The Academic Success Center

Tutoring Center and Academic Advising Services
Learning Support and Tutoring

*Professional Writing, Math, Science, Design, and Academic Skills, as well as Peer Tutoring for many subjects*

First-Year Advising

*Assigned Advisor, academic support, course registration*

Our website:

http://www.eastfalls.jefferson.edu/successcenter/index.html
First-Year Advisors

• Advisors are both faculty members and academic advisors
  • Advisors are assigned by major
    • You should have received several emails from your advisor at this point in the semester
  • Advisors guide students in course planning, goal setting, and making responsible choices for their academic careers
    • Your advisor will help you with what courses to register for in Spring 2022

• Haven’t met with your advisor yet?
  • Schedule with them today! You can make an appointment in Starfish
  • Don’t know who your advisor is? Can view in Degreeworks
    • Still unsure? Contact us at TJU_EF_Advising@Jefferson.edu
How to make a Starfish Appointment

- On your dashboard you will see your calendar, and any notifications/flags/kudos
- Scroll down to My Connections to find your advisor and click “SCHEDULE”; follow the prompts
- Same for making a Tutoring appointment
BannerWeb and Midterm Grades

• BannerWeb Basics
• How to log in
  • Jefferson.edu> East Falls Campus drop down menu> Banner> BannerWeb Login> Use your campus key
• Viewing Midterm Grades
  • Student Menu> Student Records> Midterm grades

• Determining your GPA at Midterm
  • [http://www.eastfalls.jefferson.edu/successcenter/gpaCalculator.html](http://www.eastfalls.jefferson.edu/successcenter/gpaCalculator.html)
  • Concerns over low grades?
  • If you have a “D” or “F” in any courses, you may want to consider tutoring or a course withdraw
Course Withdraw

- The deadline to withdraw (W) from a course is **Thursday, October 28 by 5 p.m.**
  - W **DOES NOT** impact your GPA, in most cases is better than a D or F
  - W **DOES** impact your pass percentage for Satisfactory Academic Progress
  - **You are required to meet with your advisor, fill out the withdraw form, and obtain an approval signature**
    - You cannot withdraw on your own in BannerWeb

- **Satisfactory Academic Progress**
  - Required: 2.0 minimum GPA
  - Required: Passing 75% of all courses attempted (includes W and F grades)
    - If you fall below either in the Fall 2021 semester, you will be placed on Academic Probation for Spring 2021
    - If still not meeting terms after Spring 2022, you are dismissed from the university
Tutoring

• **Writing**
  - Professional Writing Tutors are available for 1:1 appointments
  - In-class and out of class workshops are also frequently offered for students

• **Math**
  - Professional and Peer Tutors available for 1:1 appointments
  - Study Groups and Professional Drop-in Tutoring available for all math courses

• **Content Areas**
  - Peer and Professional Tutoring available for the majority of subjects

• **Academic Success Strategies**
  - Professional Tutoring available for 1:1 appointments for Learning Strategies

• Tutoring is available throughout your entire academic career at Jefferson. For more information, please visit: [http://www.eastfalls.jefferson.edu/success center/index.html](http://www.eastfalls.jefferson.edu/success center/index.html)

• Students can use tutoring for a maximum of 2 hours per subject
Starfish

- Login on our website
- Sign up for all tutoring here
- See what your professors are saying about your performance in your classes!

Virtual Workshops available!

- “Adjusting and Improving Learning Strategies”
- “Time Management Strategies”
- “Adjusting the Study Cycle: Developing Active and Efficient Study Strategies”

- All can be found here: http://www.eastfalls.jefferson.edu/successcenter/academicSkills.html
Registering for Spring 2022

*We registered you for Fall 2021, but you will now register yourself for every semester from now until graduation!*

- **How to find your ticket time**
  - Student menu> Registration> Registration Status
  - *Set a reminder for yourself NOW for when your ticket time is!*

- **How to see if you have a hold**
  - Click “view holds” under Registration Status
  - You will need to contact the office that has you on a hold to get info on your next steps
  - You will be unable to register until your hold is removed

- **You will register for courses based on your major:**
  - You will want to meet with your first-year advisor to confirm what courses you need to register for
  - *Some classes are only offered once a year, so you need to make sure you are on track in order not to delay your graduation date*

- **Instructors, buildings, and classroom assignments are added closer to the start of the semester**
ADD/DROP

• How to search the schedule
  • You can view the Class Schedule in BannerWeb and start building your schedule now.
  • Try using the Advanced Search option and search by term: “Spring 2022”; make sure you choose “East Falls” as your campus and “Option 1- Full Term” as your part of term.
  • Select “DAY” as your session to eliminate accelerated and online only courses.
  • Link to step by step instructions for Registering (Add/Drop) for Spring 2022 courses: [https://confluence.jefferson.edu/display/BD/Students](https://confluence.jefferson.edu/display/BD/Students)
• Writing
  • All freshman should strive to have both WRIT-101(S/G): Writing Seminar 1 and AMST-114: Topics in American Studies completed by the end of the 1st year
  • If you are in WRIT-101(S/G) this semester, register for AMST-114 for Spring, or vice versa
  • If you are registered for WRIT-100 this Fall, you will need WRIT-101(S/G) this Spring
  • WRIT-100 has counted for you as a free elective
  • All students are required to take WRIT-201: Writing Seminar 2 as a residency requirement, meaning you have to take it on this campus, and it is a required course for all majors
  • Questions? Contact Lauren-Elise.Kadel@jefferson.edu

• Math
  • Course(s) you need are based on your major and on your placement
  • Some majors need several levels of Math, some only need 1, Check with your advisor about your specific math needs!
  • If you are in MATH-099, you will need at least 1 more math course that you should take in the Spring, possibly more after
  • MATH-099 does not count as a class that goes towards your graduation requirements
  • Questions? Contact Ellen.Knapp@jefferson.edu
Hallmarks Courses

• Already completed both AMST-114 and WRIT-101 OR WRIT-101 S/G?
  • You can move on to WRIT-201, or a different upper level Hallmarks Course:
    • ADIV- American Diversity
    • ETHC- Ethics
    • GDIV-Global Diversity
    • GCIT- Global Citizenship
      • *A language can count for a GDIV and/or GCIT
  • These are the course subjects, you can look for a topic you are interested in, as there are many options.
    • Search by subject, leave course number blank
Status Restrictions?

• Course numbers followed by “ACC”: course is only available to students enrolled in the CPS accelerated programs.
• Course numbers followed by “X”: available only to students enrolled in the CPS online programs.
• Course numbers followed by “H”: available only to students in the Honors program.
• Courses displaying “CC”: available only to students in the Center City programs.
• Look for courses that indicate EF (for East Falls programs)
Program Checksheets

• The University uses “checksheets” as guidelines to follow for each major on which courses to take every semester
  • Checksheets for all majors can be found here: https://www.jefferson.edu/life-at-jefferson/handbooks/checksheets.html

• Some things to note:
  • Some courses are only offered once a year
  • Many courses have prerequisite requirements, meaning that you must complete step 1 of a course before moving on to step 2
    • You’ll see these noted in (parenthesis)
    • Example: PSYC-101: Intro to Psychology must be successfully completed before taking any upper level Psychology courses

• Take a look at your major’s checksheet to see all of the courses you will be required to complete!
Degreeworks

• Easy-to-use online set of academic planning tools that assists students and advisors in tracking and planning academic progress and ultimate completion of degree requirements

• Provides students direction and provides advisors and student record managers with up-to-date curriculum and course completion info
  • Helps to identify outstanding requirements needed for graduation

• You can access DegreeWorks in BannerWeb
  • Login with your campus key
As you complete your courses, they will be marked as “IP” or In Progress, and then completed once your final grades are posted; your grades will appear here as well.
Use the Course Catalog to look up course descriptions and learn course abbreviations

- You can view the Course Catalog in BannerWeb
  - Search by term: Spring 2021, click “Submit”
  - Look up by subject, click “Get Courses”
- You can also click on the course name when searching courses

In the Honors program?

- Refer to information provided to you by Ms. Bouchenafa, Assistant Director Honors Institute, Karima.Bouchenafa@Jefferson.edu
- Look for classes with an “H” at the end of them if you are looking for an Honors course
  - ex: WRIT-201-12-H means Writing Seminar 2, section 12, Honors section
• Did you come in with dual enrollment or AP credits?
  • Check with your advisor to make sure you don’t register for a class in the Spring that you already have credit for
  • View in Degreeworks what credit we currently have on file for you

• Thinking about taking summer classes?
  • We have 3 different summer sessions available- not all classes are offered every summer, but you will be able to see the summer schedule during the Spring semester
  • Looking to take classes at your local community college? Talk to your advisor. You need permission in advance to do so, and can take a max of 2.
Creating your Schedule

• Start making your schedule now!
  • Worksheet: [https://www.freecollegeschedulemaker.com/](https://www.freecollegeschedulemaker.com/)
    • Useful tool to create your schedule in a weekly form
    • Confirm you aren’t overlapping any of your classes

• We recommend you create at least 2 schedules, so you have a back up plan if any of the classes you are hoping for get full

• Check the available seats as you get closer to your ticket time— if a class is already full, you must choose another section
  • You cannot get a seat in a section that is full, especially when other sections are available
  • If all sections are full and you need that course for your major, contact your advisor for assistance

• Write down all of the CRN numbers, so when your ticket time opens up, you can put them all in at the same time, rather then looking up the classes one by one
OUR STAFF

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• TUTORING
  • Haggar Hall, 1st floor
    • Advance appointment needed through Starfish; zoom and in person available
  • Monday – Thursday, 9 a.m. – 8 p.m.
  • Fridays, 9 a.m. – 5 p.m.
  • Weekend Hours available for Professional Writing Tutoring
  • 215-951-2799
  • TJU_EF_Tutoring@Jefferson.edu

• FIRST YEAR ADVISING
  • Haggar Hall, 2nd floor or Virtual
    • Make an appointment with your assigned advisor through Starfish
  • 215-951-2730
  • TJU_EF_Advising@Jefferson.edu

• EASTFALLS.JEFFERSON.EDU/LEARNING