

FROM THE STUDENT SUCCESS TEAM (SST)

TIPS FOR UE STUDENTS to SUCCESSFULLY START THE FALL 2016 SEMESTER

The Student Success Team is a group of UE faculty and administrators who strive to develop programming and improve processes in an effort to help UE students be more successful, satisfied, and informed. Parents, please assist us as we work to ensure the success of your students by encouraging them to do the following:

Check UE Email - Your University of Evansville e-mail is the primary way that all information related to your life at UE will be delivered to you. Professors and administrators will communicate with you via your UE email only, not through a personal email. It is critical that you **check your UE email regularly over the summer and no less than once per day** during the academic year.

Examine your online Degree Audit – Take a look at your “Degree Audit” on WebAdvisor. This will show you how all of the courses you have taken or have registered for will apply to your major. If you are considering changing your major, you can do a “what if” to examine how your credits would transfer to your new program.

Keep in contact with your Faculty Academic Advisor – Most advisors are available during the summer via email to answer your questions. If you have questions or concerns about your fall schedule, your advisor may be able to assist you now, rather than waiting until the fall rush.

Make required adjustments to your fall schedule this summer – If you and your advisor determine that your fall schedule needs to be adjusted, make the necessary adjustments to your schedule now via WebAdvisor, rather than during the drop/add period during the first week of classes. This way, you will be able to attend the correct courses from day one.

Be Aware of the Drop/Add Deadline of August 30 - Should you need a required or desired change to your fall schedule after classes begin, you must make that change on or before Tuesday, August 30. Courses cannot be added nor dropped without a “W” grade after that date.

Finalize your Financial Aid and Payment Arrangements – UE’s Offices of Financial Aid and Student Accounts have upgraded to a more user-friendly and responsive platform called “Self-Service.” Make sure the student has granted parents and/or others “Proxy” access to the new Self-Service system. Make sure to complete and finalize all of your financial aid so that it will successfully be credited to your UE Student Account.

Stay Organized – Using an old-fashioned paper academic planner is priceless in assisting you to ensure that you are organized, on-time with assignments, and don’t miss important meetings and appointments. If you need assistance with Time Management, attend a Time-Management/Study-Skills workshop. Private appointments are also available. Contact Stacey Shanks in the the Office of Academic Advising/Academic Resource Center at (812) 488-2606 or ss581@evansville.edu for more information.

Seek help immediately if a class causes you a challenge – Many classes offer Supplemental Instruction. For the classes that can be an extra challenge for students, UE has set up tutors called Supplemental Instructors that review material and answer questions. These are held weekly and are FREE! Contact Stacey Shanks in the Office of Academic Advising/Academic Resource Center at (812) 488-2606 or ss581@evansville.edu for more information

Never hesitate to ask – The Office of Academic Advising/Academic Resource Center is exactly that, a resource for YOU and YOUR student. We would love to hear from you! Meet our team:

- Debbie Kassenbrock, Director for Academic Advising/Associate Registrar dk26@evansville.edu
- Angie Dawson, Director, Student Retention ad5@evansville.edu
- Stacey Shanks, Director of Student Success ss581@evansville.edu
- Frances Enzler, Academic Advising Assistant fe4@evansville.edu