

**BAKERSFIELD COLLEGE**

# Academic Success Workshop

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Welcome to the Bakersfield College (BC) Online Academic Success Workshop. The BC Counseling Department has created this workshop to assist students in understanding how successful behaviors can lead to a positive academic standing. In this workshop, you will learn:

- **What type of probation you are on**
- **Why you are on probation**
- **How to get off probation**
- **Strategies to become a successful student**

**Upon successful completion of this workshop and quiz**, you will be able to register for the upcoming semester. If you have already enrolled for the upcoming semester, completing this workshop will enable you to make changes to your schedule for the upcoming semester. **This workshop will take a minimum 90 minutes to complete. It is important not to rush or skip sections, but read carefully. You will need access to a printer. (Note: All links open in a new window.)**

In order to proceed, you must complete an **Admissions Update** form. This must be done every semester before registering for classes. Click [here](#) to access the form:  
[https://banweb.kccd.edu/prod/twbkwbis.P\\_WWWLogin?ret\\_code=U](https://banweb.kccd.edu/prod/twbkwbis.P_WWWLogin?ret_code=U)

If you do not know your PIN, click "Forgot PIN" and enter the correct answer to the security question. If you enter the correct response, you will be given a new screen on which to enter a new PIN. If you disable your PIN after three attempts, you will need to go to the Admissions and Records office with a picture ID to have your PIN reset.

If at any point you are having difficulty understanding the material, not comfortable with an online format or passing the quiz, we strongly recommend that you **stop** and contact the Counseling Department to schedule a space in a group workshop.

Group workshops are offered on the Bakersfield College main campus and at the Delano campus. Students can reserve a seat in a 90-minute group workshop at the main campus by calling (661) 395-4421 or at the Delano campus by calling (661) 720-2000. Workshop seating is limited, therefore children, family or friends are not permitted to attend. You must check in 15 minutes before scheduled workshop. Students arriving late will need to reschedule.

**Note: After successfully completing this workshop, if you need assistance selecting courses, contact the Counseling Department for drop-in dates, times, and or appointment schedules.**

**STOP!** If you are on Academic Disqualification, **DO NOT PROCEED** with this probation workshop! If you are uncertain of your academic standing, complete the following steps:

- **Go to the BC Homepage**
- **Click on "Register for Classes"**
- **Put in your student ID and PIN**
- **Click "Student"**
- **Click "Registration"**
- **Click "Check Your Registration Status"**

Students who have been disqualified must attend a group Disqualification Workshop. Students can reserve a seat in a Disqualification Workshop at the main campus by calling (661) 395-4421 or at the Delano campus by calling (661) 720-2000. Workshop seating is limited, therefore children, family or friends are not permitted to attend. You must check in 15 minutes before scheduled workshop. Students arriving late will need to reschedule.

## Getting Started...



Before you begin, download and print a copy of each of these documents:

- [Academic Success Contract](#)
- [Repeat Petition](#) form
- **Unofficial Transcript** [Click here](#), then put in your BC student ID and PIN to access and print your transcript

**You may proceed once you have these documents printed.**

## Follow these steps...

1. Complete this workshop in its entirety
2. Fill out the [Academic Success Contract](#) and keep for future reference
3. Complete the Student Satisfaction survey at the end of the workshop
4. Pass the quiz with a minimum score of 70% correct to have your Academic Status hold lifted
5. Register and/or make changes to your schedule of classes on or after your registration date (if necessary)

## Academic Standing



### When is a student in good academic standing?

Students are in good academic standing when they have attempted 12 or more units, and have earned a minimum grade point average (G.P.A.) of 2.00 and/or have completed more than 50% of the courses attempted.

### When is a student NOT in good academic standing?

Students are not in good academic standing when they attempted 12 units or more and have earned less than a 2.00 G.P.A. and/or have completed less than 50% of the courses attempted.

**Note:** A student who is not in good academic standing will have a hold placed on their record until they participate in an online or group Academic Success Workshop. **THE HOLD WILL PREVENT REGISTRATION** at Bakersfield College, Porterville College and Cerro Coso College. Unit limits will also be enforced. Please refer to the second page of the [Academic Success Contract](#) for information on unit limits.

**Important:** You will need to complete an Online or on campus workshop **EVERY semester until you are in good academic standing.**

## Bakersfield College has two types of probation

1. Academic Probation
2. Progress Probation

## Academic Probation

Students who have attempted 12 or more cumulative semester units, shall be placed on academic probation when they have earned a cumulative G.P.A **below** a 2.00.

For further information refer to the current Bakersfield College Catalog under the Admission and Registration section. <https://www.bakersfieldcollege.edu/academic/catalog/>



### Success Tips to Get Off Academic Probation

- Take an Educational Planning course (if you haven't already). Please refer to the Graduation and General Education section of the current catalog: <https://www.bakersfieldcollege.edu/academic/catalog/>. If you placed into Basic Skills/Academic Development courses (this is noted on your assessment results), be sure to take these classes as soon as possible
- Earn a unit of "A" grade for every "F" grade; earn a unit of "B" grade for every unit of "D" grade
- Repeat courses in which you received a "D" or "F" grade. This is the quickest way to get back into good standing (**NOTE:** It is recommended that you come in to see a Counselor or Educational Advisor to discuss repeating a course based on your current educational goal).
- Once you have taken the class a second time and earned a grade A, B, C, D, or F, file a [Repeat Petition form](#) with the Admissions and Records Office. (You printed this form at the beginning of the workshop).
- Consider filing for an [Academic Renewal](#) form with Admissions and Records Office (if you meet the criteria listed on the form)
- Avoid the urge of taking too many units in the semester to catch up. It is better to take fewer units and earn "A" and "B" grades, than it is to take 12 units and only earn a "C" average.
- Show up to class..... Be on time..... The #1 reason for students who earn failing grades is that they missed more than 2 classes and/or were regularly late for classes.

**Note:** Students who have been placed on academic probation for 3 consecutive semesters, shall be disqualified for admission to classes the following semester, unless during the last semester of enrollment, the student earned a 2.00 G.P.A. or higher, in which case the student shall be placed on Academic/Continued Probation.

### Progress Probation

A student who attempted at least 12 cumulative semester units, shall be placed on Progress Probation when the percentage of all units for which entries of 'W', 'I', 'NC', 'NP', reaches or exceeds 50%. For example: if you enroll in 15 units for the Fall term, and only pass 6 units at the end of the term, you will be placed on Progress Probation because you completed LESS than 50% of what you attempted.



#### Success Tips to Get Off Progress Probation:

- Complete all courses you enroll in and seek tutoring early in the semester (if needed)
- Begin a Study Group with classmates early in the semester
- Take an Educational Planning course (if you haven't already) to know which classes are required for completion of your educational goal. Please refer to the Graduation and General Education section of the current catalog: <https://www.bakersfieldcollege.edu/academic/catalog/> for a complete list of Educational Planning courses
- If you placed into Basic Skills/Academic Development courses (this is noted on your assessment result), be sure to take these classes as soon as possible. If you need a copy of your assessment results go to the Assessment Office located in the Finlinson Center.

- Read course descriptions to determine if the course is appropriate for your current skill level
- Know Important Drop/Withdrawal deadlines. Go to BC Homepage [www.bakersfieldcollege.edu](http://www.bakersfieldcollege.edu) (click on the "Important dates" tab on the right hand side of the screen)
- For short term classes contact your instructor(s) regarding Drop/Withdrawal deadlines

**Note:** Students, who are placed on progress probation for 3 consecutive semesters, shall be disqualified for admission to classes the following semester, unless during the last semester of enrollment the percentage of units with entries of 'W', 'I', 'NC', or 'NP' was less than 50%, in which case the student shall be placed on continued probation. All disqualified students must plan early to attend a group workshop to learn criteria for reinstatement in future terms. For more information contact the Counseling Department at (661) 395-4421, or the Delano Center at (661) 720-2000.

### Grade Point Average

The cumulative BC institutional grade point average (GPA) consists of all your courses at BC, **except** "I", "W", "NC" and "NP".

For Information on how to calculate your grade point average (G.P.A.) [click here http://www.back2college.com/gpa.htm](http://www.back2college.com/gpa.htm)

### Academic Renewal Policy

What is the Academic Renewal Policy? It is a policy to help students disregard grades used in their G.P.A calculation for courses they took in the past at Bakersfield College. This policy is intended for students who do not wish to repeat nor need these courses for their current educational goal. Students may submit a request to have a maximum of 20 units of substandard grades ('D', 'F', 'NC' or 'NP') under the following conditions:

- 5 years have elapsed since the substandard grades were recorded
- At least 12 units of satisfactory grades have been completed since the unsatisfactory grades were earned
- For qualifying students, an Academic Renewal Request form must be completed and submitted to the Admissions and Records office. Click here to access the form: [http://www.bakersfieldcollege.edu/admissions/forms/pdf/Academic\\_Renewal\\_Request.pdf](http://www.bakersfieldcollege.edu/admissions/forms/pdf/Academic_Renewal_Request.pdf)

### Repeat Policy for Special Student Populations

- EOP&S students need to contact the EOP&S department for information about repeating courses at (661) 395-4351, located on the 2nd floor of the Student Services building
- Veteran students need to check with the Admissions and Records Veteran's representative for information about repeat restrictions at (661) 395-4414, located in the Administration building
- Athletes need to check with the Athletic Advisor regarding course repetition regulations as it relates to athletes at (661) 395-4356, located in Gym
- DSPS students need to contact the Counseling Department for information about repeating courses at (661) 395-4421

### Three Time Repeat Policy

If you fail or withdraw from the same class twice, you must go to the [Department Chairperson](#) to obtain a **Request to Repeat a Course Beyond the Limit** form. **NOTE:** You will only get 3 chances to repeat a class.

**NOTE:** It is strongly recommended that you repeat courses that you failed that are required for your major or general education and **NOT** list them on the **Academic Renewal Request** form.

## Reasons for Probation

Take a moment to think about your last semester or semesters

What are the reasons you did not pass your classes? Be honest with yourself.

We will discuss the behaviors and choices students make that lead to success in the next sections

**The Counseling Department strongly recommends that students complete all of the activities listed below so that they may be more successful in changing behaviors, better understand their current status, and refer to these activities periodically, especially when meeting with their counselor in the future.**



**Required activity:**

**Activity 1: Refer to your**

**unofficial transcript and the Academic Success Contract (you printed these forms earlier). Looking at your unofficial transcript, locate your attempted hours, earned hours and cumulative G.P.A. Fill in this information on the upper portion of the Academic Success Contract.**

**Activity 2: Circle all the factors listed on the Academic Success Contract that contributed to your current academic status. (Be Honest)**

**The following sections listed below are included to assist students in how to more effectively manage your time, change unsuccessful behaviors and seek support from on campus resources.**

## Time Management



Many students fail in college because they underestimate how much time is required for studying. As a general rule, your college instructors expect you to study 2 hours for every hour you are in class. So, for a 3 unit class you need to set aside 6 hours of study time a week. If you are enrolled as a fulltime student, registered in 12 units, that equates to 24 hours of study time each week. If you add the weekly hours you are in class (12 units) to the weekly hours of study (24 hours) they add up to 36 hours a week. You can see that attending college fulltime is like having a fulltime job (see chart below).

If students work 40 hours per week in addition to attending class, it is recommended that they take no more than 2 classes a semester (6-7 units) maximum.

Time is a limited resource. We all have 24 hours a day, no more, no less. Learn to manage your time and plan for studying and you will realize how much more you can accomplish by practicing effective **time management**.

| Total Work Hours Per Week | Recommended Number Of Classes Per Semester | Estimated Study Time In hours |
|---------------------------|--|-------------------------------|
| 40                        | 1-2  | 2-12                          |
| 30                        | 2-3  | 12-18                         |
| 20                        | 3-4  | 18-24                         |
| 10                        | 4-5  | 24-30                         |
| 0                         | 4-6  | 24-36                         |

### Time Management Tips:

- Purchase a daily planner
- Use your daily planner to outline class times, study time and other commitments,
- Write down due dates, test/quiz dates, work hours and any other activities in your planner
- Review your planner daily
- Plan to study

## Student Support at BC

**College courses can be challenging, but BC offers support services that can help you. Over 70% of California Community College students assess below college level in either Reading, Mathematics or Writing/English (or Basic Skills/Academic Development courses).**

- If you're having difficulty in a class, contact your instructor. The instructor's contact information may be found on your class syllabus. Remember, your instructors are here to help; both in and out of the classroom.
- Bakersfield College has an excellent tutoring program that is **FREE** for all students. Make sure you visit the Tutoring Center early in the semester to make your tutoring appointments. The Tutoring Center is located on the third level of the Student Services Building above the Math Learning Center.



- The Counseling Department strongly recommends that you enroll in Basic Skills/Academic Development courses first to ensure that you build the necessary foundation to help you succeed in your classes.
- Use College resources such as the Tutoring Center, the Library and the Counseling Department. You may also consider taking [Critical Academic Success Workshops \(CAS\)](#).
- If you believe you have a learning disability and would like more information click here [support services](#).

## Strategies for Success

- Be on time to your classes
- Come to class prepared with paper, pencils, pens, textbooks
- Click here for other success tips on getting organized for college <http://www.wikihow.com/Get-Organized-for-College-or-Grad-School>
- Obtain your textbooks prior to the start of the semester and keep current with your reading assignments
- Use the college library and take advantage of free research workshops offered. Click here for the most current workshop schedule: <http://www.bakersfieldcollege.edu/library/workshop.asp>
- Form study groups with motivated students who are serious about doing well in college. This can be an effective tool for studying and a great way to get to know your classmates
- Take an [Educational Planning course](#) specific to your major or a Student Development course (STDV) to learn more about college and to find out what courses you need to meet your educational goals. See the current class schedule on the BC website or refer to the [Graduation and General Education section](#) in the current catalog for a complete list of Educational Planning or Student Development courses.

**You can commit today to change your behavior and work toward success!!!**

## Success Behaviors

**Choose behaviors from those listed below to ensure your success:**

- Attend all classes
- Complete class assignments on time
- Make college your priority
- Participate in class by practicing active listening, asking questions and contributing constructively to class discussions
- Use a student planner to manage your time, plan a sufficient amount of time to study and complete assignments
- Meet with your instructors to review your grades, class material, and to ask questions as needed

Click here for [additional success tips](#)

## Planning for Change

*"What is holding you back from making a change?"*

*"What can you give up to make time for college and studying?"*

*"Is there anything you can make less of a priority, so that you can accomplish your goal of a college education?"*

*"Do you see a pattern emerging?"*



**Required Activity: Look at your [Academic Success Contract](#). Review the list of factors on the contract that led to your current academic standing. You circled these factors on your contract earlier. What strategies will you commit to following to assist you in getting off probation. Write down these strategies on the lines provided on the contract.**



**Required Activity:**

**Review your unofficial transcript and**

**circle all "D" and "F" grades. If needed, complete the [Repeat Petition](#) form and [Academic Renewal](#) form.**

If you have previously submitted a [Repeat Petition](#) or an [Academic Renewal](#) form, there will be an asterisk (\*) noted in front of the grade on your transcript. This indicates that the grade is no longer calculated in your g.p.a.



|    |       |      |      |    |       |    |   |   |                               |
|----|-------|------|------|----|-------|----|---|---|-------------------------------|
| BC | 50596 | HIST | B17B | 03 | 3.000 | B  | S |   | History/United States, 1870   |
| BC | 50707 | POLS | B1   | 02 | 3.000 | B  | S |   | Amer Government/Natl,St,Local |
| BC | 31759 | HIST | B17B | 05 | 3.000 | *F | S | E | History/United States, 1870   |
| BC | 32276 | POLS | B1   | 11 | 3.000 | *F | S | E | Amer Government/Natl,St,Local |

- If the courses you circled on your transcript are required for general education, your major, or for transfer, it is highly recommended that you repeat the identical course(s) in order to improve your grade point average.
- Review the '[Repeating a Course](#)' policy in the current [BC catalog](#) under the Admission and Registration section and the '[Academic Renewal](#)' policy under the Academic Information and Standards section of the current [BC catalog](#).

**NOTE:** Before repeating general education or major courses and if you assessed below college level in Math, Writing/English and Reading you are strongly encouraged to take these courses prior to general education and major courses. If you are unsure of your assessment scores, we recommend you meet with an educational advisor to determine your results.



#### Required Activity:

**Look at your Academic Success Contract and your unofficial transcript. Write down those courses that you need to repeat in order to complete your educational goal and to improve your cumulative grade point average (g.p.a.). A section is provided on the lower portion of your [Academic Success Contract](#) to write down this information.**

### Learning More....

- Review [Important Dates](#) on the BC Homepage at the beginning of each semester, and periodically throughout the semester, for information on course drop deadlines, refund policy for classes, and last day to drop without receiving a "W" grade, etc. For short term/late start class withdrawal deadlines, ask your instructor.



- By taking the time to complete this online workshop, filling out and periodically reviewing your [Academic Success Contract](#) you are taking your first steps towards success
- For undeclared majors consider enrolling in Student Development (STDV B2) - Career Decision Making and Educational Planning or Student Development (STDV B6) - Tools for College Survival
- For help in choosing a major or career, visit [BC's Virtual Career Center](#)
- Visit the Missing Majors website <http://www.missingmajor.com/> for information on majors, careers and vocations. For access to the [EUREKA website](#); a personal career assessment tool, students may obtain a password from an Educational Advisor in the BC Counseling Center. This assessment provides students with much needed guidance and insight about careers.

Managing school, work, relationships, family and a personal life, while remaining physically and psychologically healthy can be challenging. Disruptive events can occur when we least expect them. Making wise choices may minimize poor grades, stress and financial consequences.

Click here for additional campus and [community](#) resources.

## Clearing Your Hold

 Click here to complete the short [Student Satisfaction Survey](#)

 **Required Activity:** Click here to take the [Probation Workshop Quiz](#)

You must complete the quiz with a minimum score of 70% correct in order for your Academic Standing hold to be immediately lifted for the next semester, and you will be allowed to register for classes or make adjustments to your current schedule.

If you do not pass with a 70% correct, you will not be allowed to register for classes. You have two options

1. Repeat the workshop and repeat the quiz or
2. Attend a 90 minute group probation workshop on the main campus

If you are having difficulty registering for classes due to unit limitations refer to the second page of the [Academic Success Contract](#).

If further assistance is needed regarding classes, please send a brief [email](#) including your BC ID# to: [bc\\_success@bakersfieldcollege.edu](mailto:bc_success@bakersfieldcollege.edu)

**NOTE:** Remember you must complete a Probation Workshop EVERY semester that you are on probation.

It is recommended that if you have questions on selection of classes, majors, transfer process, etc. that you plan to visit the Counseling Department during non-peak times (September-Mid November or February - Mid April; limited counseling services are available during the summer).

***"Act as if it were impossible to fail."***

**~Dorothea Brande**