

## Welcome Baylor Students!

We hope your fall semester is off to an amazing start. We know you have lots on your mind -- new classes, new professors, new responsibilities -- and that makes it easy to forget some of the "little details" of academic life that will help ensure your success at Baylor. It is our hope that this monthly "to-do" list will make it easier for you to remember all those important academic success details as well as provide you with some helpful advice on things you can do to get your semester off to an incredible start. We are so glad you are here at Baylor!

Sic 'em Bears -- Your Baylor Quality Service Team

## Tip of the Month:

**Be Proactive & Plan for Success Today** - Before you do another thing, sit down with a semester calendar and record every major test and assignment. Don't worry about daily reading or homework assignments. Concentrate on the big things. Why now, today even? As you go through this exercise you may see that on October 16<sup>th</sup> (for example) you have two major tests and a research paper due. Yikes! You realize immediately that you will need to start preparing for these things early on so that you don't find yourself, on October 14<sup>th</sup>, thinking, "How did this happen?" Instead, if you get a head start, you will be thinking, "Wow, this is not so hard after all!" Remember the 5 P's -- "**P**rior **P**lanning **P**revents **P**oor **P**erformance!" For more helpful academic success tips, visit the Foster Success Center web site at [www.baylor.edu/success\\_center](http://www.baylor.edu/success_center) or call 254-710-8212.

## August/September To-Do's:

- **Pay September tuition installment** – To pay your September installment online, log in to BearWeb (<http://bearweb.baylor.edu>) and choose “Student & Financial Aid” and then “Cashier.”
- **Check/update your contact information via Bear Web** – Baylor officials will use the personal contact information that is in BearWeb to reach you with important information. Keep your contact information up to date. **Please include your cell phone number if that's your main phone contact.** To update your personal information, log in to Bear Web (<http://bearweb.baylor.edu>) and choose “Personal information” to update your contact information.
- **Attend Blackboard Orientation** – Baylor's Electronic Library will be conducting Blackboard Orientation seminars for students next week (September 2 – September 5). The seminar will cover Blackboard basics and target areas that students have struggled with in the past. The one-hour seminars will be held in Moody G32 at 12:00, 1:00, 2:00, 3:00 & 4:00, Tuesday-Friday. Seminar attendance is on a first-come, first-serve basis, so you will not have to sign up ahead of time. Documentation of attendance will be provided to each student who attends.

- **Sell back the books you don't need** – Monday, September 8<sup>th</sup> is the last day for a refund on textbooks from the Baylor Bookstore.
  
- **Take care of dual credit or transfer work** - If you completed any dual credit or transfer work this summer, make sure Baylor received an official copy of your transcript from that school. Review your degree audit on BearWeb (<http://bearweb.baylor.edu>) to confirm that the credit is showing on your record. This is especially important for sophomores and juniors. If your summer hours are not on your Baylor record you may be grouped with the incorrect classification. You may be classified as a sophomore instead of as a junior, for example, and *this means that you will not be able to register for spring classes on the junior registration day*. Review Baylor policies regarding transfer work at <http://www.baylor.edu/admissions/index.php?id=54990> . Contact your academic advisor if you have any questions about transfer work and be sure to mention to your advisor during your academic advising appointment any plans you may have for summer school next year.
  
- **Send in your final official high school transcript** - If you are a new freshman at Baylor and have not requested that your final high school transcript showing date of graduation and final grades be sent to Admission Services, take care of this detail as soon as possible. If Baylor does not receive your final transcript, then Admission Services will place a registration hold on your record and you will be blocked from registering for spring classes on your assigned registration day. Contact Lana Waden at 254-710-8719 for more information.
  
- **Prepare for academic advising for Spring 2009 classes** – Yes, it's already time to start thinking about meeting with your academic advisor to select your spring 2009 classes. Advisement for most majors and programs begins in early to mid-September and you will be receiving email messages with instructions about how to set your appointment. Many students are required to be advised before they can register for classes but students in certain majors or programs are encouraged but not required to meet with an advisor prior to registration. Log into BearWeb to verify that your major is listed correctly. Based on what major is shown for you, you'll also have access to detailed information regarding your assigned academic advisor(s). You can review the list of assigned registration dates at <http://www.baylor.edu/registrar/index.php?id=38278>. Be sure to meet with your advisor before your assigned day to register!

- **SPECIAL ANNOUNCEMENT** – Registration by classification will no longer be divided into two days! Students will be able to register on one specific day according to their classification. You may view the Spring 2009 early registration schedule at [www.baylor.edu/earlyregistrationschedule](http://www.baylor.edu/earlyregistrationschedule) . **Class offerings for Spring 2009 will be available for viewing via web course listings beginning September 26.**
- **Look for a Job on Campus** - Visit [http://www.baylor.edu/student\\_employment](http://www.baylor.edu/student_employment) to review the list of available jobs on campus if you are interested in working part-time this fall. The priority deadline for Federal Work-Study eligible students is September 15<sup>th</sup>. Beginning September 16<sup>th</sup>, any Baylor University student who is interested in working on campus may compete for on-campus jobs.
- **Learn about Study Abroad Opportunities** – Baylor offers a wide-variety of study abroad programs around the world. If you are thinking about participating in one of these programs this spring or summer, you need to start making plans now. Here’s how you can get more information:

**Study Abroad Information Sessions** - Starting September 2<sup>nd</sup>, every Monday and Tuesday at 4:00 PM in Poage Library Room 201 B.

**Study Abroad Fair during Dr Pepper Hour** - Tuesday, September 16<sup>th</sup> from 3:00 – 5:00 PM, Barfield Drawing Room. For more information: [www.baylor.edu/study\\_abroad](http://www.baylor.edu/study_abroad) .

**Important August & September 2008 Dates:**

<b>8/31</b> – August installment plan payment due	<b>9/9</b> – First day to make an appointment to be advised for Spring 2009
<b>9/1</b> – Labor Day Holiday	<b>9/9-12 &amp; 15</b> – 50% refund for dropped classes
Beginning <b>9/2</b> – Class schedule changes made only in the Registration & Academic Records Office, RT, Suite 370 (fee assessed)	<b>9/16-19 &amp; 22</b> – 25% refund for dropped classes
<b>9/2-5 &amp; 8</b> – 75% refund for dropped classes	<b>9/22</b> – Last day to drop a class without a grade assigned
<b>9/3</b> – Last day to register or add classes	<b>9/23</b> - Classes dropped must be assigned a

<p><b>9/5</b> – Last day to reduce or drop meal plan</p>	<p>“DP” or “DF” by the instructor of record</p> <p><b>9/30</b> – September installment plan payment due</p>
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**Planning Ahead Dates:**

<p><b>10/10-11</b> – Parents Weekend</p>	<p><b>10/21</b> – As of this date, students who withdraw from the University will receive a grade of WF (Withdraw Failing) in all courses</p>
<p><b>10/13</b> – Mid-term Deficiency Reports will be sent via e-mail</p>	
<p><b>10/17-19</b> – Fall Break</p>	<p><b>10/31</b> – October installment plan payment due</p>
<p><b>10/21</b> - Courses dropped after this date will be recorded as failed</p>	<p><b>10/31-11/01</b> – Homecoming Weekend</p>

**Other Good Things To-Do:**

- **Attend the Fall Hire A Bear Career Fair** – Over 100 employers will have exhibit booths at the Ferrell Center on Thursday, Sept. 25<sup>th</sup>, from 12:30 to 4:30 PM. They want to visit with you about their internship and full-time employment opportunities. Visit Career Services online at [www.baylor.edu/careerservices](http://www.baylor.edu/careerservices) for information about developing your resume for the fair. Visit the Career Services staff in the Sid Richardson building, first level, for a resume critique and information about what to do at the job fair or call them at 254-710-3771.
  
- **Access Vault** (an online career library) - from the Hire A Bear web site ([www.baylor.edu/careerservices](http://www.baylor.edu/careerservices)). The **Vault** is loaded with great information concerning internships and full-time employment, as well as a super process of obtaining either.
  
- **Visit the Paul L. Foster Success Center in Sid Richardson** – Academic Advisement, Career Counseling, Academic Support Programs, Career Services and OALA (Office of Access & Learning Accommodation) are all located under one roof in the Sid Richardson building, first-level and ground level. CASA (College of Arts & Sciences Advisement) is located on the east wing, ground level of the Sid Richardson building.

Baylor's Tutoring Center is found on the ground level (basement) of the Sid Richardson building. The Tutoring Center, Room 074, is located in the east wing of the building closest to Moody Library. If you have any questions, please contact Steven Richard at ext. 8254 or at [Steven\\_Richard@baylor.edu](mailto:Steven_Richard@baylor.edu) . For more information regarding free tutoring services, visit [www.baylor.edu/support\\_programs](http://www.baylor.edu/support_programs) .

- **Visit Career Counseling to find your MAJOR or your CAREER path - Free** career counseling is available for all students. To schedule an appointment, call 254-710-8434, stop by Sid Richardson, Room 133 or request an appointment on-line at [www.baylor.edu/careercounseling](http://www.baylor.edu/careercounseling) .