



# Semester Calendar

Academic Success Center

## 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.