

## Tips for Success in the Adult Degree Program – General

1. **Know your resources**, personnel and material: know who to go to for what information, know that you can go to them, and know what materials will help you succeed (the right software, training, books, websites, etc.)
  - ❑ *Textbooks and Syllabi*: Your academic counselor
  - ❑ *Academic questions* (what courses to take, needing to withdraw or take a leave of absence, CLEP/DANTES/certificates, etc.): Your academic counselor
  - ❑ *You're running late for class or have to be absent*: Your course instructor AND Jeannie Pang (or receptionist), 503-517-1346 / [jpang@warnerpacific.edu](mailto:jpang@warnerpacific.edu).
  - ❑ *Technology issues regarding Webmail* (your WPC email acct): The WPC Help Desk at 503-517-1399.
  - ❑ *How to get a check for money on account*: Juanita Cha, [jcha@warnerpacific.edu](mailto:jcha@warnerpacific.edu)
  - ❑ *When funds will be disbursed from financial aid*: Your financial aid counselor
  - ❑ *Learning Team questions*: Your instructor first, then your academic counselor
  - ❑ *Academic assistance (tutoring, etc.)*: Megan Enos, Coordinator for Academic Support, [tenos@warnerpacific.edu](mailto:tenos@warnerpacific.edu)
  - ❑ *Other*: Check your ADP Bulletin (on flash drive). Then, if needed, ask! Your academic counselor is a key resource for all ADP unknowns.
2. **Communicate, communicate, communicate.** ADP staff and faculty will assist you in any way we can, but we can only help if we know what the problem is.
3. **If you want to drop or add a course**, contact your academic counselor asap, as well as your financial aid counselor. Don't delay!
4. **Use APA citation formatting from the start**: You will receive specific training in EN 102, EN 103 and EN 200, but the handouts given at orientation will guide you between now and then.
5. **Use a calendar regularly**, especially to track homework assignments, important course dates (ex: when you can drop a course) and scheduled breaks. If you're not organized, get organized; if you are organized, stay organized!
6. **Keep your class syllabi**, notes and major papers. You would be surprised at how much these can come in handy in the future! We recommend creating separate files or binders to keep them organized and accessible, while still out of the way. Do whatever works for you!
7. **Be familiar with the ADP Bulletin** and the policies and procedures contained therein. Be empowered with information! This is *your* education.