To be Successful in your job as a Student at Georgia Southern University

1) Graduation is YOUR Responsibility
2) Go to work-Attend Classes
   a. Attendance leads to success
      h. First Day Attendance Policy – Verification (very important term!)
         i. Make sure Professor knows you are in class
         ii. Verify your attendance through WINGS
         iii. Not verifying your attendance will mean your classes are dropped and your financial aid might be affected
   c. If you are seriously sick or there is a death in the family and you cannot attend classes, contact the Dean of Students Office
3) Email is the main form of communication at Georgia Southern
   a. Check email every day
      i. Advisors will email you important information
      ii. Delete the non-important stuff
      iii. Keep your in-box clean
4) Be respectful of your professors. Remember they could be providing references at some point.
   a. Professor verify your class attendance
   h. Attend Class
   c. Be on time to class
   d. Complete homework on time and to the best of your ability
   e. Faculty serve as mentors
   f. Faculty provide tips and resources to help you understand course material
   g. Faculty provide study sessions
   h. Faculty evaluate your grades
   i. Email etiquette
5) Georgia Southern Policies
   a. FERPA
   b. Add/Drop
   c. Withdrawal Policy
   d. Academic Standing
   e. GPA-Shoot for a 3.0 for jobs and internships
   f. Student Code of Conduct
6) Advising is Mandatory
   a. Prepare for Advisement each semester
      i. Know your Program Map and Curriculum Sheet
      ii. Know the catalog
   h. Listen to your Advisor.
   c. Ask questions before making changes to your registration.
      i. Your Financial Aid may be in jeopardy if you do not register for Program of Study classes.
7) Advising Tools
   a. Wings
   h. DegreeWorks
   c. EAB Campus
8) Discover Your Formula
   a. Take care of yourself
      i. RAC
      ii. Counseling Center
   h. Study Habits
   c. Time Management
   d. Tutoring
   e. Resources on Campus
   f. Get involved
   g. Internships and Coops
9) Ask Questions! Seek answers: cec.georgiasouthern.edu/advisement
10) Get to know your Major