

COM Academic Success Program Workbook Parts 1 & 2

Name:
Email Address:

BU ID#:
Cell Phone#:

To schedule your first academic success appointment, please log in to your [Handshake](#) account. Go to Career Center -> Appointments -> COM Undergraduate Affairs and then COM Undergraduate Academic Advising: General. Advising appointments can take place in-person or over Zoom.

A **minimum of two meetings are mandatory** and additional meetings are encouraged. You agree to meet with a COM Undergraduate Affairs Academic Advisor twice during the term to review your workbook and track your progress. You **must** book your first meeting during weeks 1-7 of the term, and your second meeting in weeks 8-14. **You cannot complete both meetings on the same day.** Regular meetings allow the advising team to offer personalized support as you work toward returning to good standing.

My academic success appointments will be on:

Meeting #1*: DATE/TIME

Meeting #2*: DATE/TIME

Meeting #3: DATE/TIME

*** Indicates a required meeting**

Student Response/Preparation

(Complete **at least 48 hours before** first appointment with advisor)

I completed Parts 1 & 2 of my workbook prior to my appointment

Please email your completed Parts 1 & 2 of your workbook to your academic success advisor a minimum of 48 hours prior to your first appointment.

As a reminder, your academic success advisor is one of the following people:

Jenn Guneratne (she/her), Assistant Director of COM Undergraduate Affairs (jennag@bu.edu)

Annie O'Connell (she/her), Assistant Director of COM Undergraduate Affairs (aehickey@bu.edu)

Paola Veras (she/her), Assistant Director of COM Undergraduate Affairs (pyveras@bu.edu)

PART 1 (to be completed & submitted **at least 48 hours before** your first academic success meeting)
Academic Success Workbook

As you enter the Academic Success Program, it is important to recognize **you are not a failure, nor are you alone during this challenging time**. Please check the boxes that resonate with you as hurdles that may have contributed to your academic difficulties last term.

Academic/Study Hurdles

- ☐ Study habits
- ☐ Time management
- ☐ Poor attendance
- ☐ Study environment
- ☐ Study time
- ☐ Academic preparation concerns
- ☐ Reading skills
- ☐ Writing skills
- ☐ Math skills
- ☐ Science skills
- ☐ English language skills
- ☐ Unfamiliar subject knowledge
- ☐ Note taking skills
- ☐ Concentration concerns
- ☐ Unhappy with instructor(s)
- ☐ Inadequate academic advising
- ☐ Unclear educational goals
- ☐ Missed or unclear academic deadlines (ex: W drop, pass/fail)
- ☐ Did not attend office hours, study sessions, or reach out for assistance

Free Time Hurdles

- ☐ Too much time spent socializing
- ☐ Overextended in outside activities/extracurriculars
- ☐ Too much time spent with TV / social media / video games

Financial Hurdles

- ☐ Worried about money

- ☐ Inadequate financial aid available
- ☐ Spouse/family not working
- ☐ Too many debts
- ☐ Limit on school funds
- ☐ Difficulty managing money

Work-Related Hurdles

- ☐ Working too many hours per week
- ☐ Issues with supervisor or coworkers
- ☐ Concerns about job security
- ☐ No part-time work available
- ☐ Must work to survive

Hurdles with Major

- ☐ Selecting a major
- ☐ Gateway course requirements
- ☐ GPA requirements
- ☐ Classes unavailable
- ☐ Not happy with major

Fear-Related Hurdles

- ☐ Fear of failure
- ☐ Fear of not being perfect
- ☐ Fear of not being successful
- ☐ Fear of making decisions
- ☐ Fear of making mistakes
- ☐ Fear of difficult tasks
- ☐ External pressures

Personal Hurdles

- ☐ Newly independent
- ☐ Roommate problems

- ☐ Concerns with housing/security
- ☐ Relationship problems
- ☐ Loneliness
- ☐ Socially uncomfortable or shy
- ☐ Dislike BU
- ☐ Dislike college and studying
- ☐ High anxiety
- ☐ Previous failures
- ☐ Negative attitude
- ☐ Pressure from family
- ☐ Not sleeping enough
- ☐ Sleeping too much
- ☐ Lack of mental health support
- ☐ Lack of spiritual support
- ☐ Lack of emotional support
- ☐ Lack of physical wellbeing
- ☐ Lack of support system
- ☐ Not eating enough or eating too much
- ☐ Adjustment to culture & community difficult

Other Hurdles (examples on next page)

- ☐
- ☐
- ☐

PART 2 (to be completed and submitted **at least 48 hours before** your first academic success meeting)

Reflection

Please answer the following questions in detail. It is helpful to reflect on your personal experiences as you develop a clear plan for academic success at Boston University.

- 1. I was motivated to pursue a college degree because...**

- 2. How I plan on using my college degree...**

- 3. Things I find challenging in college are...**

- 4. What are 2-3 of your current academic strengths? (ex: good study habits) Which academic disciplines interest you most? In which areas are you most confident?**

- 5. What are 2-3 of your current personal strengths? (ex: creative, empathetic, good problem solver, etc.)**

- 6. Members of my support network that are available to assist me when times get tough are...**
(friends, family, classmates, employers, professor, staff member, advisor, etc.)

Other Hurdles

Please take a look at the list below. You may have found some of the following impacted your academic success last term. You do not need to share specifics, but you are strongly encouraged to seek support through Behavioral Medicine, SARP, Disability & Access Services, your physician, etc. as needed. **Confidential resources are noted in red below.** An academic advisor can help refer you to the right resource(s) to help you.

- Substance Use or Abuse
- Anxiety/Stress
- Depression
- Emotional Abuse
- Physical Abuse
- Breakup, Divorce, or Separation
- Relationship Issues
- Family Issues or Family Health Concerns
- Personal Health/Medical worry or diagnosis
- Illness/Death
- Lack of accommodation for disability
- Sexual Harassment/Assault
- Discrimination or harassment based on: race, color, natural or protective hairstyle, religion, sex (sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, gender identity or expression and marital or parental status), age (40 or older), national origin (including shared ancestry and ethnic characteristics and citizenship/residency in a country with a dominant religion or distinct religious identity), ethnicity, physical or mental disability, genetic information, or military service or veteran status

COM Undergraduate Affairs

Location: 640 Commonwealth Ave., 123

Phone: (617) 353-3471

Website: bu.edu/com/comugrad

Email: comugrad@bu.edu

Academic advising

Counseling and Psychiatric Services (CAPS)

Location: 881 Commonwealth Ave.

Phone: (617) 353-3569 • For Emergencies: (617) 353-3569

Website: bu.edu/shs/behavioral-medicine/

Confidential, Professional counseling

Survivor Advocacy, Response, & Prevention (SARP)

Location: 930 Commonwealth Ave.

Phone: (617) 353-7277

Website: bu.edu/shs/sarp/

Confidential, Trauma incident support

Student Health Services

Location: 881 Commonwealth Ave.

Phone: (617) 353-3575

Website: bu.edu/shs/

Confidential, Primary health care

Educational Resource Center (ERC)

Location: 100 Bay State Rd., 5th and 6th floors

Phone: (617) 353-7707

Website: bu.edu/erc/

Academic skills advising

One-on-one or group sessions

Language skills assistance

Tutoring

COM Writing Center

Location: 640 Commonwealth Ave., B27A

Phone: (617) 353-6632

Website: <https://www.bu.edu/com/for-current-students/the-com-writing-center/>

Writing skills assistance

Financial Assistance

Location: 881 Commonwealth Ave

Phone: (617) 353-2965

Website: bu.edu/finaid

Email: finaid@bu.edu

Help understand how aid works

[Smart Money programs](#)

Disability and Access Services

Location: 25 Buick St., 3rd floor

Phone: (617) 353-3658

Website: bu.edu/disability/

Email: access@bu.edu

Accessibility accommodations

Dean of Students

Location: George Sherman Union, Room 204

Website: www.bu.edu/dos

Email: dos@bu.edu

Extenuating, complicated circumstances assistance

The Howard Thurman Center

Location: 808 Commonwealth Ave.

Phone: (617) 353-4745

Website: bu.edu/thurman/

Cultural learning and collaboration center

Build community

LGBTQIA+ Student Resource Center

Location: 808 Commonwealth Ave., Floor 2M

Phone: 617-353-3908

Website: <https://www.bu.edu/lgbtqia-student-center>

Affirm all identities at BU

Build community

COM Career Services

Location: 640 Commonwealth Ave., Room 112

Phone: (617) 353-3490

Website: bu.edu/com/career-services/

Email: comjobs@bu.edu

Prepare for professional careers

Resume, cover letter, interview preparation

Center for Career Development (CCD)

Location: 100 Bay State Rd., 6th floor

Phone: (617) 353-3590

Website: bu.edu/careers/

Email: future@bu.edu

Major exploration

Career exploration

Resume, cover letter, graduate school, interview preparation

International Student and Scholars Office (ISSO)

Location: 888 Commonwealth Ave, 2nd floor

Phone: (617) 353-3565

Website: bu.edu/isso

Email: isso@bu.edu

Expertise on immigration

[Tips for academic success in the U.S.](#)

BU Libraries

Phone: (617) 353-2700

Website: bu.edu/library

Email: ask@bu.edu

Research tools and services to help you succeed

If you are not seeing a resource that aligns with your hurdle or concern, please head over to the **Student Wellbeing Resources page** to see an easy-to-use list of campus resources that support all the dimensions of your wellbeing.

[Wellbeing Resources | Student Wellbeing](#)

Please be aware: COM Undergraduate Affairs staff are mandated reporters. What this means is we have a responsibility and requirement to report potential instances of sexual misconduct, harassment, discrimination, and retaliation. Students experiencing any form of prohibited discrimination, harassment, or sexual misconduct should know there are [confidential resources](#) on campus that can help. Students are not required to participate in an investigation or resolution process to receive supportive measures including reasonable academic support. [Click here](#) to learn more about supportive measures. To learn more about reporting at Boston University or to understand your rights under our policies please visit the **Equal Opportunity Office** at www.bu.edu/eoo or contact eoo@bu.edu.

PART 3 (to be completed **during** your first academic success meeting)

My Academic Hurdles

Select up to 4 hurdles shared above you feel interfered most with your academic success last term.

Hurdle	How does this hurdle interfere with my academic success?
1.	
2.	
3.	
4.	

Potential Solutions to My Hurdles

Hurdle	Solution #1	Solution #2	Solution #3	Solution #4
1.				
2.				
3.				
4.				

PART 4 (to be completed **during** your first academic success meeting)

My Academic Plan

Please discuss how you plan to return to good academic standing (see page 1). What strategies will you use to address any hurdles you have faced? Which campus resources do you intend to utilize this term?

What do you need from your academic advisor to be successful this term?