

Week 3: Top 3 Tips for Staying on Track! a/o 1/27/25

Note to Faculty and Staff:

The email below was sent to first-year (Freshman), Sophomore, and new transfer students during Week 3. This information is also saved to the student folder in Starfish for your reference.

As the semester moves along, remember there's plenty of support to help you stay on track. Whether you're feeling confident or facing challenges, here are three ways to stay proactive this week:

1. Tutoring, Writing Center, and Supplemental Instruction Services: Need a little extra help with assignments or course content?

- Log into Starfish (my.PennWest.edu).
- Click the menu (three lines) at the top left and select Courses.
- Find your course to view available resources.
- Choose Schedule an Appointment under Tutoring (if available) or follow links for Supplemental Instruction (peer-led study groups), Tutor.com (online tutoring), or Writing Center information.

2. Ask for Help in Starfish: Use the Raise Your Hand feature in Starfish to let us know how we can assist.

- Select Raise Your Hand from the menu (three lines upper left).
- Some requests email automated resources, while others connect you with staff.
- Click [here](#) to get started or watch this [video](#).

3. Stay Engaged with Your Classes: Staying involved is important for doing well:

- Attend all sessions (in person or online): Every class helps you stay on track.
- Participate actively: Ask questions and join discussions to stay engaged.
- Log into D2L regularly (if your instructor uses it) to check class materials, assignments, updates, and your syllabus.
- Break tasks into steps and check your syllabus often to avoid surprises.

Whether you need help now or later, remember we're here to support you throughout the semester. Don't hesitate to reach out!

Warm regards,

Student Success Team

"The journey of a thousand miles begins with a single step." – Lao Tzu