

Academic Success Checklist

Gather your thoughts

- Remind yourself regularly that you have options, regardless of your circumstance.
- Reflect on previous unsuccessful patterns that may have contributed.
- Focus on your strengths - does your choice of major match your academic strengths?
- Everyone has limitations – did you take limitations into consideration?
- Is your weekly schedule too hectic to include school right now?

Reach out to your friends and family

- If asking for help was something that you just couldn't bring yourself to do in the past, now is the time to change that unsuccessful pattern. Take personal charge and reach out to those with whom you trust.
- Ask your closest friends, family members, and mentors for guidance in reformulating an academic success plan.
- Now is a good time to make use of your support system. Review this Academic Success Checklist with them.

Do your research now

- Once you've gathered your thoughts and made a list of your options, consider doing your research.
 - ✓ For instance, if you are determined not to give up the goal of attending medical school, are you sure that Biology or Chemistry are the only majors that will get you there? If you do your research you will find that the answer to that question is no. Chances are that if you earn above average grades in any subject area you may very well have a passion for that subject. Students are encouraged to pursue their passion. Academic success will follow and will be evident on your transcript as you apply to any academic program.
- If you have a career goal in mind, go to any local community college/state college and speak to a career counselor or admissions counselor.
 - ✓ If you've previously earned an A.A. degree from a Florida public institution: you should discuss with an admissions counselor at the community/state college the option of attending that institution as a non-degree seeking student, otherwise you may be denied admission.
 - ✓ If you have not earned an A.A. degree: you should consider attending a community/state college (Florida public institution) to officially earn and apply for an A.A., which could widen your options with the Florida public university system. UCF offers Direct Re-Connect to those who have not yet earned an A.A. degree. Contact your Regional Campus for details.
- Make note of application deadlines. Additionally, most applications have a checklist. You should pay close attention to any and all checklists.

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Take action

- Formulate a realistic plan while considering your lifestyle. Remember, limitations should be considered along with strengths.
- Keep a visible note near you at all times reminding you that there are only 168 hours in a calendar week. Once you have created a realistic calendar, keep a structured schedule long enough to create a new routine.
- List application deadlines on your new calendar.
- Use a checklist – if anything, you can use it to look back at all that you’ve accomplished!
- Set short-term measurable goals.
 - ✓ For example, setting a goal to be successful is not measurable and it does not include a timeline. However, setting a goal to take a course relevant to the major you plan to pursue at a community/state college next semester and earn a grade of A or B is both short term and measurable. Keep it smart and simple, but attainable.

Returning to a university

- There is no guarantee that you will be readmitted to UCF, however, remember that you have options. Applicants who apply for readmission to UCF are expected to complete relevant lower level courses (refer to the current UCF undergraduate catalog on-line) at a Florida public institution while not enrolled at UCF, and are expected to demonstrate sustained academic success with only grades of “B” or better. If you are planning to apply for readmission to UCF and pursue a major within the College of Sciences, you will have to:
 1. Apply to UCF through the Registrar’s Office by the posted deadline (which you should now have on your new calendar) to determine if you are eligible to readmit to UCF, and if you are eligible, you then have to
 2. Apply for College of Sciences support by the posted deadline. For more information go to: <http://undergrad.cos.ucf.edu/future/readmission.php>
- If you have applied to UCF and did not receive College support, consider any feedback that was given as part of your readmission application process and pursue career counseling at a community/state college. It is important to remind yourself that there is generally more than one way to achieve your career goals. It may be time to consider another institution and another major, or a parallel plan.
- Taking coursework at a community/state college following a disqualification from UCF and earning grades of “B” or better can help in two ways:
 - ✓ 1. It will put you in good standing at your last attended institution, though not with UCF.
 - ✓ 2. It will demonstrate to other institutions that you are capable of earning above average grades at a public institution. You should, however, consider choosing courses that are related to the major in which you are pursuing.
- Plan to pay for courses out-of-pocket. You should consult with a Financial Aid representative at the institution(s) you plan to apply to. However, until you are able to demonstrate sustained academic success you may not have many financial aid options.