

ACADEMIC WARNING

WORKBOOK

Read through the Academic Warning
Workbook and complete the worksheet to
ensure your academic success at BSC.



BISMARCK
STATE COLLEGE

bismarckstate.edu

ACADEMIC WARNING

The purpose of Bismarck State College's policy on academic warning, probation and suspension is to give students opportunities to recognize and resolve problems which might hinder their chances for success at Bismarck State College.

ACADEMIC WARNING DEFINED

Academic Warning is applied to students whose term or cumulative Grade Point Average (GPA) is below 2.00 at the end of a semester/term.

Students should be aware that their Academic Standing is printed on their unofficial and official transcripts.

IMPORTANCE OF 2.00 GPA

In order to earn a degree at BSC, you will need at least a 2.00 institutional GPA (BSC only) and at least a 2.00 cumulative GPA (BSC + transfer).

Technical program degrees require at least a 2.00 GPA in a prescribed technical program as well as the overall cumulative 2.00 GPA.

Some programs (such as nursing) may require a higher GPA in order to be accepted into the program. Refer to the BSC catalog or curriculum information on the BSC website for program requirements.

Students placed on Academic Warning should understand the following:

The quality of their work is unsatisfactory and if it does not improve in their next semester of enrollment it will result in the student being placed on Academic Probation.

FINANCIAL AID

Students who receive federal financial aid are required to maintain a grade point average of 2.00. Students not meeting the 2.00 minimum GPA standard will be placed on Financial Aid Warning for the next semester the student enrolls.

If the student does not improve his or her cumulative GPA to at least a 2.00 by the end of the warning semester, the student will then be placed on Financial Aid Disqualification which terminates financial aid eligibility.

Other aspects besides GPA also affect financial aid eligibility.

Find the full policy on Standards of Satisfactory Academic Progress for Federal [Financial Aid Eligibility here](#).

WHAT SHOULD I DO NOW?

Meet with your advisor or the Mystic Advising & Counseling Center to discuss and develop an academic plan for getting back in good standing.

Don't know your advisor's name or office location?

Go to your student center in CampusConnection to find this information.

The Mystic Advising & Counseling Center is located in the lower level of the Student Union. Call 701-224-5752 or email bsc.advising@bismarckstate.edu to schedule an appointment.

Evaluate your past semester and look for ways to improve.

WHAT AFFECTED YOUR ACADEMIC PERFORMANCE?

- Poor time management
- Poor study habits
- Too many absences
- Course difficulty
- Lack of motivation
- Lack of communication with instructors
- Lack of career or major focus
- Juggling school and work
- Emotional/psychological difficulties
- Illness
- Early morning classes
- Lack of childcare
- Don't understand degree requirements

RESOURCES FOR SUCCESS

In this workbook, we will share some resources for success in the following areas:

- Motivation
- Time Management
- Faculty/Academic Advising
- Academic Support Services
- Career Counseling
- Personal Counseling
- Health Services
- Financial Aid

MOTIVATION

Having an end goal helps provide motivation for success!

Begin by asking these questions:

- *Why am I attending BSC?*
- *What is my end goal?*
- *What am I willing to sacrifice to meet this goal?*
- *Have I chosen the correct program of study?*

Having an end goal gives you a purpose for attending classes which will help motivate you to earn good grades.

If you need help choosing a career path, stop by the [Mystic Advising and Counseling Center](#) (located in the Student Union) and schedule an appointment to begin the Career Exploration process.

Not on campus? [Online career exploration materials](#) are available.

TIME MANAGEMENT

To be successful you need to plan your time to include:

- Attending class
- Homework
- Studying
- Work
- Family and friends
- Chores (laundry, cleaning, preparing meals, etc.)

College students should devote two hours of study time for every hour they are in class.

If you are taking 15 credits of classes a week, you should plan to study at least 30 hours per week. That equals 45 hours a week devoted to your education!

Every student and every course is different. Only you can determine the actual amount of time you need to study each course in order to be successful.

Develop a routine that will allow you to have time for each part of your life:

- Schedule hours for studying and homework at specific times throughout the week for each class. If you think of these hours as part of your job as a student it will be easier to say no to requests from family and friends that interfere.
- Schedule time to spend with family and friends.
- Schedule time for chores such as laundry, cleaning, preparing meals, etc.
- Don't schedule your time so tight that you can't adjust for emergency situations.
- Find a place to study either on campus or at home or both. Study rooms are located on the 2nd and 3rd floors of the Jack Science Center. Other places to study include the Library, the tutoring center and the Student Union. Wherever you choose to study, it should be a place free of distractions.

What if you don't have homework or reading assigned for a class?

Use the scheduled time to review and prepare for upcoming tests.

SCHOOL AND WORK

If you devote at least 45 hours a week for academics, will you be able to work 30+ hours a week?

If you don't work 30+ hours a week, will you be able to afford rent and other expenses?

If you work 30+ hours a week, will you be able to enroll as a full-time student?

- Prepare a weekly calendar that includes your work schedule, class time and study time.

- If you plan to take online courses, schedule specific times when you will attend class plus the recommended study time.
- From this schedule, determine whether you have enough hours to be successful as a full-time student while working full-time (and still having time for a social life).

Should you consider enrolling as a part-time student?

- It may take more time to complete a degree, but you may be more successful in your courses.
- You may need to consider taking courses during the summer.

FACULTY/ACADEMIC ADVISING

In order to stay on track to complete a degree, meet with your faculty advisor to ask these questions:

- *Do you need to change your class schedule for the current semester because you did not successfully complete the pre-requisites?*
- *Do you need to repeat some classes from the past semester?*

ACADEMIC ADVISORS

Academic advisors are available in the Mystic Advising and Counseling Center (MACC) located in the Student Union.

The Mystic Advising & Counseling Center (MACC) can assist you with academic planning, registration, your class schedule, graduation, transfer credits or general academic questions.

ACADEMIC SUPPORT SERVICES

Located in the Sykes Student Success Center in the lower level of the Jack Science Center. Academic Support Services offers tutoring and workshops and handouts to enhance study skills.

DROP-IN TUTORING

Professional and peer tutors are available for a number of BSC courses. On-campus tutoring service is FREE and provided on a walk-in basis.

Tutoring schedules are available online or in the Sykes Student Success Center.

Don't see a schedule for the class in which you are seeking help? Ask if one can be provided.

ONLINE TUTORING

Free online tutoring is also available for all BSC students.

Online courses should have a link to the online tutoring smarthinking.com with login information. If you are not taking online courses contact the Distance Education office at 701-224-5779 or email christine.a.beckler@bismarckstate.edu for login information.

STUDY SKILLS WORKSHOPS

Workshops are offered throughout each semester on several topics including:

- Time management
- Testing strategies
- Textbook reading and note-taking strategies

Individual appointments are also available – stop in the Sykes Student Success Center, or call 701-224-5671 to schedule an appointment.

PERSONAL COUNSELING

Located in the Student Union, staff in this area can assist you with personal counseling, stress management and test anxiety.

Call 701-224-5752 to schedule an appointment.

STUDENT HEALTH

BSC offers many opportunities for students on campus to stay physically and emotionally healthy.

All students pay fees for a membership to the [BSC Aquatic and Wellness Center](#) located on campus – so take advantage of it!

Physical fitness classes are offered as enrichment courses through the Physical Education department.

INTRAMURALS

BSC [intramural sports](#) provide a number of opportunities to stay active and healthy, meet new people, participate in a campus group and have fun.

The goal is to have everyone get movin'!

For more information stop by the Intramural Office in the Student Union.

OTHER ITEMS FOR SUCCESS

- If you are struggling in a class, talk to your instructor.
- The class syllabus should have office hours listed when your instructor is available to meet with students as well as office location and phone number.
- Ask questions if you are confused about what you have read or heard in class.
- Ask for clarification of assignments you do not understand.
- Be aware of [dates and deadlines](#) regarding last day to add or drop classes.
- Find a balance between work, family and school
- Manage time
- Don't overload yourself
- Create a routine
- Don't procrastinate
- Have fun!

WHAT HAPPENS NEXT?

If your term/semester GPA and your cumulative GPA are 2.00 or higher at the end of the next semester you complete, you will be back in good standing at BSC.

If your cumulative GPA is below 2.00 at the end of the next semester you complete, you will be placed on Academic Probation.

Read the policy regarding [Academic Standing](#).

THANK YOU

Thank you for reviewing this important information. Complete and submit this [worksheet](#).

Questions?

Contact the Mystic Advising & Counseling Center at 701-224-5752 or bsc.advising@bismarckstate.edu



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