with grants, scholarships, loans and work-study opportunities.

**Academic Center 126 // 410.837.4763 // financialaid@ubalt.edu**

[**www.ubalt.edu/financialaid**](http://www.ubalt.edu/financialaid)

**LANGSDALE LIBRARY**

In addition to access to collections of books, journals, data-bases and DVDs, the Library offers research help, specialized websites to help you with assignments and quiet space for studying or practicing presentations.

**Learning Commons Third Floor // 410.837.4260**

**Jeffrey Hutson, dean //** [**www.ubalt.edu/langsdale**](http://www.ubalt.edu/langsdale)

**MATHEMATICS LEARNING CENTER (MLC)**

The MLC offers drop-in coaching in problem-solving techniques, as well as midterm and final review sessions for all MATH courses offered at UB.

*These services are free. Check the website for hours.*

**Learning Commons 212 // 410.837.4565**

**Haitham Alkhateeb, faculty director //** [**www.ubalt.edu/mlc**](http://www.ubalt.edu/mlc)

**OFFICE OF RECORDS AND REGISTRATION**

The Office of the University Registrar provides students with registration information—course offerings, exam schedules and academic deadlines—and transcripts.

**Academic Center 126 // 410.837.4825 // records@ubalt.edu**

[**www.ubalt.edu/records**](http://www.ubalt.edu/records)

**ROSENBERG CENTER FOR STUDENT INVOLVEMENT**

The Rosenberg Center for Student Involvement helps students get involved on campus, offering more than 90 student organizations, as well as on-campus activities and events to help students engage with each other and the UB community.

**Student Center 303 // 410.837.5417 // CSI@ubalt.edu**

**Bill Schnirel, executive director //** [**www.ubalt.edu/csi**](http://www.ubalt.edu/csi)

**STUDENT AFFAIRS**

Student Affairs provides initiatives including first and second year experience programming and resources for students to understand their strengths and the challenges of student life. SA also provides resources for military and veteran students.

**Academic Center 112 // 410.837.5429**

**Pavan Purswani, Acting Assistant Director**