

### START TODAY!

# MAKE A PLAN OF ACTION!

- Download all your Syllabi
- Know professor names, office building and numbers, email and office hours
- Set up an introduction appointment with your professors by sending an email
- Set up an appointment with Dr. Rosianna R. Gray via the Center for Teaching and Learning to help you develop your Grandma's Recipe for Accountable Learning and Time Management.... A PLAN!

# **PURCHASE A Student PLANNER**

- Plan your week out every Sunday or Monday
- Include all your variables: school, work, extracurricular activities, family duties, etc.
- Be accountable to your schedule and display discipline

#### Course Work

# Respect your courses, Respect the professors, REspect your discipline and Respect yourself!

- Go to class!
- Be on time!
- Know what is going on for each class! When do the following occur or is due to be submitted:
  - Exams
  - Quizzes
  - Homework
  - Discussion Board Assignments
  - Course Announcements
  - Enable course notifications: email and announcements on Canvas!

# THE MOST IMPORTANT THING ABOUT THIS COURSE IS YOU!!!!

TAKE CARE OF YOURSELF BOTH PHYSICALLY

AND MENTALLY.....

