

ABOUT THE EAST CENTRAL REGION

LOCATIONS

Classes at Ivy Tech East Central are conducted in a number of facilities in addition to the region's main campuses in Anderson, Marion and Muncie. The following is a listing of the sites utilized by the College for its instructional programs. Each site has been given a building code(s), which is listed in the course schedule to help students as they plan their classes. Sites are listed by city.

ANDERSON

AIT — Main campus, 104 W. 53rd St.
FTP — Flagship Technology Park, 7307 Quality Circle Drive
EIC — East Instructional Center, 1320 E. 53rd St.
SJ — Saint John's Medical Center, 2015 Jackson St.
CHA — Community Hospital Anderson, 1515 N. Madison

MARION

Main campus, 261 S. Commerce Drive

MUNCIE

Main Campus, 4301 S. Cowan Road
NIC — North Instructional Center
SIC — South Instructional Center
ANNEX — 3651 S. Cowan Road
ANX2 — Annex2, 3651 S. Cowan Road
CCA — Cornerstone Center for the Arts, 520 E. Main Street
MACC — Muncie Area Career Center, 2500 N. Elgin
MSS — Muncie Southside High School, 1601 E. 26th St.

INDIANAPOLIS

CHN — Community Hospital North

HARTFORD CITY

BCHS — Blackford County High School, 2392, North State Rd. 3
BLAC - WorkOne

ELWOOD

HCC — John Hinds Career Center, 1105 N. 19th Street

NEW CASTLE

DCNC— Danielson Learning Center, 300 Trojan Lane
NCAST — Chrysler High School, 801 Parkview Drive
NCMH — New Castle Hospital, 1000 N. 16th Street
HENR — WorkOne Center, Henry County, 1416 Broad St., Suite 125
RR1- Pritchett Bldg, 2548 N. SR 3

PENDLETON

PHHS — Pendleton Heights High School, One Arabian Drive

PORTLAND

JCHS — Jay County High School, 2072 W. SR 67
JJCL — John Jay Center for Learning, 111 N. Meridian
PORT —Portland WorkOne, 112 N. Ship

WINCHESTER

WINC — Winchester WorkOne, 325 S. Oak St., Suite 301

BOOKSTORE

Full-service bookstores are operated on all three East Central Region campuses:

Anderson, 104 W. 53d St.; Marion, 261 S. Commerce Drive; and Muncie, 4301 S. Cowan Road.

Bookstore hours are: 8 a.m.-5 p.m., Monday-Friday. Closed on Saturday and Sunday. Check posted times for extended hours the week before and the first week of classes. Used book buyback is year-round. Books for internet courses must be purchase at the Online Distance Learning Bookstore, www.bkstr.com.

For information on book returns and and refunds go to the Student Services tab on Campus Connect and click on Bookstore.

LIBRARY

All students have access to library services and resources by visiting the libraries at each of the region's three campuses and/or by accessing information online through the Virtual Library.

Among the services available through the campus libraries are books which support Ivy Tech courses, periodicals, references, audiovisual materials, computer workstations, and copy machines. Virtual Library options include magazine and journal databases, eBooks, online reference materials, library handouts and guides, interlibrary loan forms, www searches and more. Today@yourlibrary provides regional library news and information.

Library hours for each campus are:

Anderson – 7:30 a.m. to 9 p.m., Monday-Thursday; 7:30 a.m.-4:30 p.m., Friday

Marion – 8 a.m. to 9 p.m., Monday-Thursday

Muncie – 7:30 a.m. to 9 p.m., Monday-Thursday; 7:30 a.m.-4:30 p.m., Friday; 8 a.m. to Noon, Saturday

Hours may vary during breaks and summer sessions.

You can e-mail reference questions to Ask an Ivy Tech Librarian at <http://www.ivytech.edu/library/ask/lib-question-r6.htm>. Access the Virtual Library off campus at <http://www.ivytech.edu/library/> (name of campus, i.e. Anderson, Marion or Muncie).

CERTIFICATION & ASSESSMENT CENTER

Certification and assessment test are offered in a computer-based format in state-of-the-art testing rooms at all three of the region's campuses.

Certifications are issued after successful completion of an examination to attest to an individual's knowledge and skills in a particular occupational area. These certifications are valuable credentials often required by employers for certain jobs or for advancement within the company. More than 25 certification tests are available in various fields.

Testing schedules for each campus are posted online monthly. For more information about certifications and assessments, go to ivytech.edu/eastcentral/calendars

SECURITY

Each campus designates employees who are responsible for addressing security-related matters, and to whom criminal activity should be reported. If security staff members are not available, the activity should be reported to the Office of Student Affairs. The local police department also should be notified of any crime. It is College policy to assist the police in any investigation.

Prompt and Accurate Reporting - All criminal activity should be reported accurately to College personnel and local police. Misrepresenting criminal activity or falsely reporting an incident could result in prosecution or College disciplinary action.

Responsibility - Campuses of the College have low occurrences of criminal activity. However, safety precautions should be observed at all times. The College encourages all students, prospective students, faculty and staff to take the responsibility to help each other in situations where criminal activity occurs.

Crime Prevention Program - Students are encouraged to follow the same safety and precautionary measures they follow in their homes and in the community. The Office of Student Affairs will assist anyone interested in attending a seminar or program on crime prevention.

Off-Campus Housing - There is no off-campus housing endorsed by the College.

Alcohol Violation - Under Indiana law, consuming, being under the influence of, or possessing intoxicating beverages on College property is not permitted. Students, staff or visitors in violation of this law face College disciplinary action.

Drug Violation - Under Indiana law, being under the influence of, use of, possession of, or distribution of illegal drugs are not permitted. Local law enforcement authorities will be notified when instances occur.

Substance Abuse Counseling - The College refers students in need of special help with substance abuse problems to appropriate counseling agencies in the community.

Incident Report - A copy of each incident report is forwarded to the staff member designated to handle campus security-related issues. The Dean of Student Affairs also is supplied with a copy.

Annual Report - A copy of the annual report is available from the Office of Student Affairs.

EMERGENCY CLOSINGS

Closing of Campuses: Weather conditions or other emergencies occasionally make it necessary to close a campus. Students should check Campus Connect or listen to community/local radio stations for announcements about class cancellations and/or campus closings. Students can also receive emergency text message alerts on their cell phones and/or e-mail address. Ivy Tech alert is a free, opt-in-only service and can be activated at www.lvyTech.edu/alert

SMOKING POLICY

All East Central Region campuses and facilities are smoke-free, tobacco-free environments. When taking classes at an off-site or outreach facility, please respect their smoking policies.

ACADEMIC CALENDAR

SUMMER 2009 (091)

Monday, March 2, 2009

Monday, May 25, 2009

Monday, May 25, 2009

Tuesday, May 26, 2009

Monday, June 8, 2009

Monday, June 8, 2009

Friday, July 3, 2009

Monday, July 13, 2009

Monday, July 13, 2009

Monday, August 3, 2009

Tuesday, August 4, 2009

Student Registration Begins

Fees Due

Memorial Day, College Closed

Summer Semester Begins (10 wk.)

Summer Semester Begins (8 wk.)

Summer Semester Begins (DISTANCE ED)

Independence Day

Last Day to Withdraw (8 wk.)

Last Day to Withdraw (10 wk.)

Summer Semester Ends (8 wk.)

Summer Semester Ends (10 wk.)

FALL 2009 (092)

Monday, March 2, 2009

TBA

Monday, August 24, 2009

Monday, September 7, 2009

Monday, November 16, 2009

Tues. - Sat., November 24 - 28, 2009

Tues.-Sat., Nov. 26-28, 2009

Friday, December 18, 2009

Student Registration Begins

Student Fees are Due

Fall Semester Begins

Labor Day, College Closed

Last Day to Withdraw

Fall Break, No Classes

Thanksgiving Holiday, College Closed

Fall Semester Ends

SPRING 2010 (093)

Monday, October 5, 2009

Student fees are Due

Monday, January 11, 2010

Monday, January 18, 2010

Mon-Sat, March 8-12, 2010

Monday, April 12, 2010

Saturday, May 8, 2010

Student Registration Begins

TBA

Spring Semester Begins

Martin Luther King Jr. Holiday, College Closed

Spring Break, No Classes

Last Day to Withdraw

Spring Semester Ends

2009-2010 Health Sciences Application Deadlines

Dental Assisting October 15, 2009 — Anderson

PTA March 31, 2010 — Muncie

Practical Nursing April 1, 2009 — Muncie/Anderson

September 1, 2009 — Muncie/Anderson

Radiologic Tech January 29, 2010 — Marion

ASN Transitional February 1, 2010 — Muncie/Marion/Anderson

ASN Traditional April 1, 2010 — Muncie/Anderson/New Castle

Surgical Technology February 15, 2010 — Muncie

WHO TO CONTACT

DEPARTMENT DIRECTORY

Academic Affairs Office

Anderson – 643-7133, ext. 2367

Marion – 651-3100, ext. 3404

Muncie – 289-2291, ext. 1438

Academic Support Center

Anderson – 643-7133, ext. 2355

Marion – 651-3100, ext. 3410

Muncie – 289-2291, ext. 1331

Bookstore

Anderson – 643-7133, ext. 2358

Marion – 651-3100, ext. 3312

Muncie – 289-2291, ext. 1365

Bursar's Office

Anderson – 643-7133, ext. 7241

Muncie – 289-2291, ext. 1366

Marion – 651-3100, ext. 3314

Career Services & Employment Services

Muncie – 289-2291, ext. 1383

Disability Services

Anderson – 643-7133, ext. 2324

Marion – 651-3100, ext. 3326

Muncie – 289-2291, ext. 1388

Financial Aid

Anderson – 643-7133, ext. 7231

Marion – 651-3100, ext. 3325

Muncie – 289-2291, ext. 7131/7101

Flagship

Anderson – 778-9000

Library

Anderson – 643-7133, ext. 2313

Marion – 651-3100, ext. 3422

Muncie – 289-2291, ext. 1450

Lifesteps/T.R.I.O.

Muncie – 289-2291, ext. 1461

Registrar (Records)

Anderson, Marion, Muncie – 289-2291, ext. 1445

Student Affairs

Anderson – 643-7133, ext. 7211

Marion – 651-3100, ext. 3300

Muncie – 289-2291, ext. 7111
Workforce Certification Center
Anderson – 643-7133, ext. 2350
Marion – 651-3100, ext. 3317
Muncie – 289-2291, ext. 1320

ACADEMIC PROGRAMS

SCHOOL OF BUSINESS – 289-2291, ext. 1312

- **Accounting**
Muncie – 289-2291, ext. 1350
- **Business Administration**
Anderson – 643-7133, ext. 2325
- **Computer Information Systems**
Muncie – 289-2291, ext. 1336
- **Office Administration**
Marion – 651-3111, ext. 3419

SCHOOL OF EDUCATION – 289-2291, ext. 1410

- **Early Childhood Education**
Muncie – 289-2291, ext. 1407 or 1427
- **Education**
Muncie – 289-2291, ext. 1410

SCHOOL OF LIBERAL ARTS AND SCIENCES –

289-2291, ext. 1441, Muncie

- **Life Sciences**
Anderson – 643-7133, ext. 2326
Marion – 651-3100, ext. 3407
Muncie – 289-2291, ext. 1396
- **Mathematics**
Anderson – 778-9000, ext. 2222
Marion – 651-3100, ext. 318
- **Physical Science**
Muncie – 289-2291, ext. 1342
- **Social Science**
Muncie – 289-2291, ext. 1371
- **English Communication**
Muncie – 289-2291, ext. 1457

SCHOOL OF HEALTH SCIENCES – 289-2291, ext. 1326

- **Dental Assistant Program**
Anderson – 643-7133, ext. 2369
- **MEA**
Anderson – 643-7133, ext. 2327
Marion – 651-3100, ext. 3412
Muncie – 289-2291, ext. 1352
- **PTA**
Muncie – 289-2291, ext. 1390
- **Practical Nursing**
Anderson – 643-7133, ext. 2341
Muncie – 289-2291, ext. 1328

- **Radiologic Technology**
Marion – 651-3100, ext. 3413
- **ASN**
Anderson – 643-7133, ext. 2359
Marion – 651-3100, ext. 3408
Muncie – 289-2291, ext. 1328
New Castle – 599-2619, ext. 221
- **Surgical Technology**
Muncie – 289-2291, ext. 1452

SCHOOL OF PUBLIC AND SOCIAL SERVICES And ACADEMIC SKILLS DIVISION– 289-2291, ext. 1410

- **Hospitality**
Muncie – 289-2291, ext. 1462
- **Human Services**
Muncie – 289-2291, ext. 1351
- **Paralegal**
Muncie – 289-2291, ext. 1417
- **Criminal Justice**
Muncie – 289-2291, ext. 1453
- **Fire Science**
Muncie – 289-2291, ext. 1443
- **Academic Skills**
Muncie – 289-2291, ext. 1455
Anderson – 643-7133, ext. 2321

SCHOOL OF TECHNOLOGY – 289-2291, ext. 1338

- **Automotive Service**
Muncie – 289-2291, ext. 1500
- **Construction Technology**
Anderson – 643-7133
Muncie – 289-2291, ext. 1379
- **Design Technology**
Anderson – 778-9000
Muncie/Marion – 289-2291, ext. 1329
- **Electronics Technology**
Anderson – 778-9000, ext. 2230
Muncie – (contact Anderson)
- **HVAC**
Anderson – 643-7133, 2360
Muncie/Marion – 289-2291, ext. 1422
- **Manufacturing & Industrial Technology**
Anderson – 643-7133, ext. 2360
Muncie/Marion – 289-2291, ext. 1332
- **Welding**
Muncie – 289-2291, ext. 1422

WORKFORCE & ECONOMIC DEVELOPMENT

Muncie – 289-2291, ext. 1314

Anderson – 778-9000, ext. 2221

DISTANCE LEARNING – 289-2291, ext. 1465

NEW STUDENTS

ORIENTATION

All students will have the opportunity to participate in an orientation session as part of their overall registration process. Orientation will provide answers to questions new students commonly ask. In addition, students will have an overview of the following Ivy Tech Community College Student Services: Academic Advising, Bookstore, Career Services, Financial Aid Registration, Student Conduct, Rights and Responsibilities, Student Activities, Tutoring

STUDENT SERVICES

ACADEMIC ADVISING

Consistent with the mission and goals of Ivy Tech Community College, Academic Advising is committed to engaging students in intentional, collaborative, supportive, and meaningful partnerships. Grounded in teaching and learning, Academic Advising will assist students in achieving their personal, educational, cultural, and career goals while becoming self-directed, life-long learners.

Each student enrolled at the East Central Region of Ivy Tech Community College is assigned to an academic advisor in their degree or area of interest. To find your advisor check the Student Information page of Self- Service Banner.

All students are strongly encouraged to meet with their academic advisor each semester or as needs arise.

CAREER SERVICES

Ivy Tech Career Services can assist you whether you are an undecided student, are planning to transfer to another college or are ready to graduate and begin your search for a new job! Career Services offers various workshops to teach job development skills, hosts Career Fairs, and provides career search tools.

Research tools for career paths and college transfer information are available through an online service called **Discover**. Discover provides valuable information and resources to assist with your career research, including personal inventories; web site tools to research required training, wages and job outlook information; information on collegiate transfer opportunities; and assistance in completing a resume and cover letter, and practice for job interviews. Contact the Career Services staff for a “token” that enables you to login to this web site.

Job Zone is a free online service that students and alumni can post resumes and search for jobs. Employers both local and across the nation post job opportunities on Job Zone.

Interview Stream is an online service that allows students to practice interviewing skills or learn interview strategies. Students are able to access this and all Ivy Tech online career services via Campus Connect in the career services channel under the Student Services tab.

Questions may be directed to careerservices.eastcentral@lists.ivytech.edu.

LIFESTEPS/TRIO

Life S.T.E.P.S. is a program designed to provide assistance to students whose parents have not completed a four-year college degree or who have a limited income. The program offers students help in defining educational goals, selecting a career path, locating community resources and maintaining the motivation to complete a postsecondary education. For more information or an application contact the Life S.T.E.P.S. – TRIO office at 765-289-2291, ext. 1461.

DISABILITY SERVICES

Disability Support Services assists in administering a proactive, comprehensive statewide plan under state and federal guidelines to assure equal program access for qualified students with disabilities. Campus facilities are monitored for accessibility, and effective academic adjustments can be arranged on an individual basis, provided students' requests are reasonable, appropriate, do not conflict with College standards and students follow College procedures. Disability Support Services may be reached through the Office of Student Affairs at the following campuses: Anderson, 643-7133, ext. 2324; Marion, 651-3100, ext. 3326; Muncie, ext. 1388.

ACADEMIC SUPPORT CENTERS/TUTORING

At each campus, a computer lab area is designated as an Academic Support Center (ASC). Each center is run and supported by lab technicians with oversight by ASA faculty. The ACS provides students with

access to computers for word processing, library research, Internet access, computer-based tutorials, special software, technical assistance and tutoring. While tutoring is generally not done in the ACS, the center is a good contact point to connect students who need assistance with tutors. The ASC staff also provides proctoring for make-up exams, exams for internet and video conference courses and proctoring/assistance for delivery of tests of students needing special services, such as extended test time, etc. Students with disabilities can find technical assistance in the ASC. Labs are equipped with special keyboards and software, large monitors, headphones for audio-based programs and scanners. ASC staff is trained to help disabled students learn to use the provided equipment/software.

STUDENT IDS

ID cards are available to all students. Check with the Student Affairs Office on your campus for more information on dates and times to secure an ID.

STUDENT LIFE

ORGANIZATIONS & ACTIVITIES

The College recognizes the educational, recreational, and social value of student organizations and extracurricular activities which complement the institution's academic programs. Students are encouraged to participate in any or all phases of the student activities program. A list of student organizations and contact information is accessible on Student Life tab on Campus Connect.

FINANCIAL AID OPPORTUNITIES

APPLICATION PROCEDURES

To apply for financial aid, you must complete a FAFSA (Free Application for Federal Student Aid) form online at www.fafsa.ed.gov and use Ivy Tech Community College's school code of 009924. The FAFSA must be received by **March 10** to be considered for state aid (21st Century Scholarship and the Frank O'Bannon Award). **The key to financial aid is to apply early. Online access to Financial Aid can be found at www.ivytech.edu under Campus Connect.**

OTHER SOURCES OF STUDENT AID

Work One - Students from economically disadvantaged backgrounds may be able to receive assistance for training through Work One offices. Contact the local Work One office for more information.

Vocational Rehabilitation - Students with disabilities may qualify for benefits through the local Vocational Rehabilitation Office. (Contact this office as early as possible. Processing of applications may take up to 60 days.)

Employer-Sponsored Programs - Many employers and unions have tuition assistance programs. Please check with the employer or union representative to see whether such assistance is available.

VA Benefits – Please contact the Financial Aid Office for information on general eligibility for educational assistance to veterans and/or dependents of veterans. Members of Reserve units for the U.S. Army, Navy, Air Force, Marine Corps, Army National Guard or Air National Guard may be eligible for benefits. The Veteran Coordinator, located in the Muncie office is available to provide additional assistance

Frank O'Bannon Grant (formerly known as the Higher Education Award) may be used for tuition and regular assessed fees only and is need based. Students FAFSA must have been received by **March 10** in order to be considered.

21st Century Gear Up Scholarship is a state of Indiana early intervention program that pays for summer classes. Students must be 21st Century Scholarship students, a first-time freshman, in need of special academic assistance and enrolled in summer school immediately before their first semester or immediately after their first year in college. Applications are available at the Financial Aid office.

CVD/CVO

The CVO program includes the Child of Disabled Veteran (CDV) program, the child of Purple Heart/POW/MIA program, and the Pupils of the Soldiers and Sailors' Children's Home (SSCH) program. All these programs are usually referred to as the CDV program and Applications are available from the Financial Aid Office.

The Child of Veteran and Public Safety Officer Supplemental Grant Program (The CVO Program) provides tuition assistance at public colleges in Indiana for eligible children of disabled Indiana veterans and children and spouses of certain public safety officers killed in the line of duty. This program is administered through the State Student Assistance Commission of Indiana. For details regarding eligibility for the Indiana Public Safety Officers Fee Remission, visit www.state.in.us/ssaci/programs/cvo.html

MAKING PAYMENTS

PAYMENT OPTIONS

1. Check, Cash, Credit Card (Visa, MasterCard, Discover)

2. Sponsored by an Agency, Employer, or National Guard/Reserves

If an agency, employer, or the National Guard has agreed to be responsible for your tuition and fees, you must make sure the Bursar's Office has an official document from the sponsor **prior to the start of classes**.

3. Deferred Payment Plan: \$25 one-time per semester fee

- a. Payment is one-third of cost plus the \$25 deferral plan fee which is due with the first installment.
- b. For courses offered through Workforce and Economic Development, contact the Bursar's Office for specific payment timelines. Please make arrangements for the deferred payment plan with your campus Bursar's Office.

4. Financial Aid

Every student applying for financial aid must fill out a FAFSA form. The FAFSA may be obtained on the web at www.fafsa.ed.gov.

GRADUATION

REQUIREMENTS/OUTCOMES ASSESSMENT

The associate of science degree, the associate of applied science degree, the associate of art, or the technical certificate is awarded by the College to students who meet graduation requirements. Graduation ceremonies are held once a year. Graduating students will be charged a fee to cover the cost of the ceremonial cap and gown.

A student is considered eligible for graduation when requirements for graduation have been fulfilled. Each student entering the final semester prior to graduation must complete an application for graduation. The application will be certified by the student's program advisor and forwarded to the Registrar's Office, where the appropriate diploma will be prepared.

Graduating students will participate in outcome assessments. To graduate with an associate of science degree, an associate of applied science degree, or a technical certificate, the student must:

1. Attain a minimum grade point average of 2.00 in the required technical and general education courses;
2. Earn 15 credits as a regular student of Ivy Tech rather than by test-out or other means of advanced placement;
3. Successfully complete the required number of credits;
4. Satisfy all financial obligations due the College; and
5. Satisfy program accreditation standards that may have additional requirements.

KEYS TO SUCCESS

Success is a choice, your choice. To get what you want, it helps to know what you want and know how to go about it. Everyone has untapped potential. Becoming a master student is a lifelong process. The final destination is up to you! The direction you'll take is geared toward learning and growth.

SUCCESS SKILLS

Think: Think critically, creatively, and logically; solve problems and use the results; use technology; access information and apply data gathered.

Value: Priority plan; be self-responsible for your time; practice integrity.

Communicate: Listen to understand and learn; read, comprehend and use written materials, including graphs, charts and displays; and write effectively.

Act: Set goals and priorities in work and personal life; initiate and persist to get the job done.

Personal Management Skills:

Positive attitudes and behaviors: Possess self-esteem and confidence; a positive attitude toward learning, growth and personal health.

Responsibility: Plan and manage time, money and other resources to achieve goals.

Adaptability: Have a positive attitude toward change; the ability to identify and suggest new ideas to get the job done – creatively.

Teamwork Skills:

Work with others: Understand and work within the culture of the group; plan and make decisions with others and support the outcomes; lead when appropriate, mobilizing the group for high performance.

There are no secrets to success. We know how successful students manage their time, budget their money, study, prepare for tests, take notes, set goals, make plans, remember materials, read textbooks, and handle their relationships.

There are many keys to your success at Ivy Tech East Central. We have already discussed having a career and educational plan, course scheduling, and working with faculty members and educational advisors to form learning partnerships. Other success strategies are important and can be personalized to fit your individual needs. These are success skills that are useful now, in future education, and in the work world. Some of the questions you should be able to answer are:

- What do I need to do to be successful at Ivy Tech?
- How can I further develop my skills for success?
- Where can I go for help on campus?

Some strategies to help you become a successful Ivy Tech student are:

Time management: You have 168 hours in a week. How well you use them can determine how successful you really are.

Goal planning and evaluation: To be successful you should understand where you are and where you want to be.

Listen and process information: You must be able to listen and take in a lot of information. You must also be able to decide what information is important to your success and filter out the rest.

Communicate your needs: You must be able to communicate effectively in writing and in speaking with individuals and groups.

Take action and responsibility: Make educated decisions for yourself realizing that these decisions can affect others. Understand your core values and how they relate to the values of your community.

Other key traits of successful students:

Inquisitive	Responsible	Self-aware
Able to focus attention	Well (mentally & physically)	Energetic
Flexible	Willing to risk	Involved
Creative	Self-directed	Intuitive

Your journey to success started long before you came to Ivy Tech. Now is the time to polish your skills and gain as much knowledge as possible. Your journey will take you to your goals and beyond!

TIPS FROM IVY TECH FACULTY

Read and understand the course syllabus. It will tell you what the professor expects, what his/her priorities are for your learning, and what/when assignments are due.

Build a “master calendar.” With all your work and school obligations scheduled, including blocks of time for study and research/writing. This will help you see in advance and plan for two tests on one day, for example. It will help you to be proactive rather than reactive in approaching your academic assignments.

Don’t skip class EVER! (Unless you are really sick or have a real emergency). Attendance does count, even if the professor doesn’t take roll. Look at it this way: when you buy a car, you’d be upset if it came with a tire or radio missing. You have paid for your college education. Don’t rob yourself by missing classes.

Do all readings and assignments on schedule. Falling behind is self-perpetuating, and coming to class unprepared makes you less able to understand the new material and ask useful questions.

Sit up front. The more you “dislike” a subject or feel insecure about your abilities in it, the more important this is.

Talk to your professor. Use before/after class times and office hours to touch base for guidance with assignments, discuss any difficulties you are having, or talk about your career and educational goals.

Ask about/investigate student support services. Tutoring; computer labs, writing and language labs; advising and counseling services; library resources; and career center...are all available free of charge; use them early and often to strengthen your work.

Don’t drop a course without first talking to your professor and/or an advisor. There may be solutions to your difficulties that you do not see on your own, or there may be consequences to dropping a course that you don’t know.

Set measurable academic and personal goals each semester. A major difference between students who do well and those who don’t is that students who succeed have clearly defined goals.

Accept personal responsibility for your academic progress. Successful students tend to be realistic and recognize that their success or failure is primarily determined by their efforts. Students who are not successful often blame outside forces (professors, work, family) for their lack of progress.

Get to know your classmates. Make friends with one or two fellow student with which you enjoy working. Exchange phone numbers and consider studying together. If you miss class, call them and find out what you have missed.

Study your notes and review highlights from text frequently rather than waiting until the day before a test.

TIME MANAGEMENT

Whether you are President of the United States or unemployed, you have at your disposal twenty-four hours per day, seven days each week. You cannot buy an extra minute, hour or day. People who “get things done” have no more time to do things than people who don’t “get things done.”

To effectively manage your time, you must set priorities. In other words, you must decide which of your projects is most important. A good way to begin prioritizing what you need to accomplish is to make a list of the items. Then give a letter value to each of the items, using the following scale: “A” = items that have high priority; “B” = items that have medium priority; “C” = items that have low priority.

It is important that you spend as much time as possible on “A” priority items. When you spend your time on “A” items, you are doing the most important task at hand. If time permits, you can then proceed to “B” and “C” priority items. However, to most effectively use your time, you need to complete “A” items before moving into the other two categories.

On your list, exclude routine items and include important items – what you need to accomplish that might not be accomplished without special attention.

Your “TO DO” LIST for the week

Instructions:

1. Make a list of the items you need to accomplish this week.
2. After making the list, give each item a priority rating of A, B, or C.
3. Indicate the date when you complete an item.

If all items are arranged in order of value, 80 percent of the value would come from only 20 percent of the items, while the remaining 20 percent of the value would come from 80 percent of the items.

In other words, if you have a list of items to do, odds are that 20 percent of the items will provide you with 80 percent (most) of the value. Obviously you should concentrate your effort on the items that will produce the most value (benefit).

Some examples of this rule are:

- 80 percent of TV time is spent on 20 percent of programs most popular with the family.
- 80 percent of reading time is spent on 20 percent of the pages in the newspaper.
- 80 percent of eating out is done at 20 percent of favorite restaurants.

(Lakein, 1973)

Listed below are some other ways that you may be able to manage your time more effectively.

Using travel time: When you are in your car, on a bus or in an airplane, use the time to plan a big project. You may want to spend your drive to work or school to develop your “To Do” list for the day.

Handle items at once: Most matters can be dealt with as they arise. Don’t reshuffle paper needlessly. You’ve heard this before, “Don’t put off until tomorrow, what you can do today.”

Accomplish it in one session: To accomplish a major item (or even small ones), assemble your material so you can attack the project in one session. This saves time in reassembling your thoughts and materials.

Make decisions: You may be afraid to make a decision if you fear that your decision may be wrong. If you make an early decision, you have time to review reactions to the decision. Then, if the decision was wrong you have time to make necessary changes.

Tackle big problems: Don’t put off important projects because they seem too big to handle. Break the big project into several smaller ones.

Beware of meetings. Call a meeting only when you need one. Avoid regularly scheduled meetings that are routine rather than necessary. If a meeting needs to be held, it should start on time and end at a predetermined time.

Structure a daily “To Do” list. There are many ways to develop a list of items you need to do. Establish a priority system (such as ABC, * highlights) that works for you. Keep your list on index cards, legal pads, in a notebook, on your calendar, on electronic file – whatever keeps it handy for you to see and use. Develop a “To Do” list that includes items important to you.

Study Tips: Concentration Aids

1. Avoid persistent loud noise.
2. Avoid environments that are too hot or too cold.
3. Don’t try to do two or more things at once.
4. Arrange your work space so that your eyes aren’t drawn to other jobs that need to be done.
5. Don’t put unreasonable demands on your attention span.
6. Be aware that emotional distress reduces your ability to concentrate.
7. Understand that drugs (alcohol, caffeine, nicotine, sleeping or diet pills) alter your ability to concentrate.
8. Be aware that lack of sleep is a major reason for poor concentration.
9. Be aware of your most productive time of the day and plan to do the “high energy” tasks at that time.
Review your learning style.

HOW TO STUDY FOR A TEST

No matter which method or methods you choose for studying, you will constantly be in trouble if you don’t allow adequate study time prior to the test. Cramming will sometimes save you from failing, but research shows the amount you remember after the test will be slim. The best method is to study material for tests on a weekly basis throughout the entire semester, then, the final review before the test involves only relearning or refreshing your memory, not learning for the first time.

Taking the test – There is no substitute for walking into the test room knowing you are well prepared and ready for the exam. On the other side of the coin, the worst way to sit down to an exam is to be filled with fear and uncertainty because you did not prepare adequately or because you crammed and now everything is becoming confused.

There are two basic kinds of tests, objective and essay.

Objective tests include the following types of items: multiple choice, true-false, and fill in the blank. On these types of questions you are asked only the answer and you are either right or wrong. You can't get partial credit and creative thinking doesn't count. Many students dislike objective tests because they cannot explain their thinking and evidence their preparation. Teachers, however, prefer objective tests because they are easier to grade. Instructors find it time consuming to read large amounts of student writing.

Tips on Multiple Choice Items

1. Carefully read the directions to this part of exam. It will usually say "choose the best answer" and this may mean that there is more than one right answer, but only one is the best answer.
2. Read all choices before you choose your answer.
3. If you are not sure of an answer, leave the item blank and go on to the next item. When you have gone through all the items, you can return to the ones you skipped.

True-False Items

1. Remember that any part of the statement that is false makes the whole statement false.
2. Whenever the words "All, always or never" appear in a true-false item, the item is usually false.
3. Always read the directions or ask the instructor to see if there is a penalty for guessing, that is whether you lose more credit if you get items wrong as opposed to leaving them blank. If there is no penalty, then be sure to guess on all items.

Fill in the blanks

1. Be sure to read the entire statement as a whole. Sometimes this will give you a clue to what should be in the space.
2. As with all short answer type questions, read through all of the items of the test, other items may refresh your memory on questions you don't know or give you additional help on answers.

Essay Type Exams – This type of exam gives you the chance to explain an answer and more fully show in your own words, what you know about a topic. For the instructor, correcting these tests takes a lot of time, so unless classes are small, instructors keep away from this type of test or may only include a couple of short essay questions in connection with short answer items. Some hints for taking this type of test:

1. Carefully read the essay question and be sure you know what information is called for.
2. After you know what information is called for, in the margin or on a scrap of paper put down any key ideas that relate to the topic.
3. Decide how you will organize your answer and write it out.
4. Try not to ramble and talk about points not directly related to the question. A good opening sentence or paragraph can help you avoid rambling and show your instructor what you know.
5. When you are finished writing, reread what you have written and make any corrections necessary.

Test Anxiety: Keeping Calm

1. **Prepare well in advance:** Keep up day to day, if you can, but don't judge yourself harshly if you don't. Avoid last-minute cramming. Don't go without sleep the night before (though four or five hours may be enough). Stop studying an hour or so before the test and relax and compose yourself.
2. **Know time and place** of the test and what you need to bring. Be on time, neither too early nor too late, with blue books or supplies. Don't rush.
3. **Don't talk about the test** with classmates immediately beforehand if you know it raises your anxiety level. To do so may nourish group paranoia.
4. **Read over the test and plan your approach:** Ascertain point values per part, time limits for each section, which questions you'll start with etc.
5. **Don't hesitate to ask for clarification** from the professor, teaching assistant, or proctor if you have questions about directions, procedure, etc., rather than letting anxiety build up because you aren't sure what you are expected to do.
6. **Develop an aggressive, yet realistic attitude:** Approach the test vigorously determined that you will do your best, but also accept the limits of what you know at the moment. Use everything you know to do well, but don't blame yourself for what you don't know.
7. **Activity reduces anxiety:** If you go blank and you can't think of anything to write, go on to another question or another part of the test. On an essay, jot down anything you can recall on scratch paper to stimulate your memory and get your mind working.

8. **Relax yourself physically** during the test if you notice that you are not thinking well or are tight. Pause, lay your text aside, and take several slow, deep breaths. Concentrate on your breathing. Do this if you notice that you are worrying excessively about one problem, not reading carefully, forgetting information you know.
9. **Pay attention to the test**, not to yourself or others. Don't waste time worrying, doubting yourself, wondering how other people are doing, blaming yourself, etc. Don't worry about what you should have done, pay attention to what you can do now.

How do I Compute the GPA I Expect for This Term?

Your Grade Point Average (GPA) is a weighted average of all your "for credit" college work. This means that a grade in a four-hour course will change your GPA more than the same grade in a three-hour course. It also means that your GPA gets harder to change when you have taken more courses. To calculate your estimated GPA, you would do the following:

For each course you multiply the course credit hours times the grade you receive to get the "quality points" for that course. Your grades have the following numerical equivalents: each A is 4, each B is 3, each C is 2, each D is 1, and each F is 0. Add up the quality of points for each course and divide the result by the total credit hours to get your semester's GPA. For example, suppose you were taking the following courses:

1	3	A	12
2	5	C	10
3	2	B	6
4	3	D	3
Total	13		31

Your GPA for the semester would be 31 divided by 13 which equals 2.38

Total			

GPA = Total Quality Points/Total Credit Hours = _____ GPA

GOOD ADVICE FOR GREAT STUDENTS

Faculty and Students should work together as partners to create an environment for learning in the classroom. As a **great student**, it is expected that you will take responsibility for your own learning, and seek the information you need to achieve academic success. Faculty are interested in working with you to support your success and are available to assist you in a variety of ways, however, it is **your responsibility** to seek additional information and assistance when you need it.

Suggested Steps to Success:

1. Carefully READ THE COURSE SYLLABUS to understand the class requirements, attendance policies and assignment due dates. If these are not clear to you, ASK THE FACULTY member for clarification.
2. Become acquainted with the OFFICE HOURS of each of your FACULTY and visit them during these hours to request clarification on course material, course expectations, or just to become acquainted.

3. If you have a conflict with a FACULTY member, try to resolve it by talking to him or her privately during his/her office hours. If you need help to prepare for this meeting, go TALK WITH the Director of Student Support and Development in the Career Services Center.
4. If you are not able to resolve the conflict with the Faculty member, you can talk with the Program Chair of that academic discipline to seek a resolution.
5. If you are not able to resolve the conflict through the Program Chair, you can talk with the Division Chair of that academic discipline to seek a resolution.
6. If you are not able to resolve the conflict through the Division Chair, you can talk with the Dean of Academic Affairs of the campus to seek resolution.
7. If you are not able to resolve the conflict through the Dean of Academic Affairs, you can seek a resolution through a COLLEGE GRIEVANCE PROCESS. These are described in the Student Handbook. The Director of Student Support and Development can help you to understand the grievance processes and how you can request a grievance hearing.