COLLEGE OF BUSINESS & ECONOMICS

BRING YOUR BRIEFCASE

Academic Success Workbook

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
College of Business & Economics

Introduction

Student Name: _____
Current Semester and Year: _____
CIN: _____

The Bring Your Briefcase Academic Success Workbook is designed for students who are on *academic probation* at Cal State LA to reflect on patterns that have caused poor grades and to learn strategies for success.

The workbook consists of the following topics:

- Reflection: Your Purpose in College
- Academic Requirements & GPA Calculation
- Academic Engagement Plan
- Time Management
- Financial Aid & SAP Requirements
- Major Exploration
- Stress Management
- Final Reflection & Future Goals
- Student Contract

Each activity will include information, links, and reflection questions.

Directions: Complete all activities by reading the information provided, accessing the links, and completing the reflection questions. Answer each question with thoughtful answers that demonstrate your understanding of your challenges and steps you plan to take to make progress toward your GPA. **Your answers should be typed, thoughtful, and at least one paragraph per question.**

When you have completed the workbook, schedule an appointment with a CBE advisor to review your answers. Make sure to have an electronic copy of your workbook to submit to your advisor via email to remove your registration HOLD from your account.

Activity 1 – Reflection: Your Purpose in College

Answer the following questions with thoughtful reflection. Your answers should be at least one paragraph per question.

1. Why did you initially decide to go to college?

2. What factors do you believe caused you to be on academic probation?

3. What are some challenges you've faced so far in college?

4. What do you think will help you improve your GPA?

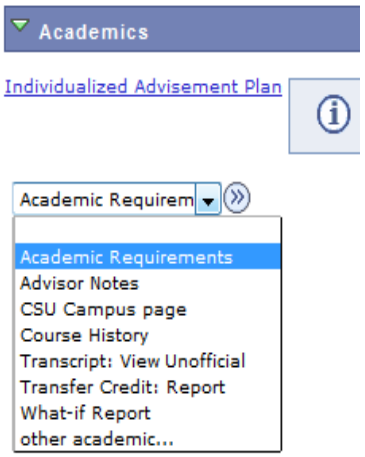
5. What do you like and dislike about college so far?

Activity 2 – Academic Requirements & GPA Calculation

Refer to your Academic Requirements Report, Transcript, and GPA Calculator. Review your grades and remaining requirements.

Follow the steps below:

1. Log on to CSULA GET > Self-Service > Student Center.
2. In Student Center, access the dropdown menu and select Academic Requirements.



3. Click the arrow to load your report.

4. Review your requirements, identify courses that you've completed and your remaining requirements.

5. Review your grades from previous terms by accessing your Unofficial Transcript from the dropdown menu (see image above).

6. Log on to the CSULA GPA Calculator, input your grades, and calculate your GPA: http://www.calstatela.edu/academicadvisementcenter/grade-point-average-gpa
   Identify grades you need to earn to improve your GPA.

Complete the questions on page 5

Answer the following questions with thoughtful reflection. Your answers should be at least one paragraph per question.

1. What courses have you failed so far? What factors contributed to poor grades in these courses?

2. When do you plan on re-taking them?

   **Note: after repeating a course, you need to file a grade forgiveness form to improve your GPA. You can file grade forgiveness forms for 15 units maximum. You cannot take the same class more than twice.*

3. What courses are you planning to take next semester?

4. What grades do you need to earn to improve your GPA to good academic standing?

5. What do you think you need to change to earn higher grades?

Activity 3 – Academic Engagement Plan

Complete the chart below for the courses you're currently enrolled in.

Course Title & Units	Course Day(s) & Time	Questions to Ask Professor	Target Date for Meeting with Professor	Course Difficulty (1-5)	Estimated Study Hours per Week	Grade I Hope to Earn

Other Commitments		
Work	**Family/Personal Commitments**	**Hours Required /Week**

Review the CSULA University Tutorial Center website for academic support tipis:
http://www.calstatela.edu/tutorialcenter/online-resources

Answer the following questions with thoughtful reflection. Your answers should be at least one paragraph per question.

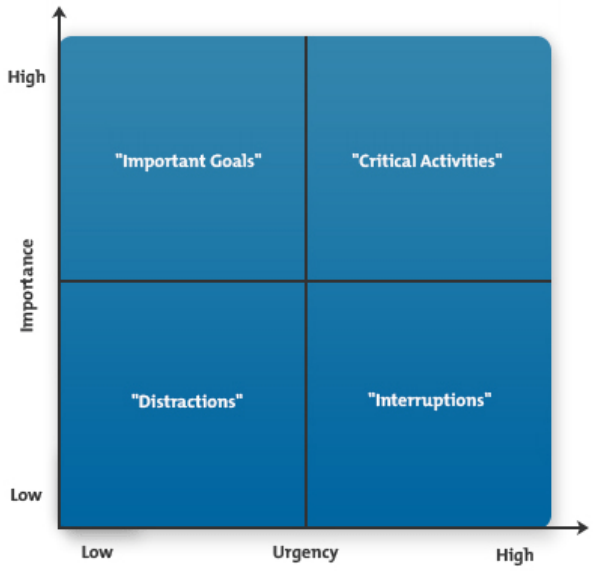
1. Based on your class schedule and other commitments, how do you plan to balance both?

2. What changes do you need to make to any of your commitments for a better balance?

Activity 4 - Time Management

1. Read about the Urgent/Important Matrix: https://www.mindtools.com/pages/article/newHTE_91.htm

2. Identify your Urgent/Important tasks: https://www.ucop.edu/pmo/_files/The%20Urgent-Important%20Matrix.pdf



Answer the following questions with thoughtful reflection. Your answers should be at least one paragraph per question.

1. Based on the Urgent/Importance Matrix, list the following for this week:

Critical Activities	
Important Goals	
Distractions	
Interruptions	

Based on your Urgent and Important tasks, what conclusions can you draw about your time management habits?

Activity 5 – Financial Aid & SAP Requirements

Read about Financial Aid Satisfactory Academic Progress (SAP):
http://www.calstatela.edu/sites/default/files/groups/Center%20for%20Student%20Financial%20Aid%20%26%20Scholarships/Docs/sap_policy.pdf

Answer the following questions with thoughtful reflection. Your answers should be at least one paragraph per question.

1. What are the 3 conditions for SAP?

2. What happens if you do not meet one of the SAP conditions? Explain the process.

3. Revisit your email - have you received an email from Financial Aid regarding your SAP? If so, what did it ask of you and how did you proceed?

4. Read about Opportunity Cost:

Why It Is Important to Graduate in Four Years

Each additional year a student attends college there is a $51,580 added cost: the cost of attending college $8,580 and the lost wages of $43,000. It's not just the cost of the education that you lose, but the earning potential over the additional year or years. Nothing speaks louder than cold hard numbers.

Cost of Attending College		
	One Extra Year in College	Two Extra Years in College
Tuition & Fees	$6,632	$13,264
Books & Supplies	$1,948	$3,896
Los Wages	$43,000	$86,000
Total	**$51,580**	**$103,160**

The most practical reason for graduating college "on time" is the money you and your family will save by not paying an extra year for school. It is simply more cost effective to graduate in four years.

The message is to graduate on time!

Based on the Opportunity Cost, you will see that each extra year you're in college, you will lose about 50k of income. Based on your academic progress:

a. How many more years do you anticipate being in school?

b. How much potential income do you think you will be losing each year?

c. How does this impact your academic goals?

Activity 6 – Major Exploration

Step 1:

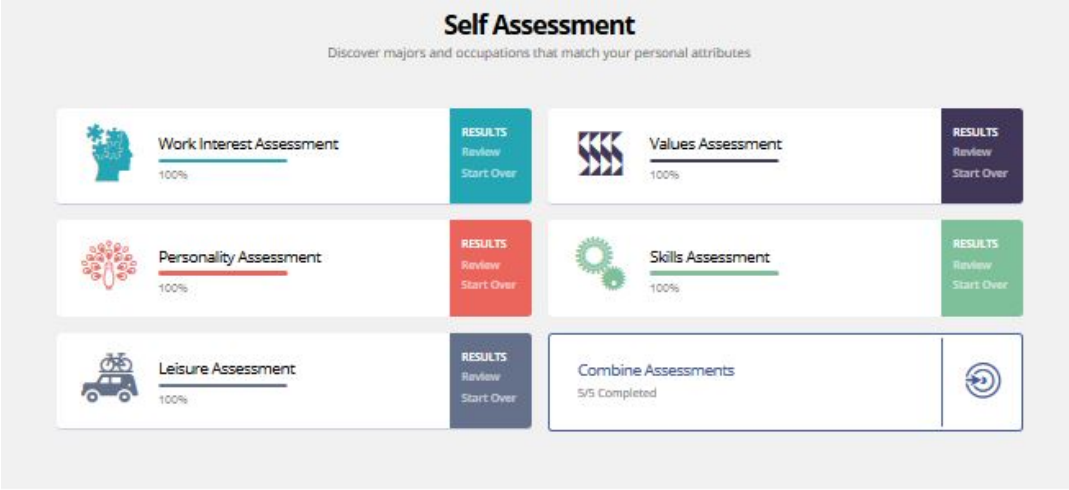
- Go to the Career Center website at www.calstatela.edu/univ/cdc
- Select "Career Express" from the menu
- Click on **Focus 2** under Self-assessment
- Create an account using the *Access Code:* **EaglesLA** (not case sensitive)

Make sure to complete *My Career Planning Readiness, My Academic Strengths,* and all 5 self-assessments.

Make sure to answer the questions honestly. Remember, there are no right/wrong answers. After all assessments are complete, select ***Combine Assessments*** to generate a list of "best fit occupations" based on your answers.







Step 2:
Answer the following questions with thoughtful reflection. Your answers should be at least one paragraph per question.

1. How do you feel about your Focus 2 results? What part of your results do you agree or disagree with?

2. What majors or careers are you considering?

3. Why did you select the major that you're currently in?

4. Have you started taking major courses? If so, how do you feel about these courses?

5. Are you considering changing your major? Think about the grades you've earned in your major courses. If you have not been doing well, it is important for you to identify whether you enjoy these major courses.

6. What are your goals after college?

Activity 7 – Stress Management

Answer **yes or no** to the following questions:

1. Do you worry about the future?
2. Do you sometimes have trouble falling asleep?
3. Do you often reach for a cigarette, a drink, or other medication in order to reduce tension?
4. Do you become irritated over minor matters?
5. Do you have less energy than you seem to need or would like to have?
6. Do you have too many things to do and not enough time to do them?
7. Do you have headaches or stomach problems?
8. Do you feel pressure to accomplish or get things done?
9. Are you very concerned about being either well liked or successful?
10. Do you perform well enough in life to satisfy yourself?
11. Do you get satisfaction from the small joys or simple pleasures of life?
12. Are you able to really relax and have fun?

Scoring: Give yourself one point for each question 1 – 9 with a *yes* response and one point for each question 10 – 12 with a *no* response.

If your score is four or more, then you may be under significant stress. You may want to find out more about managing stress.

From The University of Texas Learning Center. Making the grade 101. Austin: The University of Texas. www.utexas.edu/student/utlc/makinggrade/ Accessed 13 November 2001.

Stress Management Resources:

- **http://campusmindworks.org/help-yourself/self-care/managing-stress/**
- **CSULA Counseling and Psychological Services Student Workshops: http://www.calstatela.edu/studenthealthcenter/caps/support-groups-and-workshops**
- **http://studentaffairs.uic.edu/ace/study-strategies/managing-stress-in-college/**

Answer the following questions with thoughtful reflection. Your answers should be at least one paragraph per question.

1. What are your reactions to your Stress Quiz results?

Activity 8 – Final Reflection & Future Goals

What have you learned through this workbook? Reflect on what you've learned about yourself, your habits, and what you need to do to be successful?

Based on what you've learned, write 2 specific goals that you have for next semester and how you plan to achieve them.

Goal	How I plan to achieve the goal (specific actions I need to take to meet the goal)	When I plan to achieve the goal

Student Contract

I, _____, understand the factors that have caused me to be on academic probation and understand that A's and B's are required to improve GPA. I plan to do the following to improve my GPA:

1.

2.

3.

4.

5.

**Note: I understand that if I am disqualified in the future, my reinstatement is not guaranteed to be approved. I understand that I should utilize the information learned in this packet to improve my grades and reach success.*

Student signature: Date:

_____ _____

Submit your completed workbook electronically to your academic advisor. Schedule an appointment with your advisor to review your answers and discuss your next steps:

http://www.calstatela.edu/business/advisement/schedule-appointment

Conclusion