

### Academic Difficulty to Academic Success Program

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#### Steps to Academic Success

All students on academic warning<sup>1</sup> or academic probation<sup>2</sup> must complete the following requirements in order to have their enrollment hold removed. If you choose not to complete the following requirements, your enrollment hold will not be removed until late registration.

#### ✓ Step 1

- Using your course syllabi for this semester, **complete the attached Syllabi Matrix**. This is a tool to help you organize each class by outlining important information from each course syllabus.
- **Watch these (2) videos** to introduce you to Charles Duhigg's book, *The Power of Habit: Why We Do What We Do In Life and Business*
  - <https://www.youtube.com/watch?v=W1eYrhGeffc>
  - <https://youtu.be/OMbsGBlpP30>
- **Complete Step 1 of the Habit Reflection Packet**

#### ✓ Step 2

- **Attend a workshop** offered by LAUNCH: <http://www.uh.edu/ussc/launch/services/workshops/>
  - *Registration and proof of attendance is required (see page 6)*
- **Complete Step 2 of the Habit Reflection Packet**

#### ✓ Step 3

- **Schedule an academic advising appointment**
  - <https://accessuh.uh.edu/login.php> or call 713.743.3463
  - **Bring your completed Habit Reflection Packet to your scheduled appointment**
  - Your enrollment hold will be lifted at the end of the appointment

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<sup>1</sup> Per the Undergraduate Catalog, "First Time In College (FTIC) students who earn less than a 2.00 grade point average in the first long semester (i.e., Fall or Spring) of enrollment at the University of Houston shall be placed on academic warning."

<sup>2</sup> Per the Undergraduate Catalog, "Second semester First Time In College (FTIC) students who have completed their first long semester and all other students whose cumulative grade point average falls below 2.00 shall be placed on academic probation."

Students on academic probation whose cumulative grade point average is below 2.00 but whose term grade point average is 2.00 or higher will remain on academic probation.

Students on academic probation whose term grade point average is below 2.00 are placed on academic suspension.

Students on academic probation will be removed from that status when their semester grade point average is 2.00 or higher and their cumulative grade point average is at or above 2.00.

# UNIVERSITY of HOUSTON

## GERALD D. HINES COLLEGE of ARCHITECTURE and DESIGN

### Semester Syllabi Matrix Example

Course Name & Number	Course Name & Number	Course Name & Number	Course Name & Number
ARCH 2350 Survey of Architectural History I			
Location & Time	Location & Time	Location & Time	Location & Time
Lecture: MW 10-10:50AM ARC 150 Lab: TH 7-8PM – ARC 402			
Instructor's Name/Email	Instructor's Name/Email	Instructor's Name/Email	Instructor's Name/Email
Dr. Nora Laos: nlaos@uh.edu			
Office Hours & Location	Office Hours & Location	Office Hours & Location	Office Hours & Location
ARC 375, by appointment			
Attendance/Make-Up Policy	Attendance/Make-Up Policy	Attendance/Make-Up Policy	Attendance/Make-Up Policy
Attendance/participation is worth 10% of grade; make-up exams and essays will be given only with legitimate documentation from doctor, police report or court order; no make-up for third hour-exam			
Assignment/Project Due Dates	Assignment/Project Due Dates	Assignment/Project Due Dates	Assignment/Project Due Dates
Writing Assignment 1: 10/13 @ 7PM			
Writing Assignment 2: 11/10 @ 7PM			
Test &/or Quiz Dates	Test &/or Quiz Dates	Test &/or Quiz Dates	Test &/or Quiz Dates
First Hour-Exam: 9/26 @ 10AM			
Second Hour-Exam: 10/31 @ 10AM			
Third Hour-Exam: 12/12 @ 11AM			
Final Exam/Jury Date & Time	Final Exam/Jury Date & Time	Final Exam/Jury Date & Time	Final Exam/Jury Date & Time
N/A			
Other	Other	Other	Other
Attendance = 10% Assignments = 15% each Exams = 20% each			

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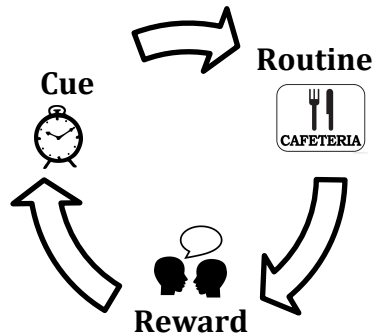
### Semester Syllabi Matrix

Course Name & Number	Course Name & Number	Course Name & Number	Course Name & Number
Location & Time	Location & Time	Location & Time	Location & Time
Instructor's Name/Email	Instructor's Name/Email	Instructor's Name/Email	Instructor's Name/Email
Office Hours & Location	Office Hours & Location	Office Hours & Location	Office Hours & Location
Attendance/Make-Up Policy	Attendance/Make-Up Policy	Attendance/Make-Up Policy	Attendance/Make-Up Policy
Assignment/Project Due Dates	Assignment/Project Due Dates	Assignment/Project Due Dates	Assignment/Project Due Dates
Test &/or Quiz Dates	Test &/or Quiz Dates	Test &/or Quiz Dates	Test &/or Quiz Dates
Final Exam/Jury Date & Time	Final Exam/Jury Date & Time	Final Exam/Jury Date & Time	Final Exam/Jury Date & Time
Other	Other	Other	Other

### Introduction

Both freshmen and transfer students experience many changes during their first few semesters at UH. Moving to a new place, apartment, or dorm, starting a new school, meeting new people, all while balancing schoolwork and a possible part-time or full-time job... can be very overwhelming! It is also an opportunity to start fresh and make positive changes in our lives. The purpose of this packet is to reflect upon the habits you have created, both positive and negative, what causes them, and how to adjust them based on your personal and professional goals.

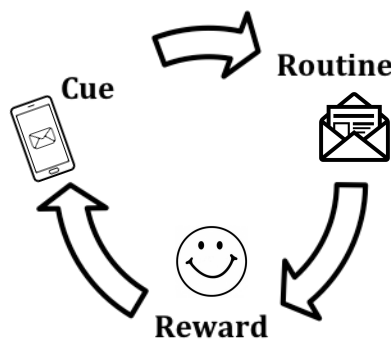
### Step 1: Identifying Habits



The Habit Loop consists of 3 major parts:

1. **Cue** – a trigger that tells your brain which habit to use
2. **Routine** – your physical, mental, or emotional response and actions related to the cue
3. **Reward** – the outcome of the routine that encourages you to use it in the future

Example of a Habit Loop:



1. **Cue** – notification on your phone about an email or Facebook post
2. **Routine** – immediately checking the notification
3. **Reward** – feeling connected to your peers/family through smartphone use

Other examples include how you study for your tests, how you take notes, how you manage your time (paper calendar/no calendar/electronic calendar), packing your lunch every night to eat the next day, your morning/evening routine, keeping up with your duties at work, home, or school, etc.

### Step 1: Identifying Habits (continued)

- Reflecting upon your habits, what is one **POSITIVE** habit that you have incorporated into your life?

CUE	ROUTINE	REWARD

Cue (Pattern) Identification	
What time is it?	
Where are you?	
Who else is around?	
What did you just do?	
What emotion are you feeling?	

- Reflecting upon your habits, what is one **NEGATIVE** habit that you have incorporated into your life?

CUE	ROUTINE	REWARD

Cue (Pattern) Identification	
What time is it?	
Where are you?	
Who else is around?	
What did you just do?	
What emotion are you feeling?	

### Step 2: Adjusting Habits

Now that you have identified both a positive and a negative habit, you will use this information to choose one habit that you will change for this semester. Use the information below to guide you through steps of identifying a new habit/goal and creating a plan to achieve it. You may also use the information that you have learned from the workshop you attended at LAUNCH to help you with this step.

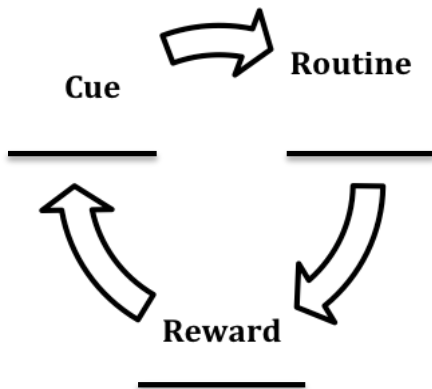
LAUNCH Workshop Topic: \_\_\_\_\_

Date/Time Attended: \_\_\_\_\_

Attendance Verification: \_\_\_\_\_

<b>Cue:</b> What audible or visual cue will remind you to do the routine?  EX: calendar notification, alarm, running shoes by your bed, etc.	<b>Routine:</b> Place the action you want to turn into a habit here.	
	<table border="1"><tr><td><b>Reward:</b> What good thing happens when you complete the routine?  EX: achievement, stay on schedule, get a good grade, earn a prize, etc.</td><td><b>Penalty:</b> What bad thing happens if you don't complete the routine?  EX: forget an assignment, not enough time to study for a test, disappointment, bad grade, etc.</td></tr></table>	<b>Reward:</b> What good thing happens when you complete the routine?  EX: achievement, stay on schedule, get a good grade, earn a prize, etc.
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Adapted from: <https://medium.com/avaugun/how-to-turn-your-dreams-into-action-95e78cb44590>



← Fill out the Habit Loop chart based upon your reflections above.

### Step 3: Academic Advising

Schedule an advising appointment with your assigned advisor by calling 713-743-3463 or online via your MyUH account; bring completed Habit Reflection Packet to the appointment.