



Your **tuition** has already paid for **tutoring** and **academic coaching** offered by UGA's Division of Academic Enhancement.

Tutors are available:

- in **drop-in labs** (for CHEM {General & Organic}, MATH {up to 2260}, & PHYS {up to 1212})
- for **test reviews** (for BUSN 4000, MATH 1101, 1113, STAT 2000, CHEM 1211),
- **by appointment** (in-person and *online for the courses listed below).

All students are allowed up to **2 appointments each week for each class in which you need assistance.**

ACCT 2101, 2102; BCMB 3100; BUSN 4000; BIOL 1103, 1107H, 1108; BIOS 2010, 3000; CBIO 2200, 2210
CSCI 1301-02, 1730, 2610, 2670, 2720 CHEM 1210, 1211, 1212, 1311H, 2211, 2212, 2311, 2312H;
ECON 2105, 2106; ENGR 1140, 3160, 2520 FINA 300; GENE 3200;

Foreign Languages: ESL Conversation; French; German, Spanish & Conversational Spanish

MATH *1101, *1113, *2200, *2250, *2260, 2270, 2500 and higher upon request; MIBO 2500, 3500;
MIST 2090; *MSIT 3000; PHYS 1111, 1211, 1212, 1311, 1312, 3700, 3900; STAT *2000; UNIV 1108, 1110

*Writing (application essays, articles, dissertations, papers, statements of purpose, and theses)

To schedule a Tutoring (or) Academic Coaching appointment,

Login to my.uga.edu, and click on the **Academic Resource Center** icon

You will be directed to the main page of the TutorTrac scheduling system.

- Click "Search Availability".
- Select your "Center" from the drop-down menu.
(For tutoring appointments, select "Course Specific Tutoring").
- Select your "Section" (section=course, Ex: MATH 1113)
- Click "Search"
- Select an "appointment time" by clicking on it.
- Click "Save"
- *You may return to the welcome screen by clicking *Main Menu* (in the upper left side of the page) to see all successfully booked appointments.

Additional Services available from the Division of Academic Enhancement include **one-on-one** appointments with DAE Faculty, Professional Staff, and / or Graduate Students for:

- **Academic Coaching, Mentoring, and Accountability**

How you spend your **time**, over the **18-week term**, determines **how well you will do** at UGA.

Use this rule as a guide to manage your time each week:

of **credit hours** X (at least) **2.5**

= # of hours spent **per week** outside-of-class **learning**

Learning= time spent planning, reading, working on project / problem sets, and preparing for tests and exams

At UGA, **you** will have to learn **more** outside-of-class than in-class to excel.

Mastering the content requires up to 70-80%

of your time **outside-of-class** (learning)

and roughly 20-30% of your time **in class** (lecture, class activities, & labs).

Leverage & manage your time (well) to succeed at UGA.

1. Use the syllabus to familiarize yourself with the **learning objectives**, key themes, and concepts emphasized in each course. Use these to guide how you take notes, read, choose paper topics, and prepare for tests and exams.
2. **Understand thoroughly** the expectations of each professor and how you will be evaluated. **Tailor your learning strategies** to meet those expectations and to demonstrate your mastery of the material given the types of tests, projects, and assignments planned for each class.
3. On your **semester calendar**, note all **significant** tests, papers, presentations, and projects, and your other critical commitments. Use meaningful abbreviations to fit all of these in the same place on one page.
4. If a number of significant projects, exams, and events converge, use your weekly calendar to **set personal deadlines prior** to the actual due dates. This will enable you to complete all assignments on time. Plan backwards from these dates and deadlines and **mark dates when you will BEGIN each task**.
5. Also, use the **weekly calendar** to track, plan, and effectively manage your time. Every other week, break large tasks and projects into small, easy tasks. Think in terms of steps and set weekly goals in the form of to-do lists for each course at the bottom of the page. As you write weekly goals, think in terms of your **absolute best case scenario** for each project, test, or exam.
6. Note your reading assignments and try to stay on schedule. Devote at least some time to each class on a regular basis—it's **much easier to keep up than it is to catch up**. Make personal deadlines to stay on top of the reading.
7. Schedule an **academic coaching appointment: (a)** to adjust / improve your plan / approach toward managing your coursework, **(b)** to read and study more efficiently, and **(c)** to connect to additional resources in support of your academic success at UGA.

UGA—Spring 2018—SEMESTER CALENDAR

WEEK	SUN	MON	TUES	WED	THURS	FRI	SAT	
#1	Dec 31	<u>JAN 1</u>	2	3	4—1 st Day of Class	5	6	
#2	7	8	9	10—end of Drop/Add	11	12	13	
#3	14	15—MLK Holiday	16	17	18	19	20	
#4	21	22	23	24	25	26	27	
#5	28	29	30	31	<u>FEB 1</u>	2	3	
#6	4	5	6	7	8	9	10	
#7	11	12	13	14	15	16	17	
#8	18	19	20	21	22	23	24	
#9	25	26—Midterm	27	28	<u>MAR 1</u>	2	3	
#10	4	5	6	7	8	9	10	
#11	11	Spring Break (March 12-16)						17
#12	18	19—w/d deadline	20	21	22	23	24	
#13	25	26	27	28	29	30	31	
#14	<u>APR 1</u>	2	3	4	5	6	7	
#15	8	9	10	11	12	13	14	
#16	15	16	17	18	19	20	21	
#17	22	23	24	25—Last day of Class	26—Reading Day	27—Finals	28	
#18	29	30—Finals	<u>MAY 1</u> —Finals	2—Finals	3—Last day of Finals	4—Commencement	5	



WEEK of: _____
 (Month) (#Day) (#Day)

TIME	Mon the __	Tue the __	Wed the __	Thur the __	Fri the __	Sat the __	Sun the __
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm							

For each class, list below what you have to-do this week & goals for next week; break tasks into smaller steps & highlight each upon completion.