

CONDITIONAL STUDENT PROGRAM



JOHN W. SCHMIDT CENTER FOR STUDENT SUCCESS
102 ELDRIDGE HALL · 334-670-3221 · WWW.TROY.EDU

Welcome to Troy University, the John W. Schmidt Center for Student Success, and the Office of Student Development's Conditional Student Program! We are honored that you have chosen our University and faculty to meet your academic needs. Please use this document as an introduction to the Conditional Student Program and some of the many resources offered by the JWS Center for Student Success.

OFFICE HOURS & CONTACT INFO

Monday - Friday 8:00 a.m. - 5:00 p.m.
Campus 334-670-3000 or 800-551-9716 (toll free)
24-hour Help Desk 800-414-5756 or email ask@troy.edu
University Police 334-670-3215
City of Troy Police Department 334-566-0500 or 911 (emergency)

CONDITIONAL STUDENT PROGRAM

102 Eldridge · 334-670-3221

The Conditional Student Program offers students a point of contact who provides encouragement, resources to help students excel in their studies, and guides on study skills, time management, and other topics.

TOP TIPS: Conditional admission is NOT a bad thing! Don't overload yourself with tough classes; choose wisely. Your IMPACT leader will help you select classes. Remember, you do NOT have to take Math, English, History, and Science at the same time.

Requirements: Students must meet with their advisor prior to the registration, each registration, for the duration of their conditional contract. Students admitted conditionally are limited to 14 semester hours (7 per accelerated semester). Within the beginning and ending dates of a Fall, Spring, or Summer semester, concurrent enrollment in the semester and any term(s) may not exceed 14 hours. Students should enroll in instructional support courses like TROY 1103 or TROY 1102, if needed.

Earning Unconditional Status

- Earn at least a 2.0 institutional GPA on the first 12-24 semester hours attempted.
- Failure to earn at least a 2.0 institutional GPA within the first 24 hours attempted will result in being dropped from the program. Students dropped from the program may not enroll in TROY University for one calendar year.
- Any student earning a 0.0 GPA for the initial term/semester with at least 6 hours attempted will be dropped from the program.

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FIRST YEAR STUDIES

101 Eldridge · 334-670-3210

The First-Year Studies Program at TROY is a comprehensive program that focuses on students transitioning from high school or post-high school experiences to the university experience. This program promotes an understanding of, and appreciation for, higher education; provides programs and services that improve students' opportunities for academic success as well as for personal, social, and career enrichment; encourages civic and campus engagement; orients students to the University and its policies and resources; and fosters the development of positive relations between and among students, faculty, and staff. An overarching goal of the Program is to enhance student retention and graduation. In an effort to meet this goal, we offer TROY 1101: University Orientation. TROY 1101 helps students develop an appreciation for and understanding of higher education, learn about the Troy University system worldwide, become familiar with the resources of the University, acquire strategies for succeeding in college and in a career, engage in campus activities, and persist from their first year to graduation.

CIVIC ENGAGEMENT

The Office of Civic Engagement aims to connect Troy University students with applied learning opportunities where students can develop skills in leadership, project management, and civic action while making a difference in our local community. Our goal is to facilitate quality civic learning experiences that engage TROY students, faculty, and staff with community needs that enhance the academic experience.

TRIO: STUDENT SUPPORT SERVICES

Student Support Services (SSS) is a federally funded initiative established to increase the retention and graduation rates of eligible students. We accomplish this mission through assisting students with attaining their education goals in an institutional climate that is supportive and necessary for academic success.

TESTING AND ASSESSMENT CENTER

The Testing and Assessment Center provides students with a testing environment where tests can be administered accurately and securely.

OFFICE OF STUDENT DEVELOPMENT

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Student Development provides a variety of services designed to aid in the academic, emotional, physical, and vocational development of TROY students. Professional staff members strive to help students recognize problems which may impede their likelihood for success and offer services and resources to address their needs. The Office of Student Development also assists in the operation of academic registration, drop/add, and withdrawal procedures. The Student Development Department oversees the operations of the units which comprise the department: Adaptive Needs, Career Services, and the Conditional and Undeclared Student Programs.

ADAPTIVE NEEDS

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Adaptive Needs provides accommodations to students with physical psychological and learning disabilities in accordance with the Americans with Disabilities Act and Section 504. Students must provide recent documentation of their disability from a qualified professional to determine eligibility for the program.

CAREER SERVICES

104 Eldridge · 334-670-3217

Our office prepares the leadership of tomorrow by providing progressive and timely career services of the highest quality to current and former students. Career Services seeks to assist students with choosing their major, exploring their career interests, gaining work experience, and providing guidance in their full and part-time professional job search.

UNDECLARED STUDENT PROGRAM

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The Undeclared Majors Program provides professional and academic advisement for students who are unsure of their major or career path. The Undeclared Counselor offers a flexible and supportive environment in which they can explore their academic and career options. The staff provides undeclared students with assistance on academic information on majors and degrees offered at Troy University, as well as career planning, assessments, and one-on-one guidance including advisement and registration.

COMPUTERWORKS

ComputerWorks is a computer lab that has recently been upgraded to Windows 10 and has updated software installed like Microsoft Office Suite, which includes Word for word-processing, PowerPoint for slide presentations, Excel for spreadsheets and charts, Publisher for creating publications, Access for databases, Microsoft Office Picture Manager for viewing and editing photos, and Adobe Reader. Students can print school-related material in black and white for free. Students can use the computers to access the Internet using their Trojan Web Express login. Students may use Internet Explorer to view faculty web pages (Spectrum), and student web pages (Prism), Blackboard, Web Express, Trojan email, and MyMathLab.

WRITING CENTER

The Writing Center provides trained peer tutors who work with students and faculty to improve critical writing skills. The tutors work one-to-one or in small group settings to help students with all types of writing at any stage of the writing process. Our aim is to help learners to be more effective and efficient thinkers. We attempt to help the student become a better writer and thinker, not just to improve a specific assignment. Our goal is to encourage true education.

NATURAL SCIENCE CENTER

The Natural Science Center provides tutoring to Troy University students in the areas of mathematics, chemistry, biology, and physics. The Natural Science Center also provides facilities for individual student study.

CALCULATING YOUR GRADE POINT AVERAGE (GPA)

Grade Value	A = 4
	B = 3
	C = 2
	D = 1
	F = 0

Grade Value x Semester Hour = Grade Points

$$\text{GPA} = \frac{\text{Total Grade Points}}{\text{Total Semester Hours}}$$

10 STEPS TO A SUCCESSFUL SEMESTER

1

COMMUNICATION IS KEY

Communication with your instructor and advisor is very important. Your instructor is not aware that you need help unless you tell them! Your advisor should be your go-to person. They can make you aware of deadlines, registration processes, resources available to you, and the requirements for earning your degree.

2

KNOW THE COURSE REQUIREMENTS

In each class, you will receive a syllabus that contains instructor contact, office hours, policies, requirements, and expectations. Read these carefully.

3

BE HONEST WITH YOURSELF & KNOW YOUR LIMITS

Just because your friends are taking math, science, English, and history at the same time does not mean you should. Likewise, if they are taking 18 semester hours, you don't have to. You know who you are and what you can do; you are all that is standing between you and your goals.

4

ATTEND EVERY CLASS

While attendance does not guarantee that you get a certain grade, it certainly could not hurt. If you have to be out of class for any particular reason, communicate with the instructor. Know their attendance policy.

5

ASK FOR HELP

There are so many resources available to you as a student at TROY! Don't let these tools for success go unused. These resources include the Writing Center, The Natural Science Center (math/science tutoring), ComputerWorks, dedicated librarians, counselors, advisors, and many, many more!

6

LEARNING TAKES TIME – STAY MOTIVATED

Contrary to popular belief, hours of study and preparation are necessary for success. Be patient with yourself; improving your skills takes time and practice. If you feel yourself losing motivation, talk to your instructor, advisor, friends, or a counselor. Don't give up!

7 **CELEBRATE NEAR WINS**

Sarah Lewis said, "Mastery is not a commitment to a goal but to a constant pursuit. What gets us to do this, what get us to forward thrust more, is to value the near win". A near win should not be considered a loss; it should be embraced!

8 **TIME MANAGEMENT AND ORGANIZATION RULE**

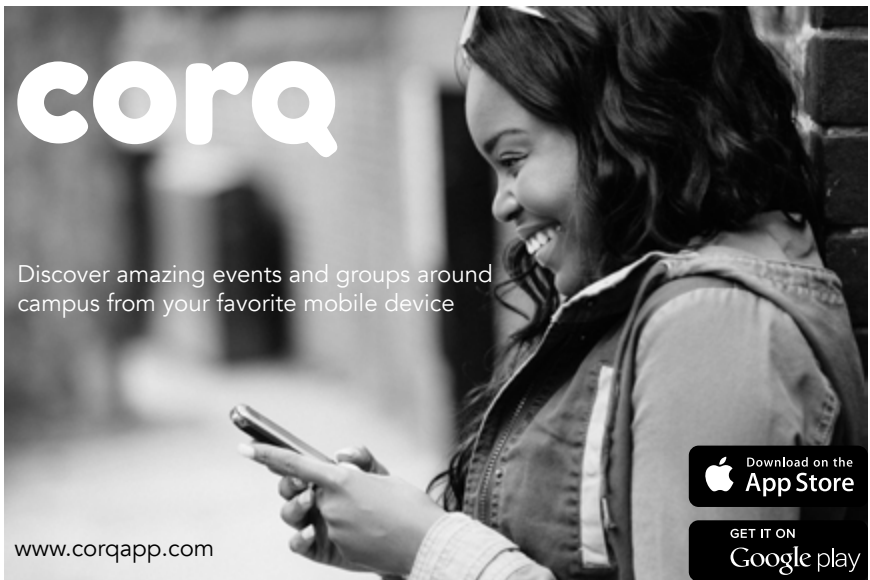
You don't have to keep a paper calendar; you can use your phone, and you are less likely to lose it! You are going to be busy, and you are going to forget things. Make this happen less by keeping track of what is going on. Staying organized will prepare you to learn.

9 **SCHEDULE TIME TO PLAY – TAKE A BREAK OR TWO**

Just like you schedule the other important items in your life, make sure to set aside time for pleasure. Let's face it, you've got to have a little fun. Without taking some much-needed down time, you can quickly become overwhelmed.

10 **"WHEREVER YOU ARE, BE ALL THERE" – JIM ELLIOTT**

Your goal for attending university is to obtain a higher education in order to better yourself and, most likely, to obtain a good job. If you are in class, be in class; take a few notes. Remember, we want you to have a great time at TROY, but we also want you to develop a desire to become a lifelong learner!



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FREQUENTLY ASKED QUESTIONS

- **Where do I register if I am conditionally admitted?** Visit 102 Eldridge Hall.
- **Where do I go if I have a disability?** See Adaptive Needs in 102 Eldridge.
- **Where do I go to withdraw from all of my classes?** Visit Student Development - 102 Eldridge.
- **Where do I go to drop or add a class?** See your advisor before drop/add is complete. The last day to drop/add is printed in the course schedule.
- **Where do I get information on where to park/parking decal?** Visit Hamil Hall Police Station (first floor) - 334-670-3215.
- **Where do I go to pay a parking fine?** Visit the Box Office in 152 Adams Administration.
- **Where do I appeal a parking fine?** Visit the SGA Office in 215 Trojan Center.
- **Where do I pay my Tuition/Bill?** Contact Student Financial Services in 152 Adams Administration, 334-670-3124.
- **Where can I put money on my Trojan Card?** Visit either the Library, Trojan Center, or Box Office.
- **Where is the Library?** Wallace Hall (across from Trojan Center).
- **I need help with writing papers. Where do I go?** Visit 124 Eldridge Hall.
- **I need help in math and/or science. Where do I go?** Visit 126 Eldridge Hall.
- **Can I get a mailbox or buy stamps?** Visit the Post Office in Trojan Center.
- **Where can I print my paper for class?** Visit ComputerWorks in 135 Eldridge Hall.
- **Where do I go if I get sick?** Visit the Health Center in Hamil Hall.
- **Who do I contact if I am experiencing depression, an alcohol or drug addiction, or domestic/sexual abuse?** Call 334-670-3700 for a counseling appointment.
- **How do I get involved in a social, religious, or service group?** Contact Student Involvement in 215 Trojan Center - 334-670-3204.
- **I need help with accessing the internet/email/on-line class. What do I do?** Call 800-414-5756, email ask@troy.edu, or submit a helpdesk ticket via <http://helpdesk.troy.edu>.
- **I don't know where to go or what to do. I just need help. Who do I contact?** Feel free to visit the John W. Schmidt Center for Student Success in Eldridge Hall. If we can help you, we will. If not, we will get you in contact with the correct person or department.