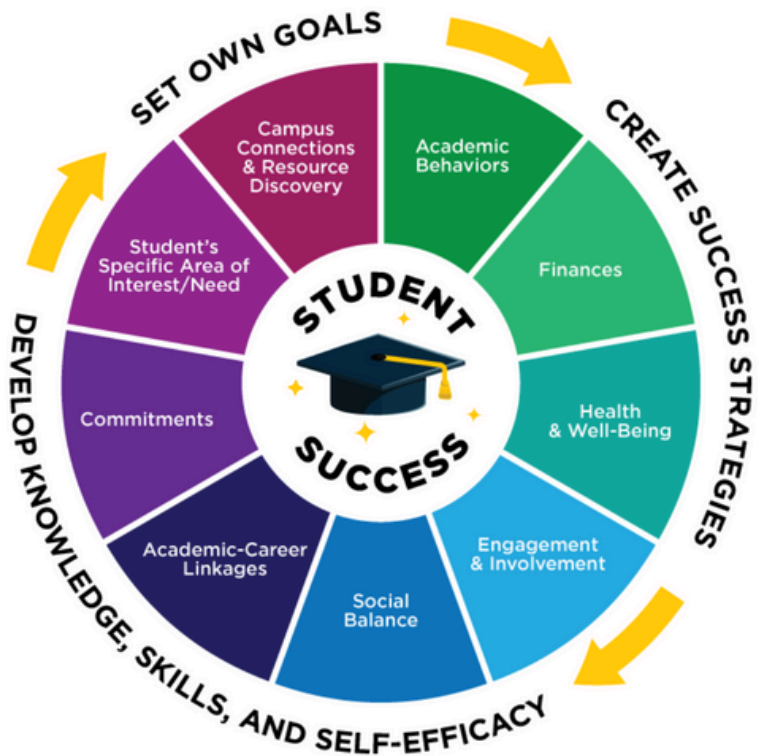


Academic Success Coaching Syllabus

What is Academic Success Coaching?

The Academic Success Coaching (ASC) model at UCF is a relationship-driven, ongoing process whereby the Academic Success Coach and the undergraduate student work together to **establish goals, co-design academic plans and strategies, and monitor success to graduation.** You and your coach will work together throughout your journey here at UCF.



Meeting your Academic Success Coach (ASC)

 SIGN IN TO MYUCF

▼ Advisor

Program Advisor

YOUR ASC'S NAME

YOUR ASC COLLEGE OFFICE

[Details ▶](#)

Log in to myUCF: <https://my.ucf.edu/>

Click on "Student Self-Service." The next page that loads is your Student Center.

On the right side of the screen, you will see a box titled "Advisor." Your ASC's name and contact information is available here.

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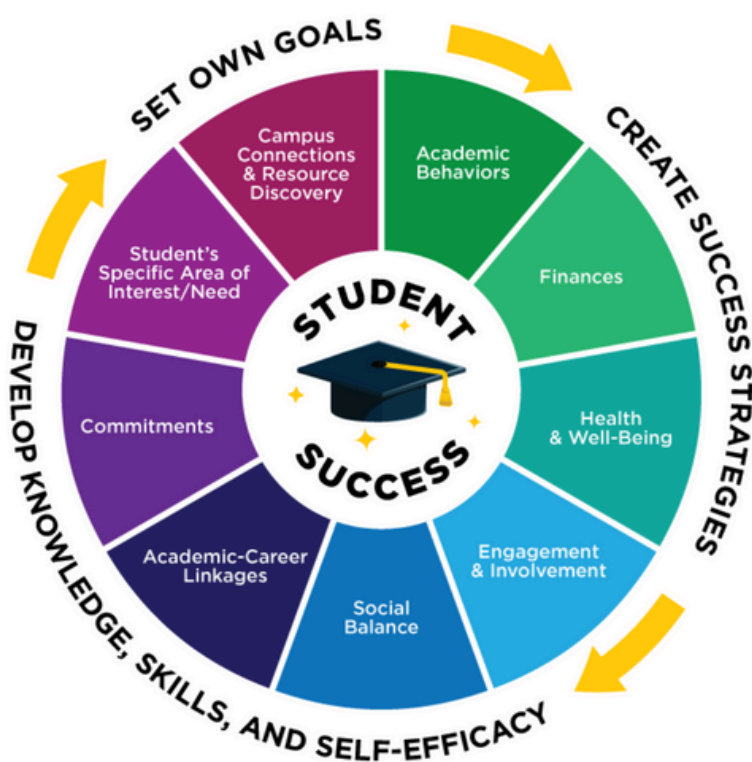
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Initial Academic Success Coaching Meeting

- Show up for ASC meetings on time! If you need to cancel or reschedule, please contact your ASC as soon as possible.
- **You set the agenda for our meetings!** Review some topics/goals that you may want to discuss with your ASC, understanding that you are not limited to these:
 - Program milestones or critical courses
 - Co-curricular opportunities such as internships, research, or study abroad.
 - Developing skills such as effective communication or time management.
 - Concerns or challenges you are experiencing that may be impacting your success at UCF.
- Write down your questions. Preparing questions will help you remember the topics you want to clarify or the goals you want to focus on in your meetings.
- Review your myKnight Degree Audit, Pegasus Path, and your college websites.
- Review college credit and any action items that could prevent future registration.

Follow-Up Academic Success Coaching Meetings

- As mentioned, the relationship with your ASC is **ongoing and long-term**. After your initial meeting, you will determine with your ASC how frequently you'd like to check-in during the semester:
 - Check-ins can be a quick phone chat, an email exchange, or a scheduled meeting to make sure you are progressing towards your goals.
 - Most students should check-in **at least** twice a semester, but more is certainly encouraged!
- Your ASC will also proactively reach out to ensure that you stay on track for graduation. Be sure to respond to any emails or phone calls you receive.
- Follow up meetings could be used to continue brainstorming and expanding on your goals. We also want to use this time to celebrate your successes so far!
- Organize your notes. Keep track of important information, goals, and tasks you set, and be sure to actively work on them based on the timeline agreed upon.



WHAT TO EXPECT

Student Responsibilities

- I take full ownership and responsibility for your academic, co-curricular and personal experiences.
- I recognize that coaching is not counseling, mentoring, or tutoring – my coach will help to guide me to these additional resources as needed.
- I understand that coaching is an ongoing relationship, and that my coach will schedule routine meetings with me so that we, together, can track my progress.
- I acknowledge that I must attend all scheduled meetings and give at least 24 hours' notice if I need to reschedule.
- I will respond promptly to all communications from my coach, including phone calls, emails, and texts.
- I will be committed, open, and honest with my coach, and I am willing to accept feedback and new perspectives that will empower me to succeed.
- I accept that my success is my responsibility. I will be an active and engaged participant in creating, working toward, and achieving my goals.

ASC Responsibilities

- I create a space for open and honest dialogue with my students, supporting them holistically.
- I meet regularly with my students and track and monitor their progress to graduation with them.
- I help my students clarify their own educational goals, and then co-create with them personalized academic plans and success strategies.
- I explain university and college-level policies and processes with my students.
- I make referrals and follow up as appropriate, knowing that there are many supports and opportunities for students at UCF.
- I actively question my students and challenge them to develop their own answers and solutions.
- I empower my students to be decision makers and enhance their own self-learning, awareness, and success.
- I help transform student aspirations into achievements through Belonging, Engaging, Achieving and Meaning (BEAM).



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