



Academic Success Guide





Academic Success Guide

What is the Academic Success Guide (ASG)?

The Academic Success Guide (ASG) can be used to assist you with goal setting, organization, and time management. Several students who have used the ASG have experienced an improvement in their overall GPA in just one semester!

How do I use it?

To get the best use from the ASG, identify an accountability partner. It could be a friend, family member, coworker, instructor or KCC staff member. If you don't know anyone who can fulfill this role, visit the Support Services Department (located in the lower level of the Student Center) and they would be happy to assist. Schedule an appointment with your accountability partner and arrive prepared. Keep it simple! Discuss your goals and potential barriers and create a plan that will help you meet your goals. Schedule follow up meetings with your partner to track your progress toward your goals.



Instructions for use

Plan

- Discuss the ASG with someone who will hold you accountable
- On your own (or with the accountability partner) complete the following:
 1. Identify your academic success goals (i.e. to successfully pass courses)
 2. Acknowledge potential barriers (i.e. My car isn't dependable)
 3. Develop a plan of action to prevent the barrier from becoming an obstacle (i.e. if my car breaks down I will ride the bus).
 4. Schedule follow up meetings with your accountability partner to discuss your progress

My Success Team

- Include names and contact information of people who may be helpful to your academic success (i.e. friend, advisor, coach, counselor, mentor, tutor, financial aid officer, etc.).

Assignment Tracker

- Record your course name, instructor name, contact information and attendance policy
- List each assignment and due date
- Mark submitted assignments
- Track points earned and points possible
- Determine your grade using the formula provided at the bottom of the sheet

Calendar (month at a glance)

- Use a calendar to keep track of important deadlines and due dates
- Create monthly goals to help you stay on track and monitor your success
- Create a "To Do List" and mark things off as you accomplish them

Calendar (weekly overview)

- Provided is an example of what a week might look like (including sleep and meals)
- Use the blank calendar to track activities and determine where there is time for studying, homework, tutoring, etc.

Financial Budget Calculator

- The financial budget calculator will help you balance expenses and income
- Additional web resources are also provided

Student Success Tips

- Follow the tips outlined for student success
- Consider adding your own ideas as well

Resources

- Take advantage of the available resources that are offered

▶ Academic Success Goals

- ① Always use your Academic Success Guide
- ② Twice per semester, meet with your accountability partner.
Contact Support Services at 269.965.4150 if you need a partner.

Goal	Potential Barrier	Plan

Progress

➔

Next Meeting Date is _____

Student Signature

Accountability Partner

I understand that by signing this plan I am agreeing to the goals, potential barriers and plans outlined above. While Kellogg Community College strives to provide programs and services to promote student success and retention, the College makes no claims, promises or guarantees.

My Success Team

Name _____

Title _____

Phone _____

Email Address _____

Name _____

Title _____

Phone _____

Email Address _____

Name _____

Title _____

Phone _____

Email Address _____

Name _____

Title _____

Phone _____

Email Address _____

Name _____

Title _____

Phone _____

Email Address _____



MONTH						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

Important Dates

To Do List

Monthly Goal

Monthly Success

	▶
	▶
	▶
	▶

Schedule

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
AM 7-8	Dress & Breakfast						
8-9	History		History		History	Dress & Breakfast	
9-10	Work	Phys Ed	Work	Phys Ed	Work	Phys Ed	
10-11	Work	Chemistry	Work	Chemistry	Work	Chemistry	
11-12	French	Work	French		French		
PM 12-1	Lunch						
1-2	Math	Film Making	Math	Film Making	Math		
2-3	Work	Work	Work	↑ Film Making	Work	Work	
3-4	Work	Work	Work	Chem Lab	Work	Work	
4-5	English	Work	English	↓ Chem Lab	English	Work	
5-6						Work	
6-7	Dinner					Work	
7-8		Exercise		Exercise			Exercise
8-9							
9-10							
10-11							
11-12	Sleep						

Schedule

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
AM 7-8							
8-9							
9-10							
10-11							
11-12							
PM 12-1							
1-2							
2-3							
3-4							
4-5							
5-6							
6-7							
7-8							
8-9							
9-10							
10-11							
11-12							

▶ Financial Budget Calculator

Expenses

	\$ AMT	MONTHLY	YEARLY
Education			
Housing			
Food			
Transportation			
Health			
Personal			
Entertainment			
Dependent Care			
Other			
Misc			
Total			

Income/Revenue

	\$ AMT	MONTHLY	YEARLY
Family Contribution			
Financial Aid Grants			
Financial Aid Loans			
Employment			
Scholarships			
Other			
Total			

Balances

(Total Income – Total Expenses)

\$ _____

Resources

Budget Calculator www.direct.ed.gov/BudgetCalc/budget.html

Loan Servicing Centers for Students <http://ifap.ed.gov/ifap/helpContactInformationDetailedList.jsp?lsc=2>

Repaying your Loans <http://studentaid.ed.gov/repay-loans>

National Student Loan Database www.nsls.ed.gov/nsls_SA/

US Department of Education Managing Loans www.studentloans.gov



Student Success Tips

- Begin study sessions with your most difficult assignment or projects first, when you are most energetic and still fresh and alert
- Identify the times of day that you study most effectively and arrange your schedule so that you are able to study at times that you will be most productive
- Work individually with your instructor during office hours
- Do all course homework prior to class
- Take good notes during lectures
 - Visit The Bridge for assistance with note taking and study skills
- Tape record lectures (per professor permission)
- Form a study group w/others in your class
- Practice effective time management
 - Set goals, prioritize, organize & plan ahead (use a schedule or calendar)
- Use Resources Available to you
 - Classmates, coworkers, family & friends
 - Learning Resource Center
 - The Bridge
 - Support Services
- Get comfortable with technology
 - Time management and research are a big part of student life, understanding how to properly use technology will create much better use of your time
- KCC offers FREE academic workshops to help you brush up on computer basics. Feel free to attend as many of these workshops as you'd like.



Available Resources

The Bridge

WEB www.kellogg.edu/services/the-bridge/
PHONE 269-965-3931 ext. 2296

Learning Resource Center (Library)

WEB www.kellogg.edu/services/library/library/
PHONE 269-965-4122



Student and Community Services

Academic Advising

WEB www.kellogg.edu/services/academic-advising/
PHONE 269-965-4124

Admissions

WEB www.kellogg.edu/admissions/
PHONE 269-965-4153

Career and Employment Services

WEB www.kellogg.edu/services/career-employment-services/
PHONE 269-965-3931, ext. 2637

Financial Aid

WEB www.kellogg.edu/admissions/financial-aid/
PHONE 269-965-4123

Lifelong Learning

WEB www.kellogg.edu/community/lifelong/
PHONE 269-965-4134

Miller Building Fitness Center

WEB www.kellogg.edu/athletics/facilities/
PHONE 269-965-4151

Support Services

WEB www.kellogg.edu/services/student-support-services/
PHONE 269-965-4150

Student Life

WEB www.kellogg.edu/student-life/
PHONE 269-965-3931, ext. 2634

Visit the Hub at the North Avenue, Battle Creek campus for in-person assistance with any Student Services questions.