ZERO TO SUCCESS IN 77 DAYS

A WEEK-BY-WEEK TO-DO LIST FOR THE TERM

The terms at Oregon State University move very quickly. Ten weeks of classes, and you find yourself facing finals week. Successful students are ones who stay on top of all of the little details. Here's a list you can follow to enhance your chances of success. You can find an academic calendar with specific deadlines for each term at the Registrar's web page: http://registrar.oregonstate.edu/.

Week Zero (Before the term starts)/Welcome Week (Fall Term)

- ❑ Print out your detail schedule. You can get it by logging into the **MyOregonstate dashboard page**: https://my.oregonstate.edu/ - Go to the "Resources" page and search for "View Your Class Schedule in Detail". Make note of the class location and the name(s) of your instructor(s).
- ❑ If you can, purchase your textbooks before your classes start. That way you'll be ready for the first reading assignment, which is likely to be assigned the first class. You can find your textbooks by going to the **MyOregonstate dashboard** "Resources" page and search for "My Textbooks".
- ❑ Check to make sure your **OSU email account is** active and working. It is a primary mode of communication for the university. If you've forgotten how to access your email, just login to the **MyOregonstate dashboard** and you'll see a Gmail link on the Overview page.
- ❑ Buy a planner or use an electronic calendar– write down known responsibilities (class times, work schedule, recurring activities). Need a template? Check out **The Learning Corner**: http://success.oregonstate.edu/learning/all-worksheets
- ❑ Find all of your classrooms, so you know where you are going the first day of classes. In Fall Term, classes will begin in the middle of Welcome Week, so make sure to check out the Week One list below as soon as classes start.

Week One

- ❑ Check **Canvas** (you can find a link on the Overview page of the **MyOregonstate dashboard**) to see your courses that are using Canvas tools as part of the class
- ❑ Have you purchased your books yet? If textbook cost is an issue for you, check at the library as some instructors put copies of their texts on reserve there for students to access or the library may have access to digital copy. The Human Services Resource Center also has a textbook lending program - http://studentlife.oregonstate.edu/hsrc/textbooks
- ❑ **Go to all your classes**. Don't buy into the myth that the first class isn't important. Every class is important, especially in the quarter system where we only have ten weeks!
- ❑ At the first class, you will likely get a syllabus. Review this document thoroughly. You can use it to help you:
  - ❑ Write in your planner when assignments are due and tests are scheduled.
  - ❑ Establish a regular reading and study schedule for all of your classes. For strategies, check out **The Learning Corner** site at http://success.oregonstate.edu/learning or stop by the **Academic Success Center** (**ASC**) in 125 Waldo Hall.
  - ❑ Learn your professor's and TA's names and office hours.
- ❑ If you make schedule changes, do so as soon as you can this week, so you do not have to make up a lot of missed class time. Check here for info and deadlines on add/drop: http://registrar.oregonstate.edu/registration

Week Two

- ❑ You've gone to every class, right? If you haven't already, try sitting in the front of the classroom to minimize distractions.
- ❑ Hopefully by now you are checking your Oregon State email account on a daily basis. If not, it is time to start.
- ❑ Check Canvas on a daily basis. This week, look for any course sites and materials that were not posted last week.
- ❑ Get contact information from at least one other student in each of your classes. Not only do you have a resource if you ever have to miss class, but the two of you could connect with other students to form a study group.

Week Three

- ❑ 20% of the term is in your rearview mirror! Review your syllabi and start your preparation for midterms. You should also get a start on projects or papers that might be due later in the term.
- ❑ Keeping up on your reading? Struggling at all with note taking? Any issues in completing all your homework? Don't let small problems early in the term become big problems later in the term! Visit **The Learning Corner site** (http://success.oregonstate.edu/learning) or the **ASC** to get help.
- ❑ Identify a question or concern you have about each class after the first few weeks and make it a point to visit your professor during office hours. It is a good way for you to get to know them, and more importantly a good way for them to put your face to your name on their roster. It also shows them you care about your learning.

Week Four

- ❑ Don't be surprised if your first midterms are happening this week (maybe you even had some last week). In fact, you may even have multiple midterms in a single day. Scheduling your studying in advance helps you minimize stress on days/weeks where you have more than one exam.
- ❑ **Look Back**: The first exam always gives you a chance to do a critical evaluation of yourself and your term thus far. Being a full-time student, in terms of time investment (class time, reading, studying, and project time), equates to a full-time job.
  Are you performing the way you want?
  If not, visit your advisor or the **ASC** to strategize on how you can do better.

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Week Five

- **Look Forward**: Very soon, you and your advisor will be planning for next term. Understand that whether your advisor is a professor or professional advisor, this individual has a very full schedule. Scheduling an appointment now assures that you will get in to see your advisor before priority registration starts later in the term. If you need an external trigger to help you remember, use Halloween (fall term), Valentine's Day (winter term), and Cinco de Mayo (spring term) as target dates for advising appointments. **It is wise to see your advisor every term,** even if your specific academic major doesn't require it. You can prepare by using the **Planner** tool in **MyDegrees** (OSU's degree audit system) to develop your academic plan.
- It is important for all students to balance their academic lives with meaningful activities outside of the classroom. How are you spending your time when you are not in class or studying? Have you joined any clubs or organizations? Are you meeting new people and are you getting experiences that your classes don't offer? You can learn about many of the available student activities at OSU by visiting the Student Experience Center or by going to https://see.oregonstate.edu/

Week Six -- 50% of the term is gone! **Have you made that advising appointment yet?**

- During week three, we recommended a visit to your professor during office hours. It is good to do that again this week. Possible topics of discussion could again include concepts you don't understand or questions you have, but by this time, you may have graded material from the class. It would be good to review that graded material face-to-face with the professor or your TA, especially if you didn't perform well.

Week Seven

- The first phase of Priority Registration for next term starts next week. During Phase 1, you can register for up to 16 credits. Remember you should see your advisor *prior to* priority registration. You can learn your priority registration date by searching for "Check Your Registration Status" on the Resources page of the **MyOregonstate dashboard** In that same tool, you can search for the " **Scheduler**", which you can use to start visualizing possible days and times for classes that interest you.
- With registration on the horizon, you should look to see if you have any **holds** that might impede your registration. To do this, search for "View Holds" on the Resources page of the **MyOregonstate dashboard**.
- If your class has a second midterm, it is probably happening this week or next. Are you prepared? Consider what worked or didn't work on your first exam and how you might improve your performance on this exam.
- Friday of this week is the deadline to withdraw from a class (11:55 p.m. online.) or change from letter grading to S/U grading (5:00 p.m. at the Registrar's office – Requires an advisor signature on an S/U form). If these terms and policies are confusing to you, consult with your advisor or take a look at Academic Regulations 12 and 18 at https://catalog.oregonstate.edu/regulations/. Note that Withdrawing from a class can potentially cause a change in your registration time and day.

Weeks Eight and Nine

- **Look Back**: This is another good time for self-assessment. Are you sticking to your study plan? Are you caught up on reading? How are those final papers and projects coming? Are you getting enough exercise and sleep? Are there any habits you want to adjust going into the last two weeks of the term?
- Starting in week nine, you receive notice that you are able to complete evaluations of your classes and instructors online. It is important for you to complete these evaluations. Your instructors really appreciate your feedback!

Week Ten (Dead Week)

- Phase 2 of priority registration usually starts sometime this week. You can add to your original 16 credits, and you can add your name to a wait list for a class if the department has made one available. To learn how to wait list, check out this site: http://registrar.oregonstate.edu/waitlisting-courses.
- **Look Forward**: Get yourself ready for finals week which begins next week. If you haven't done so already, write down the time and location of all of your finals. This information should be on your syllabus, and you can also find it by going to this web site: http://registrar.oregonstate.edu/exams. Regardless, you should confirm the information with your instructor to make sure nothing has changed. As you did with your midterms, develop a study schedule and plan ahead for how you might negotiate the stress of having more than one exam on one day.
- Final labs, papers, and projects are often due this week.

Finals Week and Beyond

- Prepare yourself to handle the logistics of finals. Your professor may require you to purchase a blue book or a scantron form from the bookstore. Make sure you have that along with pens, pencils, and anything else you might need for the exam.
- Show up to your finals 5-10 minutes early to give yourself a chance to get settled and relaxed before your exam.
- As your instructors finish their grading, they will post your final grades to Student Online Services system. All grades are due the Monday after finals week. Your term GPA will be calculated and your cumulative GPA will be updated by Wednesday after finals week. Make sure you look at your grades by viewing your transcript in the "Academics" section of the **MyOregonstate dashboard**.
- Good students will always seek clarity on a grade if it was lower than expected. Many instructors use the grade book function of Canvas, so you can see how you were graded on each assignment. If you have questions, follow up with your instructors as soon as you can to get clarity on your grades.

Keep up the good work - start again next term at the top of the other side!

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