

Semester Calendar





Academic Success Center



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday



Division of Student Affairs
**Academic Success
Center**

   
Connect with us at: ASCatRIT

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Semester At a Glance

Follow these steps to plan and anticipate your work flow for the semester

Questions for reflection

Look at your work flow

Are there any patterns or sequences to your work load?

Find challenges and plan ahead

Are there weeks that have an overload of major assignments or tests? Are there assignments that require a lot of planning, time and attention?

Adjust your schedule to accommodate workflow

Are there adjustments you should make to your weekly schedule to work through your semester calendar?

1 Locate all syllabi and course outlines

Look through syllabi and outlines from all classes.

2 Record due dates

Exams, quizzes, projects, presentations, reading, labs, homework, papers, etc.

3 Note important semester dates

Breaks, finals week, last day to add/drop classes, last day to withdraw, etc.

4 Record the extras

Academic advisor meetings, group or club meetings, campus events, etc.

5 Bonus Color Code

Classes, assignments, and meetings. Pair the color on the calendar with the weekly schedule, to-do list, and folders/notebooks for each class.