

A term at EOU – STEPS TOWARD SUCCESS

~a week-by-week to-do list for the term~

Terms at Eastern Oregon University move very quickly. Ten weeks of classes and it's finals week. Successful students are ones who stay on top of all of the little details. Find an academic calendar with specific deadlines for each term at the Registrar's web page: <https://www.eou.edu/registrar/calendar/>.

Follow this list to enhance your chances of success!

Week Zero (Before the term starts)

- Print out your Detail Schedule. Get it by logging into Webster: <https://my.eou.edu/> – Go to “Student Services, Registration, Student Schedule.” Note where each class meets and the name(s) of your instructor(s).
- If you can, purchase textbooks before your classes start. That way you'll be ready for the first reading assignment, which is likely to be assigned the first class. <http://eou.bncollege.com/>
- Check to make sure your EOU email account is active and working. It's the primary mode of communication for the university. Login: <https://my.eou.edu/>. For troubles with your email contact the IT Helpdesk, helpddesk@eou.edu or 541-962-3111.
- Buy a planner or use an electronic calendar – write down your known responsibilities (class times, work schedule, recurring activities and meetings). Don't forget to set aside specific time for actual homework.
- Find all of your classrooms, so you know where you are going the first day of classes.
- Are you still on a wait-list for a course? If so, talk with the instructor and your advisor about the logistics of getting into the course. If a courses waitlist is full, work with your advisor to find a different course this term. Don't wait until the term starts hoping to get into a course. Be pro-active and talk with the instructor.

Week One

- Check Canvas (<https://my.eou.edu/>) to see your courses that are using Canvas tools as part of the class.
- Have you purchased your books yet? If textbook cost is an issue for you check the library, some instructors put copies of their texts on reserve for students.
- Go to all your classes. Don't buy into the myth that the first class isn't important. Every class is important, especially in the quarter system where we only have ten weeks!
- At the first class, you will likely get a syllabus - review this document thoroughly. You can use it to help you:
 - o Write in your planner when assignments are due and tests are scheduled.
 - o Establish a regular reading and study schedule for all of your classes.
 - o Learn your instructor's names and office hours.
- Work with your advisor on needed schedule changes as soon as you can this week, so you don't have to make up a lot of missed class time. Check here for deadlines: <https://www.eou.edu/registrar/add-drop-withdrawal/>
- If you DID add a class after the first day of instruction, email the instructor as soon as possible to request the syllabus and determine how best to catch up.
- Friday of week one is the last day to add a course in Webster.

Week Two

- You've gone to every class, right? Attendance may be part of the grade in some classes. If you haven't already, try sitting in the front of the classroom to minimize distractions.
- Hopefully by now you are checking your EOU email account on a daily basis. If not, it is time to start!
- Check Canvas each day. This week, look for course sites and materials that were not posted last week.
- Get contact information from at least one other student in each of your classes. Not only do you have a resource if you ever have to miss class, but the two of you could connect with other students to form a study group.
- Friday of this week is the last day to change from letter grading to S/U grading (5:00 p.m. in the Registrar's office)

Week Three

- 20% of the term is in your rearview mirror! 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.
- Keeping up on your reading? Struggling with note taking? Issues in completing all your homework? Don't let small problems now become big problems later! Visit The Learning Center <https://www.eou.edu/lcenter/>
- Identify a question or concern you have about each class after the first few weeks and make it a point to visit your instructor during office hours. It's a good way for you to get to know them, and more importantly a good way for them to put your face to your name on their roster. It also shows them you care about your learning.

Week Four - Schedule an appointment with your advisor first thing this week!

- Don't be surprised if your first midterms are happening this week (maybe you even had some last week). In fact, you may even have multiple midterms in a single day. Scheduling your studying in advance helps you minimize your stress on days and weeks where you may have more than one exam.

Over →

- Look Back: The first exam gives you a chance to do a critical evaluation of yourself and your term so far. Being a full-time student (class time, reading, studying, and project time), equates to a full-time job. Are you performing the way you want? If not, visit your advisor to strategize on how you can do better.
- If you didn't make an appointment to meet with your academic advisor this week, plan for an appointment next week. Understand he/she has a very full schedule and delaying may result in late registration (fewer class choices) for you. Check Webster to confirm your assigned advisor's contact information in "Student Services & Financial Aid, View Student Information."
- Friday of this week is the last day to drop a course. You can drop through Webster until 11:55pm.
- Find out when registration opens for the next term: <https://www.eou.edu/registrar/calendar/>

Week Five - You did make that advising appointment, right?

- This week you and your advisor should be planning for next term. It's wise to see your advisor every term, even if your class level or major doesn't require it. Prepare for this appointment by using College Scheduler in Webster to come up with a draft plan for next term, and make note of any questions you may have.
 - Check Webster for (and resolve) any holds that might prevent your registration.
- Can't get an appointment with your advisor until *after* registration opens? Watch your email for messages about additional office hours, drop-in opportunities and alternative registration options from your advisor.
- It's important for all students to balance their academic lives with meaningful activities outside of the classroom. How are you spending your time when you are not in class or studying? Have you joined any clubs or organizations? Are you meeting new people and are you getting experiences that your classes don't offer? You can learn about many of the available student activities at EOU by visiting <http://eou.orgsync.com/>

Week Six -- 50% of the term is gone!

- During week three we recommended a visit to your instructor during office hours. It's good to do that again this week. Possible topics of discussion could 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 instructor, especially if you didn't perform well.
- Figure out your standing in each class through Canvas or contact with your instructor now while options remain. If you find yourself worried about passing a class, touch base with your advisor about support services and possible options.

Week Seven

- 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 single class. This must be done with a drop form through the Registrar's office.

Weeks Eight and Nine

- Look Back: This is another good time for self-assessment. Are you sticking to your study plan? Are you caught up on reading? How are those final papers and projects coming? Are you getting enough exercise and sleep? Are there any habits you want to adjust going into the last two weeks of the term?
- Starting Week Nine, you receive notice that you are able to complete evaluations of your classes and instructors online. It's important to complete these evaluations. Your instructors really appreciate your feedback!

Week Ten (Dead Week)

- Look Forward: Get yourself ready for finals week next week. If you haven't done so already, write down the time and location of all of your finals. This information should be on your syllabus. Regardless, you should confirm the information with your instructor to make sure nothing has changed. As you did with your midterms, develop a study schedule and plan ahead for how you might negotiate the stress of having more than one exam on one day.
- Final labs, papers, and projects are often due this week.

Finals Week and Beyond

- Prepare yourself to handle the logistics of finals. Your instructor may require you to purchase additional materials from the bookstore. Make sure you have that along with pens, pencils, and anything else you might need for the exam.
- Show up to your finals 5-10 minutes early to give yourself a chance to get settled and relaxed before your exam.
- As your instructors finish their grading, they will post your final grades to Webster. All grades are due the Monday after finals week. Your term GPA will be calculated and your cumulative GPA will be updated by Tuesday after finals week. Make sure you look at your grades by viewing 'Final Grades' on the "Student Records" page of Webster.
- Good students will always seek clarity on a grade if it was lower than expected. Many instructors use the grade book function of Canvas, so you can see how you were graded on each assignment. Follow up with your instructors as soon as you can with any questions.