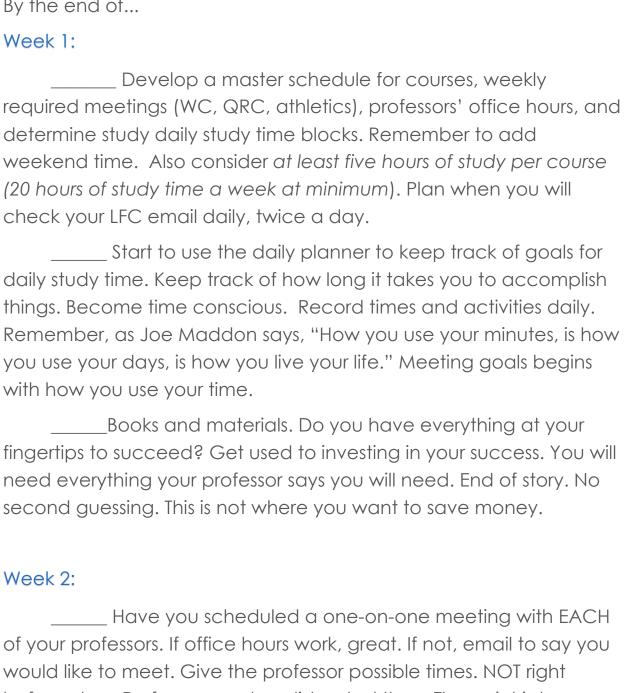
Using your Academic Planner Checklist

By the end of...



of your professors. If office hours work, great. If not, email to say you would like to meet. Give the professor possible times. NOT right before class. Professors are too distracted then. The point is to introduce yourself. Let the professor know how much you want to succeed. Ask for his/her assistance in meeting your goals. Make sure you are known.

Discuss how you are doing and HOW YOU ARE FEELING about each of your courses with your academic advisor. Are you comfortable? Confident? Stressed? Anxious? Make sure you are in the right courses for you. You can change courses up to the end of this week.	
Add all tests, quizzes, and paper due dates to your calendar for the entire semester. This is to help with long-term planning. Do you have two major tests in the same week? What withis mean for the two weeks before? Work with your advisors to "backwards plan" for major assessments.	⁄ill
Week 5 (September 21)	
Mark this week to get a grade in progress for each of yourses. If you cannot calculate this yourself, schedule a meeting with each professor. You need to know where you stand so that your make changes in your study practices if necessary. Don't gue. Know.)U
Week 10 (October 26)	
Check in again with your professors. Have you made ar suggested changes? If so, how is it going? If not, why not? Again, don't guess; know where you stand in each course to make an informed decision.	ıy
Set a meeting with your academic advisor to discuss how the semester is going. This is also a good time to celebrate your successes as well. Think ahead to next term and next steps to meet your goals.	