



**BALL STATE
UNIVERSITY**

Office of Student Success
Coaching

SPRING 2026 SEMESTER SUCCESS PLANNING TOOLKIT

Use this guide to create a clear game plan and avoid last-minute stress.



You've got big goals—this packet will help you map them out and make them happen.

Whether you're new to Ball State or just ready for a fresh start, this packet is here to help you get clear on your goals and organized from day one.



- ✓ **Tips for organizing your syllabi and calendar**
- ✓ **Weekly and daily time management tools**
- ✓ **Goal-setting prompts to clarify your priorities**



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SUCCESS TOOLKIT

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CAMPUS RESOURCE LIST

For more resources or information about
Student Success Coaching, contact us!

successcoach@bsu.edu

Semester Success and Planning Toolkit

Step 1: Organize your Syllabi

Start your semester strong by reading each syllabus from beginning to end. Your syllabi are more than just rules and due dates. They outline what your professors expect, when major assignments are due, and how to plan ahead. Taking the time to read them now will help you stay on track and avoid last minute surprises.

First, make a list of all of your classes and the days and times they meet. Then extract important information from each syllabus.

MAKE A LIST OF ALL CLASSES	DAY AND MEETING TIME

<u>Course:</u>		
Class Meeting Days:	Time:	Location:
Professor/TA Contact Information		
<u>Professor's Name:</u>	Email:	
<u>Office Hour Time:</u>	Office Hour Location:	
<u>TA Name:</u>	Email:	
<u>Office Hour Time:</u>	Office Hour Location:	
<u>Major Assignments/Exams:</u> (include due dates & percent of final grade for each assignment)		

Course:

Class Meeting Days:	Time:	Location:
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Professor/TA Contact Information

<u>Professor's Name:</u>	Email:
Office Hour Time:	Office Hour Location:
<u>TA Name:</u>	Email:
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Major Assignments/Exams: (include due dates & percent of final grade for each assignment)

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Office Hour Time:	Office Hour Location:

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Course:

Class Meeting Days:	Time:	Location:
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Professor/TA Contact Information

<u>Professor's Name:</u>	Email:
Office Hour Time:	Office Hour Location:
<u>TA Name:</u>	Email:
Office Hour Time:	Office Hour Location:

Major Assignments/Exams: (include due dates & percent of final grade for each assignment)

Step 2: Develop an Understanding of Each Class

Organizing your classwork for each course helps you stay on top of assignments, manage your time effectively, and avoid feeling overwhelmed as the semester progresses. When you know what to expect in each class, it becomes easier to plan ahead and prioritize your workload. Use the table below to organize the work for each class.

Make or print enough copies of the next two pages for each class you have.

Course	Instructor(s)	Class Location and Time
Office Hours	Email of Professor(s) and TA(s)	Class Days



Step 3: Complete Your Personal Planner

Planning your schedule can feel overwhelming at first, but creating a clear plan can make managing your time and responsibilities much easier. The tips below will help you build a schedule that fits your needs and routines. Use the following pages to start organizing your time in a way that works for you.

3a: Weekly Planner Tips

Start with Your Fixed Commitments

These are the things you can't move—like class times, work shifts, meals, or club meetings. Block these in first so you know what time you have left.

Add Flexible Activities

Next, fit in tasks and activities that have some wiggle room, like social plans, study sessions, errands, or self-care time. These can be shifted around depending on your week.

List Your To-Dos

Think about what needs to get done daily or weekly—homework, lab reports, readings, or projects. Adding these to your planner helps keep deadlines visible.

Know Your Productivity Peaks

We all have times when we focus best. Maybe you're an early bird or a night owl. Schedule your hardest tasks during your personal or biological "prime time" to get more done.

Pick Your Planning Style

Some students prefer old-school pen and paper, others use apps or digital calendars. Choose a tool that feels natural for you—Bullet Journals, Google Calendar, planner apps, or even a whiteboard.

Customize Your Planner

Make it yours! Use colors, symbols, or stickers to highlight priorities or types of tasks. Personalizing your planner makes it easier to follow and more fun to use.

Be Specific With Your Plans

Instead of vague entries like "study," write detailed tasks like "read Chapter 1 for BUS 1010" or "attend SPAN 1010 tutoring drop-in." Clear plans make it easier to stay focused.

Stick With It

A planner only works if you use it consistently. Keep it handy, review it often, and adjust as needed. This habit will help you stay accountable and in control.

This approach turns your weekly planner into your personal roadmap—helping you juggle classes, work, and life with confidence. Give it a try and watch your stress levels drop!

3b: Weekly Planner

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8:00	6:00	6:00	6:00	6:00	6:00	8:00
9:00	7:00	7:00	7:00	7:00	7:00	9:00
10:00	8:00	8:00	8:00	8:00	8:00	10:00
11:00	9:00	9:00	9:00	9:00	9:00	11:00
12:00	1000	1000	1000	1000	1000	12:00
1:00	11:00	11:00	11:00	11:00	11:00	1:00
2:00	12:00	12:00	12:00	12:00	12:00	2:00
3:00	1:00	1:00	1:00	1:00	1:00	3:00
4:00	2:00	2:00	2:00	2:00	2:00	4:00
5:00	300	300	300	300	300	5:00
6:00	4:00	4:00	4:00	4:00	4:00	6:00
7:00	5:00	5:00	5:00	5:00	5:00	7:00
8:00	6:00	6:00	6:00	6:00	6:00	8:00
9:00	7:00	7:00	7:00	7:00	7:00	9:00
10:00	8:00	8:00	8:00	8:00	8:00	10:00
11:00	9:00	9:00	9:00	9:00	9:00	11:00

3b: Weekly Planner

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6:00am	6:00am	6:00am	6:00am	6:00am
7:00am	7:00am	7:00am	7:00am	7:00am
8:00am	8:00am	8:00am	8:00am	8:00am
9:00am	9:00am	9:00am	9:00am	9:00am
10:00am		10:00am		10:00am
11:00am	11:00am	11:00am	11:00am	11:00am
12:00pm		12:00pm		12:00pm
1:00pm		1:00pm		1:00pm
2:00pm		2:00pm		2:00pm
3:00pm		3:00pm		3:00pm
4:00pm		4:00pm		4:00pm
5:00pm		5:00pm		5:00pm
6:00pm		6:00pm		6:00pm
6:30pm			6:30pm	6:30pm
7:00pm			7:00pm	7:00pm
8:00pm			8:00pm	8:00pm
9:00pm			9:00pm	9:00pm



3c: Semester at a Glance: Spring 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
January 4	5 <small>Spring Semester Begins</small>	6	7	8	9	10
11	12	13	14	15	16	17
18	19 <small>MLK JR. DAY NO CLASSES</small>	20	21	22	23	24
25	26	27	28	29	30	31

Notes:

3c: Semester at a Glance: Spring 2026 cont.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
February 1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
						SPRING BREAK NO CLASSES

Notes:

3c: Semester at a Glance: Spring 2026 cont.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
March 1	2	3	4	5	6	7
SPRING BREAK - NO CLASSES						
8	9	10	11	12	13	14
SPRING BREAK NO CLASSES	CLASSES RESUME					
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Notes:

3c: Semester at a Glance: Spring 2026 cont.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	31	April 1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
						FINAL EXAM SATURDAY CLASSES

Notes:

3c: Semester at a Glance: Spring 2026 cont.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27 <small>LAST MEETING DAY REGULAR CLASSES</small>	28	29	30	May 1 <small>SPRING SEMESTER ENDS</small>	2 <small>MAY COMMENCEMENT</small>
3	4	5	6	7	8	9
SUMMER BREAK						

Notes:

Goals I Have for Summer 2026:

3d: Week at a Glance

Week at a Glance for the Week of: _____

MONDAY



TUESDAY



WEDNESDAY



THURSDAY



FRIDAY



SATURDAY



SUNDAY



3e: Time Management Weekly Task Sheet

Daily Task Sheet for the Week of: _____

Sunday

COURSE	ACTIVITY/TASK	DUUE DATE	TIME EST.

Monday

COURSE	ACTIVITY/TASK	DUUE DATE	TIME EST.

Tuesday

COURSE	ACTIVITY/TASK	DUUE DATE	TIME EST.

Wednesday

COURSE	ACTIVITY/TASK	DU DATE	TIME EST.

Midweek Check-In : (How is this week going? Does your plan need any adjustments?)

Thursday

COURSE	ACTIVITY/TASK	DU DATE	TIME EST.

Friday

COURSE	ACTIVITY/TASK	DU DATE	TIME EST.

3f: Weekly Due, To-Do, & Events List

If planning your day by the hour isn't your thing, using daily to-do lists might be a better fit. Listing out what you need to accomplish each day before finals can keep you focused, reduce stress, and help you stay on top of your goals. We recommend utilizing the full Due, To-Do, & Events Worksheet on the BSU Student Success Resources page.

When organizing your list, it helps to separate items into three categories: Due (assignments, papers, or exams that have a set deadline), To-Do (tasks you need to complete, like studying or meeting with a tutor), and Events (scheduled commitments such as classes, work shifts, or campus activities). Labeling each item this way can make your list easier to follow and help you prioritize what needs your attention each day.

DUE - What is due today? **TO-DO - What needs to get done today?** **EVENTS: What do you have going on today?**

SATURDAY			
FRIDAY			
THURSDAY			
WEDNESDAY			
TUESDAY			
MONDAY			
SUNDAY			
DUE:		TO-DO:	EVENTS:

Step 4: Set Your Goals

Setting goals gives your semester direction and purpose. Whether you're aiming to improve your grades, build better habits, or get more involved on campus, clear goals help you stay focused and motivated. This section will guide you through setting meaningful, realistic goals you can actually stick to.

4a: Finding Your Motivation

Defining Your “Why”

Knowing your “why” helps you stay focused and motivated, especially when things get challenging, it becomes easier to make choices that align with what matters most to you.

Consider these questions when considering your “why”:

- Why did I choose to go to college?
- How does school fit into my bigger goals?
- What kind of life do I want after college?
- What makes me feel proud of myself?
- What keeps me going when things get hard?

Reflect on these questions, then draft your “why”:

Your “why” is not something you define once and leave behind. It can grow and change as you do. Take time to revisit it often, especially when you feel stuck or unmotivated.

Write it down and keep it somewhere you will see it every day, like your planner, mirror, or phone screen. Seeing your “why” each day helps you stay focused and connected to your purpose.

Visualization for Success

Visualization can be a powerful way to boost motivation. Close your eyes and imagine yourself living out your “why.” What are you doing? How do you feel? Picture the details clearly and take a moment to connect with that version of you.

Thinking about your strengths and past wins can reveal what drives you. When have you succeeded before? What pushed you to keep going?

4b: SMART Goals

Setting goals is an important part of staying motivated and focused throughout the semester. However, goals are most helpful when they are clearly defined and built around a plan. That is where SMART goals come in.

SMART is a framework that helps you turn big ideas into small, manageable steps.

By making your goals **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime bound, you give yourself a clear direction and a better chance of following through.

Use the guide below to create goals that make sense for you and support your success both in and out of the classroom.

**INITIAL
GOAL**

Write the goal you have in mind:

S
SPECIFIC

Be clear and detailed: What exactly do you want to accomplish? Who needs to be included? What do I want to achieve? Why is this goal important?

M
MEASURABLE

Define what success looks like: How will I know I am making progress? What does success look like? What can I count or check off?

A
ACHIEVABLE

Is this goal realistic with your current skills, resources, and time? If not, can you obtain them? Is the amount of effort to obtain this goal on par with what the goal will achieve?

R
RELEVANT

Why does this matter to you? How does it connect to your “why?” What am I setting this goal now? Is this the right time for this goal?

T
TIME BOUND

Set a deadline to stay on track. What is the deadline for this goal? What can I do today, this week, or this month? How will I stay on schedule?

**SMART
GOAL**

Review what the answers to the questions above have revealed, and craft a SMART Goal statement based on your answers above:

4c: Goal Setting Worksheet

As a college student, setting goals in different areas of your life can help you stay balanced, motivated, and focused.

This worksheet is designed to help you think about what you want to work toward in four key areas:

- Academic - How will you improve as a student this semester/school year?
- Social - How will you create relationships with your peers on campus?
- Personal - How will you prioritize your health and self-care this semester/school year?
- Professional - How will you participate in your professional development this semester/school year?

These categories reflect the many parts of your college experience: success in the classroom to building connections, taking care of yourself, and preparing for your future. You are also welcome to add your own category if there is another area of your life that feels important right now.

SETTING GOALS (EXAMPLE)			
AREA OF IMPROVEMENT	GOAL(S)	ACTION ITEMS	SUPPORTING RESOURCES
1. ACADEMICS	1. Achieve an B+ in COMM 210.	<ol style="list-style-type: none">1. Practice each speech out loud three times.2. Visit the Speaking Center before each speech.3. Review class notes for 15 mins after each Mon lecture.	Speaking Center Hours, office hours, peer coaching, video recording tools to review practice speeches.
	2. Achieve an A in MATH 125.	<ol style="list-style-type: none">1. Complete all homework the day it is assigned.2. Attend supplemental tutoring at The Learning Center.3. Practice extra problems before each quiz or test.	Schedule for SI sessions, office hours, formula sheets, textbook,

GOAL SETTING WORKSHEET

AREA OF IMPROVEMENT	GOAL(S)	ACTION ITEMS	SUPPORTING RESOURCES
1. ACADEMICS	1	1. 2. 3.	
	2	1. 2. 3.	
2. SOCIAL	1	1. 2. 3.	
	2	1. 2. 3.	
3. PERSONAL	1	1. 2. 3.	
	2	1. 2. 3.	
4. PROFESSIONAL	1	1. 2. 3.	
	2	1. 2. 3.	

4d: Goals Action Plan

Setting a goal is a great first step, but creating a clear plan helps you follow through. Use this worksheet to break your goal into simple action steps and identify the resources that will support you along the way. The more specific your plan, the easier it will be to stay focused and make progress.

GOAL

WHY

MOTIVATION

START DATE

DEADLINE

RWARD

OBSTACLES TO OVERCOME

RESOURCES

LITTLE STEPS

BIG STEPS

NOTES:



Step 5: Reconnect and Keep Going!

Spring semester can feel different than fall. The newness has worn off, winter weather can make everything feel heavier, and motivation can dip midway through the year. Staying connected to campus, people, and routines is one of the most effective ways to push through the mid-semester slump and finish strong. You do not have to do this alone. There are people, spaces, and resources here to support you.

5a: Re-Energizing Your Social Life and Support System

As the semester picks up speed, it is easy to isolate or stick only to routines that feel familiar. Reconnecting socially can improve mood, reduce stress, and help you stay engaged academically. Building or refreshing your support system now can make a big difference as deadlines increase.

Here are some helpful strategies:

1. Attend spring campus events

- Spring events may feel lower-key than fall, but they are often more relaxed and easier to attend. Look for programs, workshops, performances, and social events that give you a break from coursework while helping you reconnect.

2. Revisit or recommit to 1-2 organizations

- You do not need to do everything. Choosing one or two clubs, groups, or activities you already enjoy can help restore a sense of routine and belonging without adding pressure.

3. Use Be Connected intentionally

- Be Connected is a great way to discover spring events, follow up with organizations, and find opportunities that fit your current energy level. Even attending one event can help break out of a winter rut.

4. Create low-effort social moments

- Connection does not have to be a big commitment. Invite a classmate to study together, grab coffee, or walk between classes. Small moments add up.

5. Move your body in ways that feel realistic

- Physical activity can help combat stress and low energy, especially during colder months. This could be a fitness class, a short walk, or a recreational activity you actually enjoy.

6. Engage in spring traditions and cultural events

- Concerts, lectures, cultural celebrations, and campus traditions can help re-energize your semester and remind you that campus life continues beyond the classroom.

7. Change your study environment

- If motivation is low, try a new space. Study lounges, Success Hubs, the student center, or other campus spaces can help reset your focus.

8. Give back or get involved in service

- Volunteering or participating in service programs can restore a sense of purpose and connection, especially during times of burnout.

5b: Staying Connected When Motivation Feels Low

Try this short re-engagement challenge during a tough week:

1. Reach out to or check in with one person you trust
2. Attend one campus event or organization meeting, even briefly
3. Do one small thing that supports your well-being or routine

Bonus: Write down one person or resource on campus that helps you feel supported and one way you can reconnect with them this month.

5b: Campus Resources

College can feel overwhelming at times, but **you're never expected to do it all on your own**. Ball State offers a wide range of campus resources designed to support you academically, socially, emotionally, and personally.

Whether you need tutoring, mental health support, career advice, or help getting involved, there's a department, office, or service ready to assist. This list includes some of the most helpful resources available to you. Use it early and often to stay on track and make the most of your Ball State experience.

Counseling Center

The Counseling Center offers confidential mental health services, including individual and group counseling, crisis intervention, and outreach programs. They also provide self-help resources and mental health education.

- Location: Lucina Hall, Room 320
- Phone: 765-285-1736
- 24/7 Crisis Line: 765-285-4673
- Hours: Monday–Friday, 8 a.m.–5 p.m.
- Website: [Counseling Center](#)

Amelia T. Wood Health Center

The Health Center provides a range of medical services, including primary care, immunizations, and health education. They also offer resources for mental health emergencies.

- Location: 1500 W. Neely Ave., Muncie, IN 47306
- Phone: 765-285-8431
- Hours (Fall/Spring): Monday, Thursday, Friday 8 a.m.–4:30 p.m.; Tuesday 9 a.m.–6:30 p.m.; Wednesday 9 a.m.–5 p.m.
- Website: [Health Center](#)

Basic Needs Hub

The Basic Needs Hub is a virtual center providing resources for students experiencing basic needs insecurity. It offers assistance with food security, housing support, financial resources, and wellness. Students can connect with a supportive staff member by completing the Basic Needs Assistance Form.

- Location: Virtual (Online Resource)
- Phone: 765-285-1545
- Website: [Basic Needs Hub](#)

The Learning Center

The Learning Center offers free academic support services, including tutoring, supplemental instruction, and academic coaching, to help students achieve their educational goals. Services are designed to enhance learning and promote academic success.

- Location: North Quad Building, Room 350
- Phone: 765-285-3779
- Website: [The Learning Center](#)

Speaking Center

The Speaking Center, part of the Department of Communication Studies, assists students in preparing for course-related oral presentations and other speaking engagements. Services include one-on-one coaching, classroom workshops, and a text helpline.

- Location: Letterman Building, Room 310
- Phone: 765-285-3779
- Website: [Speaking Center](#)

5b: Campus Resources cont.

Writing Center

The Writing Center provides free, one-on-one feedback sessions, workshops, presentations, writing communities, and online resources for students, faculty, and staff. It also offers customized workshops and programs upon request.

- Locations:
 - Robert Bell Building, Room 295
 - Bracken Library, First Floor West
- Phone: 765-285-8370
- Email: writing@bsu.edu
- Website: [Writing Center](#)

Academic Advising Center

Academic advisors assist students with course selection, degree planning, and navigating academic policies.

Each student is assigned an advisor to support their educational journey.

- Location: North Quad (NQ) 339
- Phone: 765-285-1161
- Email: advising@bsu.edu
- Website: [Academic Advising](#)

Cardinal Central

This office helps students navigate financial aid options, including scholarships, grants, and loans. They also provide assistance with the FAFSA and understanding award packages. At Cardinal Central, you can also request transcripts and handle other registrar business.

- Location: L.A. Pittenger Student Center
- Phone: 765-285-2222 or 800-227-4017
- Email: cardinalcentral@bsu.edu
- Website: [Cardinal Central](#)

Career Center

The Career Center offers resources for career exploration, resume building, interview preparation, and job search strategies. They also host job fairs and networking events.

- Location: Lucina Hall, Room 220
- Phone: 765-285-1522
- Website: [Career Center](#)

Office of Disability Services

This office coordinates accommodations for students with disabilities, ensuring equal access to educational opportunities. Services include academic accommodations, assistive technology, and advocacy.

- Location: L.A. Pittenger Student Center, Room 116
- Phone: 765-285-5293
- TTY: 765-285-2206
- Website: [Disability Services](#)

Title IX Office

The Title IX Office addresses issues related to sexual misconduct, discrimination, and harassment. They ensure compliance with federal regulations and provide support to affected students.

- Phone: 765-285-1545
- Website: [Title IX Policy](#)

5b: Campus Resources cont.

Center for Survivor Support

This center provides confidential advocacy and support for students affected by interpersonal violence, including sexual assault and harassment. Services include assistance with reporting options, safety planning, and connecting to resources.

- Location: Health Center, Room 205
- Phone: 765-285-3775
- Email: survivorsupport@bsu.edu
- Hours: Monday–Friday, 8 a.m.–5 p.m.
- Website: [Center for Survivor Support](#)

For more information on these and other resources, please visit the [Ball State University Student Resources](#) page.

5c: Meet with a Student Success Coach

College is an exciting time, but it can also come with challenges. These challenges might include managing your time and staying organized to balancing academics, work, and your personal life.

That's where Student Success Coaching at Ball State comes in! Our coaches are trained professionals who work one-on-one with students to build personalized plans for success, helping you set goals, stay motivated, and connect with the right resources on campus.

Whether you're a first-year student adjusting to college life or a returning student who wants to take your academic habits to the next level, Student Success Coaching is for you.

Coaching is not tutoring or counseling—it's a supportive space where you can talk through your challenges, celebrate your progress, and gain tools that will help you succeed both in and out of the classroom.

Topics you can work on in coaching include the following:

- Time management and organization
- Study strategies and test prep
- Motivation, mindset, and overcoming procrastination
- Goal-setting and accountability
- Finding balance and connecting to campus resources

You don't have to wait until you're struggling, and you probably shouldn't! Many students meet with a coach early in the semester to set a strong foundation. Sessions are free and available in person or over Zoom to fit your schedule.

Ready to get started? Request your first session here: [Student Success Coaching – Ball State University](#) or email successcoach@bsu.edu

Let us help you build the habits and confidence you need to thrive at Ball State!

This document was adapted from student success materials from the following academic success centers:
Purdue University, Northwestern University, Iowa State University and Clemson University.