Get Off to a Good Start!
Week-by-Week Guide

WEEK ZERO (Before the term starts)

- Make sure you know how to login and use your Student Information System online account. This is where you will add/drop classes, check financial aid, pay tuition online, check grades, and update contact information.
- Print out your “detail schedule” from Student Information System. Make note of where each class meets and the name(s) of your instructor(s).
- Find all of your classrooms, so you know where you are going the first day of classes.
- If you can, buy your textbooks before your classes start; then you’ll be ready for the first assignments, which are likely to be assigned at the first class.
- Having an email address and checking it often will improve communication opportunities between you and faculty/staff. Free student email accounts are available: https://cf.linnbenton.edu/netmail/login.cfm?pgId=1
- Make connections with faculty and staff, introduce yourself, and ask questions. You are your best advocate.
- Make connections with other students. Your peers are your learning partners. You can support one another through study groups and sharing information if you miss a class.
- If you have a documented disability, please contact Disability Services at 917-4789, HO-114 to arrange for accommodations.
- Be careful not to overlap classes and allow for travel time between classes.

WEEK ONE

- It is critical that you attend the first class session:
  - Obtain syllabus (outline of class) – Review this document thoroughly and keep for reference.
  - IMPORTANT: Instructor may drop you from the class if you do not attend the first day or if you do not attend regularly during the refund period.
  - Wait List - If you are on a wait list for a class, attend the first class and bring an “Add/Drop” form to class for the instructor to sign. Take the signed form to register in person at the Registration Counter in Takena Hall.
- If you make schedule changes, do so as early as possible so you don’t get behind.
- There are deadlines and consequences for dropping classes that may affect academic standing and financial aid.
- Learn how to navigate online tools that your instructor may use for class.
- Learn your instructors’ names, office locations and hours, and how to contact them. Meet with them during the first week so they get to know you.
- Use a planner – write down known responsibilities and due dates (class times, work schedule, study time blocks, recurring activities and meetings).
  - Study Time approximations – for every credit, plan to spend 2 or more hours outside of class per week, for example a 3 credit class will require about 6 hours of homework.
- Attendance is important! Go to all of your classes. Communicate with instructors for absences and make-up procedures. These policies are usually on your syllabus. Be familiar with them.
Staying on Track for Success
Week-by-Week Guide

WEEK TWO

- You’ve gone to every class, right? Try sitting in the front of the classroom to minimize distractions.
- Become familiar with your Student Information System (SIS) account and check it regularly. If your instructor is using Blackboard or Moodle, get in the habit of checking it daily.
- Exchange contact information with at least one other student in each of your classes. Not only will you have a resource if you ever have to miss class, but the two of you can connect with other students to form a study group.
- Read textbook assignments, even if your instructor does not mention them in class. If you read assignments before class, you will have a better understanding of the topic, and will be able to ask questions about ideas that are confusing!
- Take notes in every class. Not sure if your notes are complete? Ask instructor for feedback.
- Consult with your advisor prior to adding/dropping classes. In addition, you may need instructor permission and their signature on an “Add/Drop” form to register for their class.
  - You must drop any wait listed classes you did not get registered for in SIS.
  - Registration for classes requiring signatures must be done at the registration counter.
- Important Deadlines – Friday of Second Week (in-person) or Sunday (online)
  - To add full term classes, pay tuition in full or sign up for payment plan
  - Drop full term classes and receive a refund
  - Charge tuition, fees and books to financial aid

Staying on Track for Success
Week-by-Week Guide

WEEK THREE

- Congratulations! You’ve made it through 20% of the term already!
- Review your syllabi and start your preparation for midterms. You should also get a start on projects or papers that might be due later in the term.
- How are you keeping up on your reading? Are you struggling with note taking? Are you keeping up with homework? Experiencing anxiety prior to tests? If so, visit the Learning Center, 2nd Floor of Willamette Hall in Albany or at Benton or Lebanon Center for assistance. The Learning Center has:
  - Help desks for writing, math, science, and study skills
  - Academic Success Seminars
  - Free tutoring available in many subjects
- Make a point to visit your instructors during their office hours with questions or concerns.
- Have books to return? Monday of week three is the last day!
- Applying for LBCC scholarships? Attend a workshop this week in the Diversity Achievement Center (DAC).
Staying on Track for Success
Week-by-Week Guide

WEEK FOUR
Midterm exams are coming! Minimize your stress this week by

☐ Scheduling exactly **what time** you will study **what subjects**.

☐ Forming a study group with responsible classmates. Use your time together productively: brainstorm test questions and practice answering them.

☐ Visiting the Learning Center for additional test-taking tips like “how to reduce test anxiety”.
   - Visit your instructor during office hours with questions/concerns about coursework.
   - Visit Counselors in the Career Center for assistance with any personal issues hindering your success.

LBCC Scholarship Applications are due at the end of this week.

Staying on Track for Success
Week-by-Week Guide

WEEK FIVE

☐ Got your midterm scores back yet? Be sure to evaluate your results: Being a student is equivalent to working a full time job. Are you performing the way you want? Are you prioritizing your time accordingly?

☐ Procrastination in getting started on major assignments due later this term is common. One way to get started is to **just get started**! Break down the project into manageable steps that you can do easily, and then put these on a weekly “to do” list. You’ll feel successful each time you cross a step off the list! See your instructor for more advice.

☐ Week five is a great time to schedule an appointment with an advisor to discuss next term: Why? If you schedule an appointment now, you’ll be sure to see your advisor **before** priority registration starts.

☐ How do you spend your time when you are not in class or studying? Consider joining a student club or organization. You’ll meet new people and have enriching experiences that are also an important part of college life. Drop by Student Life and Leadership in the Student Union to discover what’s available in student activities and student government.
WEEK SIX

☐ 50% of the term is gone! **Have you made that advising appointment yet?**

☐ During week three, we recommended a visit to your professor during office hours. It is good to do that again this week.

☐ Possible topics of discussion could again include concepts you don’t understand or questions you have, but by this time, you may have graded material from the class. It would be good to review that graded material face-to-face with the professor or your TA, especially if you didn’t perform well.

☐ Friday is the last day to charge books to an agency.

WEEK SEVEN

☐ With registration on the horizon, you should look in Web Runner to see if you have any holds that might impede your registration.

☐ If your class has a second midterm, it is probably happening this week or next. Are you prepared? Consider what worked or didn’t work on your first exam and how you might improve your performance on this exam.

☐ Friday of this week is the deadline to withdraw from a class with a “W” grade.