

## A Fresh Start/GET ORGANIZED FOR A GREAT SEMESTER

There are several important things to do at the beginning of the semester to GET ORGANIZED, one of which is to understand the value of your syllabus. Please read each syllabus carefully and you may want to highlight key information on it. Some instructors might also post the syllabus on Blackboard. Almost always a course syllabus will include the following information:

- Office hours, location, and contact information of the professor
- Grading scale for the course
- Exam dates
- Due dates of items (Homework/Projects)
- Attendance policies
- An invitation to meet with the professor to discuss disabilityrelated issues if you desire accommodations for this class

Keep your syllabus in a notebook, folder, or file so you can readily refer to it throughout the semester. (Learn your professor's name ASAP!)

A second key step to take at the beginning of the semester is to get a calendar or planner to mark due dates, exam dates, etc. It is helpful to keep daily "To Do" lists in your agenda, also. Many students find it is useful to have the "To Do" notes in the agenda/planner so they will know what to do each day. It is important to have a weekly

schedule so you know when your classes, work, meetings, etc. will occur. Finally, keeping a semester calendar helps with long-range planning and will avoid surprises of assignments and tests sneaking up on you. All three of these time management strategies (daily, weekly, semester) can be accomplished by purchasing and maintaining a planner. If you need assistance in setting up a calendar for the semester, please do not hesitate to contact us to arrange a meeting to help you GET ORGANIZED for the semester.



## Contact phone numbers to make tutoring appointments at the Learning Center:

| Core Curriculum Desk                       | 285-3776 |
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| Math, Physics, Accounting & Economics Desk | 285-3780 |
| Writing Desk                               | 285-3778 |
| Study Strategies Desk                      | 285-3779 |

BE PROACTIVE ABOUT GETTING HELP RATHER THAN REACTIVE AFTER IT IS TOO LATE!!!