

Good academic planning requires more than choosing the right classes. You also need to schedule the right combination of classes at the right times.

Spread out difficult courses

When you're taking a particularly difficult class, you may need to devote twice the normal study time to it. If possible, avoid taking more than one time-consuming, challenging class in the same semester.

Many classes include a lab, which is a completely separate class session. Taking too many classes with required labs in the same semester can leave you with very little free time.

Consider taking a difficult class during the summer, when you have fewer or no competing classes.

Consider class times and spacing

Let's face it, many students stay up way too late. So unless you're a morning person, avoid early morning classes.

Think about how you want to space out your classes. Back-to-back classes provide longer blocks of uninterrupted non-class time, but they also make it harder to arrive early and stay late for class.

Schedule an appointment with your advisor early each semester. Here are some questions you may want to ask.

- ▶ How do I access my "degree audit?" *A degree audit is an online analysis that allows you to keep track of your academic progress and unfulfilled requirements. At many schools, it is called DARS or CAPP.*
- ▶ What is a reasonable course load?
- ▶ Are there admission requirements for the major I've chosen?
- ▶ I'm not strong in the area of _____. Is there a particularly difficult course in that subject area I should take during the summer, when I have more time to devote to it?
- ▶ I'm thinking of taking courses at a college near my home in the summer. Will these courses transfer to this college?
- ▶ I've reviewed the General Education (Gen. Ed.) courses and the courses required for my major. When should I take these courses?
- ▶ When do I register for next semester's courses? What's the best way to ensure I get into the classes I need?



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Scheduling Wisely

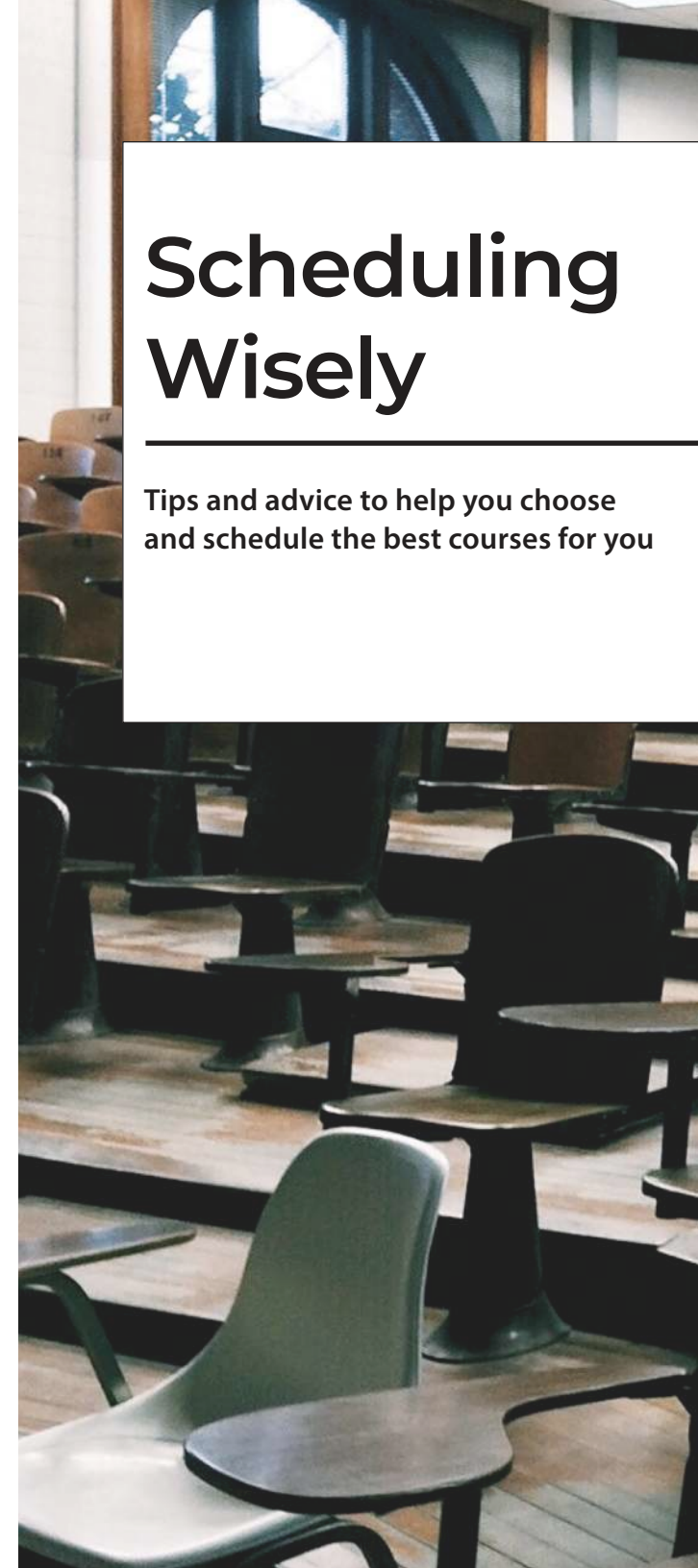
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Scheduling Wisely

Tips and advice to help you choose and schedule the best courses for you





Choose Your Classes Wisely

Register as Early as Possible

Scheduling Wisely

- ▶ Are you unsure which classes you should take and when?
- ▶ Do you register for classes without checking them out or discussing them with your advisor?
- ▶ Are you sometimes unable to get into the classes you want or need to take?

If you answered yes to any of the above, this InfoGuide will help you select your courses wisely and make smart scheduling decisions.

Scheduling wisely simply means making smart, well-researched decisions about the classes you take. And while your academic advisor can help you with academic planning, the ultimate decision about which classes to take and when to take them is up to you.

Good academic planning will help you navigate your academic world wisely and efficiently.

Choosing the right courses is one of the most important things you do in college. These tips will help ensure that you choose courses in line with your personal and career goals.

Course selection tips

- ▶ Months before you need to register, schedule an appointment with your Academic Advisor to discuss the courses you are considering.
- ▶ Create a list of first-choice classes, along with a list of alternate course selections.
- ▶ Get all core requirements completed as early as possible.
- ▶ Schedule a good mix of classes with regards to difficulty and subject matter.
- ▶ Be aware of the courses required for your major, particularly with regards to courses that have prerequisites or need to be taken in sequence.
- ▶ If your school offers a "College 101" or "Academic Strategies" course or seminar, take it. You'll learn lots of helpful college success tips.

Talk to a few juniors and seniors. They are bound to have additional course selection tips and advice.

Not sure about a course? Check it out.



- ▶ Leaf through the textbook at the bookstore.
- ▶ Sit in on a class. After class, ask a few students what they think of the course and the professor.
- ▶ Visit the professor during office hours to discuss the class.

To ensure you get the courses you want each semester, make your course selections early and register on the earliest date possible.

Understand registration

Colleges publish a schedule that provides a registration date (or range of dates) according to the number of hours students have completed. Find out what your date and time to register is.

Registration typically opens at a specific time in the morning (e.g., 8:00 am). *Be ready as soon as it opens.* Some classes fill up quickly, so always register at the earliest possible time.

If you're closed out of a course you need, plead your case with the professor during office hours. He/she may be able to add a spot or put you on a waiting list.



Understand Withdrawal Policies

Before you decide to withdraw from a class, get the answers to the following questions:

- ▶ What are the withdrawal policies of your department and/or college?
- ▶ What is the withdrawal deadline?
- ▶ Will withdrawing from this class affect your financial aid?