**Model Scholarship Packet/Program**

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**Scholarship Chair and Committee Information**

**Scholarship Chair Information**

 Why are you the scholarship chairman? Is it because no one else wanted the job? Is it because of your own high grades? Whatever the reasons, the most important consideration that you must have to be an effective scholarship chairman is your concern for the overall scholarship of your chapter.

 No matter what the past attitude of the members of your chapter has been toward scholarship, it is important that you take a leadership role in making the program an integral and interesting part of the total chapter experience. It is difficult to change a general chapter feeling that it’s okay to cut classes or to blow off low grades. You job is challenging and it will take great amount of work and patience, but you can improve the academic reputation of your chapter considerably. Your position is one of the most important in your chapter because getting an education is the sole purpose of entering college. You have a big responsibility.

Duties and Responsibilities

 The scholarship chair should be responsible for establishing minimum standards of scholastic performance, for the academic program as a whole, and for doing all that is feasible to promote a positive attitude within the membership toward the pursuit of outstanding academic achievement…for the individual and for the group.

The scholarship chair, whether elected or appointed, should reflect outstanding qualities as a prerequisite for the position. She should…

1. Be an above-average student, not necessarily a genius;
2. Be able to command the respect of new and initiated members;
3. Be an upperclassman with good organizational and leadership experience;
4. Believe in the importance and purpose of a scholarship program;
5. Be persistent in efforts to perform the duties of the office.

The duties of the scholarship chair should include:

1. Providing and encouraging an academic atmosphere within the chapter house and a positive academic attitude among the chapter members
2. Establishing academic goals and objectives which will direct the scholastic endeavors of the membership toward improved scholarship perspective and attitudes.
3. Making all members, especially new members, aware of the fact that the chapter has set specific minimum guidelines for academic achievement in order for members to be in good standing with the chapter.
4. Maintaining an academic file on new and initiated members
5. Arranging tours to acquaint new members with various campus library and study facilities.
6. Developing and coordinating, in conjunction with the new member educator, a scholarship program for the new members.
7. Establishing and enforcing a system of quiet hours for the chapter.
8. Developing an incentive and awards program for rewarding high (and improved) scholastic achievement.
9. Establishing a tutoring system through which volunteers who have good grades in their major field of study can help members who are having difficulty in that area.
10. Serving as chair of the scholarship committee whose duty is to coordinate a well-rounded scholarship program.

**Suggested Weekly Academic Goals**

Week 1

Distribute an academic calendar to all members with university deadlines and important dates

Week 2

Distribute scholarship information to all members as well as new members

Discuss chapter academic goals

Week 2-3

Begin study programs and hours

Set individual members’ academic goals and Panhellenic will set academic goals as well

Week 3-4

Meet professors and other members of classes to organize group study sessions

Week 4-8

Host a dinner or academic banquet consider inviting professors or sitting with members in the major

Week 5

Encourage members to study for midterms and offer extended quiet time for studying

Week 6

Midterm grade checks for members that are signed by professors or printed from university student information system (SIS)

Week 7-16

Keep encouraging and inspiring new members and members to study and maintain good grades

See the idea sheet for more ideas about how to encourage studying

**The Scholarship Committee**

 The scholarship committee assists the scholarship chair in carrying out the responsibilities of the office. Each member of the committee should have assigned duties to complete. One person should be appointed as committee secretary to record minutes of the meetings and to keep other records (goals, class schedules, records, etc…).

 The committee should be chaired by the scholarship chair and should include a representative from each class (freshmen through senior), the new member educator, and the scholarship/faculty adviser.

Once organized, the committee could follow this general outline:

1. Evaluate the chapter’s past and current performance, including trends, chapter atmosphere, study facilities available to the chapter, relative standing among the campus Greek community or in comparison to the all-women’s average.
2. Identify specific causes of poor scholarship and enlighten the chapter regarding these problems.
3. Formulate a strategy which includes chapter scholarship goals, remedial measures, and incentives, and which assigns specific individual responsibilities.
4. Submit the plan for chapter approval. People tend to support what they help create! If you can sell your plan to the chapter, and each member has a voice in the plan’s adoption, you will likely get more commitment.
5. Implement your chapter plan immediately! Don’t wait and let the momentum diminish. Stick to your standards, and keep the chapter informed of problems and accomplishments.
6. Evaluate continually, adding new ideas and techniques. Analyze failures as well as successes.

Specific duties of the scholarship committee include the following;

1. Developing programs and policies for the entire chapter
	1. Study recommendations
	2. GPA goals and methods to attain them
	3. Quiet hours
	4. Study and project work areas
	5. Monthly presentations at the chapter meetings
2. Developing programs for new members
	1. Study recommendations
	2. GPA goals and methods to attain them
	3. Study halls or study tables
	4. Academic orientation workshop (study skills and time management)
	5. Method to monitor academic progress
	6. Mom-daughter/big/-little sis assistance
3. Establishing incentives and awards
	1. Weekly, monthly or end of term motivations
	2. Semester/quarterly recognition and awards
4. Plans for members below bylaws minimum requirement
	1. Individual study programs, study halls, tutoring, etc…
	2. Plans coordinated with chapter social chair
5. Plans for holdover new members
	1. Individual study programs, study halls, tutoring, etc…
	2. Plans coordinated with new member educator and chapter/faculty adviser

 Chapter advisers and other alumnae can be of real assistance by providing guidance and advice and by creating incentives through room and board discounts, cash scholarships or other prizes.

 Use the services of your college or university as well. Nearly every campus has professionals who will work with your chapter in the areas of study skills, rapid reading, tutorial programs or career counseling.

The scholarship committee might consider the following:

* Interviewing initiated members and new members having scholarship difficulty, assessing their academic progress, analyzing their problems and offering suggestions for improvement
* Assisting in evaluating the academic potential of potential new members
* Planning and presenting chapter programs with educational value
* Organizing a scholarship bulletin board somewhere within the chapter house. This board might contain pertinent dates such as the last day to sign up for a-pass-fail or the last day to drop a class, congratulatory remarks to members who have recently been initiated into honoraries, recipients of awards and scholarships, handouts regarding study hints, etc
* Setting up a chapter resource library of textbooks, reference books, encyclopedias, class note files, etc…
* Establishing a scholarship banquet each semester
* Working with the house corporation/alumni association to provide adequate technology support

 In terms of helping an individual chapter member who is in need of scholastic assistance, there are a number of things the scholarship chairman and committee can do.

* Encouraging members to seek individual help from professors. The professor will probably be interested and cooperative if students take the initiative in establishing a relationship
* In an interview with a member who is having scholastic difficulty, if it becomes apparent that she has too many extracurricular activities, encourage the placement of academic endeavors higher on the list of priorities. There may be a need to curtail some of these other activities. When this is necessary, assist the individual in making the changes
* The committee can seek out funds to assist those who are deterred deterrent from completing their academic work because of financial need. They might approach local philanthropies, alumnae, parents, the university’s financial assistance office, and the national fraternity/sorority educational foundation for help
* At the beginning of the semester, the committee can ask all members to report the grade they realistically expect to receive for each course they are taking. The chair should them compile a listing of these grade objectives, along with a composite average for the entire chapter.

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**Scholarship Risks and Myths**

**Members at Risk: Warning Signs of Low Scholarship**

**Group causes of low scholarship**

* Chapter members are overscheduled; beware of this for officers too.
* Scholarship is not a priority in membership selection.
* Scholarship is not a priority in new member programming.

**What to do:**

* Monitor trend line of individual and group academic performance.
* Make your Scholarship Committee important; give it a larger budget. Put the scholarship officer on your executive board if she isn’t already.
* Give academic achievement a larger presence in your chapter; provide incentives for improvement.
* Make adjustments to chapter programming and monitor members who have a decline in their performance or are below academic expectations.
* Enforce academic monitoring and restrictions.
* Develop more member-to-member mentoring.
* Develop more faculty relationships with your chapter; for example, arrange for a chapter faculty advisor.
* Cut back your social budget and increase your scholarship budget.

**Individual causes of low scholarship**

* Lack of basic study skills needed to make the transition from high school to college-level work.
* Lack of motivation.
* Lack of clear goals.
* Poor study skills and/or time management skills.
* Overwhelming coursework.
* Poor or negative attitude.
* Unhealthy personal habits, such as lack of sleep or unhealthy eating, too much socializing.
* Lack of exercise/fitness.
* Learning disability.

**Note:** All institutions that receive federal grants are required to provide accommodations for all students with certified learning disabilities. Make sure your members take advantage of the campus learning center support program.

**What to do:**

* Monitor throughout the term, beginning in the first weeks of the semester.
* Know your institution’s policies for freshman forgiveness.
* Advise members of deadlines to drop classes with a withdrawal or change from credit to audit, pass/no pass.
* Know the influence of alcohol/partying on member academic achievement.
* Emphasize going to every class and knowing the professors.
* Prepare a schedule of paper due dates and exams so the big sis can reinforce adequate preparation.

**Myths About Scholarship**

**Myth:** Scholarship applies only to developing study skills and high grades.

**Reality:** Intellectual development includes all cultural, practical, recreational, political and social aspects of life. It is an exciting personal lifelong journey.

**Myth:** Now that we are in college, we don’t need academic supervision.

**Reality:** Matriculating into college is not the same as receiving a college degree. The opportunity to reach your potential intellectually is in its early stages. Look at your institution’s graduation rate. It’s probably not as high as you think. While even the Ivy League has a six-year graduation rate in the 90 percent range, that means that 10 percent of the most talented scholars do not complete their degrees. Being a member of a fraternal organization increases your probability of graduating from this institution because of the support your chapter and the Panhellenic community.

**Myth:** My grades are my own business; why does the chapter want to monitor them?

**Reality:** You are always wearing your fraternity/sorority letters. Everything you do reflects on a chapter’s name. The chapter GPA is composed of all members. Performance as a chapter is measured as a group and compared with the other chapters in the Panhellenic community and the all-women’s average for our university. Most important, each sorority is interested in its members and eager to assist them as needed academically and in other ways.

**Myth:** Our chapter has over a 3.0 GPA but is below the all-women’s average. This is good enough.

**Reality:** All chapters should strive to achieve a GPA that is higher, not lower than the all-women’s average. A chapter’s scholarship should be higher than average. Having a higher GPA than the all-women’s average is a good recruitment tool. It tells women who are not members that their chances for academic success are greater if they join a sorority.

Scholarship is a learning/growing tool. By teaching young women to strive for excellence and never settle for “acceptable’ in the classroom, you are instilling life-long ideals that they will carry throughout the rest of their lives.

**Potential Causes of Low Chapter Scholarship**

A chapter’s scholarship and the all-sorority average should always be measured against the all-women’s average at your university. When a chapter’s scholarship and/or the all-sorority average are above the all-women’s average, then your chapter and your Panhellenic community are keeping the ideals stated in the Panhellenic Creed. If your chapter and/or the all-sorority average are below the all-women’s average at your institution, then it is time to analyze the causes and develop a plan to improve the academic performance of sorority members.

Low individual scholarship in college is usually caused by one or more of these factors:

* Lack of motivation and incentive.
* Poor time management skills.
* Setting unrealistic priorities.
* Lack of basic study skills required in college-level work.
* Poor physical and/or mental health.
* Interference from outside sources: social life, economic pressures, family responsibilities.
* Lack of writing skills and/or oral communication skills.
* Inadequate preparation for course work.
* Insufficient ability to undertake college-level work.

Low chapter/Panhellenic scholarship may be caused by one or more of these factors:

* An apathetic attitude about individual and/or collective academic achievement on the part of the chapter.
* Lack of adequate study facilities and/or respect for quiet hours in a housed chapter.
* Lack of scholarship consideration in selecting new members.
* Overemphasis on other activities, especially social.
* Overprogramming, especially during weeks of midterms and immediately before finals.
* Poor scholarship officer/committee effectiveness.
* Lack of programming and incentives related to enhancing academic performance.

**Scholarship Support**

**Scholarship Tips and Ideas**

 The following collection of possible programming ideas for scholarship is intended to provide a verity of resources which chapters can adapt as needed.

**Motivation**

1. Live by example (we are leaders and should be setting the standard)
2. Try to get rid of negative connotations…try to reinforce good behavior
3. Advertise scholarship information/rankings in the school newspaper
4. Give the facts about how much money is wasted every time you miss a class, etc..
5. Make things mandatory—bring back struggling members with positive feedback
6. Implement and enforce a fine system
7. Point system with prizes awarded at the end of a term/semester

**Making Scholarship a Priority and Improving GPA’s**

1. Raise standards and set a “Goal” GPA
2. Tutor programs—member below standards are required so many hours with a tutor
3. Limit the number of functions within the chapter
4. Proctor hours done by everyone
5. Find out GPA’s before recruitment, and uphold standards on membership.
6. Place more importance on scholarship and the Scholarship Chair position, make sure it becomes or is an executive board position.
7. Collaborate with other scholarship chairs. Host a scholarship roundtable where we find the best ideas that can work for everyone.
8. Rewards and awards (letters to parents, money, scholarships).
9. Collect syllabuses from all members in the beginning of the year and have a file set aside for all members to view.
10. Have Panhellenic Council set a minimum GPA for semesters (quarters) and overall as well as strong punishments
11. Start early with the new members. Consistently role model and talk about scholarship.
12. Have committees set up under the Scholarship Chair.
13. Host a book exchange for Greeks.
14. Get Faculty involved with the chapter and with the IFC/PH.
15. Host “healthy” competitions between fraternities/sororities, individuals in chapters, etc.
16. Host a scholarship banquet during parent’s weekend.
17. Ad in paper/on Web site to recognize members or chapters with high GPA’s.

**Tutorial Assistance**

1. Designate members who have a strong scholastic background
2. Use a bulletin board to list members, majors and areas they can tutor
3. Recruit outside tutors for any subjects not covered

**Study Hours and Study Files**

1. Establish them from 8:00 p.m. to 7 a.m. at least four days per week
2. Post specific rules (e.g. no noise in hallways, music noise level at a minimum, etc...)
3. Don’t schedule any chapter or new member activities during study hours
4. Have a “closed door” policy—if a study room is closed, it signifies the occupant is studying and should not be disturbed
5. Establish a systematic method for collecting old test, notes, teacher evaluations, etc…
6. Collect information at the end of ever semester
7. Develop a check-out system
8. Use evaluation forms for classes and professors

**Scholarship Bulletin Board**

1. Place it in a prominent location
2. List members in top to bottom GPA ranking (without listing GPA or names)
3. Include information about study skills workshops (dates, times, places)
4. Post listings for tutors
5. Remind members of study hour rules
6. List helpful study habits
7. Include a listing of quiet places to study outside the house
8. Post information on study aboard
9. Use financial and information for scholarships, grants and loans
10. Make a resource list of people, materials, videos, etc…

**Incentives and Recognition**

1. Being rewarded for meeting goals
2. Contests, i.e., Bowl Games-get faculty involved
3. Advertise the incentives
4. Free function for chapters with the highest/most improved GPA.
5. Reduce member dues for best grade
6. Provide monthly incentives
7. Place ads in school newspaper, best chapter, dean’s list, etc.
8. Provide mentoring programs with rewards
9. Pay for initiation fees for Greek Honor organizations (Order of Omega)
10. Contact alumni/alumnae for support with local scholarships
11. Have a raffle each week/month if you did not skip a class or you got an A on a test
12. Reward with “better dinner” for those above a 3.00 GPA
13. Host a scholarship banquet
14. Have flyers showcasing academic success of individual chapters

**Educational Programming**

1. Host a chapter major fair, dinner or event
2. Host a monthly roundtables
3. Have a scholarship committee
4. Academic pairings for Greek Week and other events
5. Greek Week Family Feud (academic bowl)
6. Study lists
7. Greek 101/New member education on academics and resources provided on campus
8. Greek study hours (Sunday through Wednesday) get tickets for attending study hours and once a week host a raffle with prizes for those who attended (Get prizes donated).
9. Host a Greek Oscars, Awards program and highlight scholarship and the scholarship chair position
10. Scholarship Challenge…get points for excellence
11. Mandated study hours depending on GPA
12. Host a scholarship banquet and invite professors. Honor those students on the dean’s list, and different honor societies
13. Host study hours during finals
14. Have information sheets for each member to fill out that surveys all classes they have taken
15. Study buddies set up for those students with similar majors

**New Members**

1. Encourage them to use tutor and mentor programs
2. Encourage participation in seminars offered by Panhellenic Council and the university, and allow the seminars to count towards study hours
3. Send letters to parents discussing the chapter’s academic programs and encourage them take an active role in their daughter’s academic success
4. Encourage big sis to take an active role in their little sis’s academic success
5. Provide a list of all chapter and university events at the beginning of each semester
6. Try to avoid mandatory study hours. It merely reinforces negative attitudes about studying. Offer study hours, but make them highly encouraged.
7. Get motivated members to help new members
8. Make new members aware of chapter and campus resources

**Members**

1. Have a faculty adviser for just the struggling members
2. Have each individual member set goals with the Academic Chair
3. Show break down on the most cost of missing class
4. Study hours for everyone
5. Encourage each member of the chapter to go to class and be good role models
6. Running file of teachers/class/tests
7. Awards for achievement
8. Resource binder for internships and jobs
9. Let struggling all members know the consequences of not making grades

**Penalties, consequences and policies**

1. The Scholarship Chairs of each chapter meet with Panhellenic to define roles
2. Vote into the Panhellenic Council bylaws actual policy on academics
3. Set requirements
4. No offices held in the chapter
5. Cannot have or take a little brother/sister
6. New member cannot be initiated (campus specific)
7. Revoke membership
8. Have a minimum GPA to join
9. If members are below a certain GPA-work with them individually on an improvement plan that will work with their needs
10. Uphold standards in order to participate in social events
11. Uphold standards in the recruitment process. Do not take an individual who is below the standard.
12. Educate new members thoroughly in the beginning of their new member period.
13. Social probation or active suspension if grades are not at standard.
14. Minimum GPA to go through recruitment or to pledge.

## Academics as Recruiting Tools

1. Set a standard GPA requirement for potential new members to go through recruitment.
2. Publicize Greek academic success to parents of incoming freshmen (letter, orientation, Web sites).
3. Set academic expectations with new members on bid day.
4. Set goals and hold new members/chapters accountable.
5. Recognize chapters who do well so non-Greeks can see.
6. Highlight academics during recruitment rounds (in chapters and with recruitment counselors).
7. Emphasize importance of scholarship.

**Reaching out to Faculty**

1. Invite faculty members to dinner or banquet.
2. Invite faculty to present a study skills seminar to the chapter and/or new members
3. Ask faculty members in various fields to serve as chapter resources to help members having problems in a particular area
4. Create a “Professor of the Month” award

**20 Ways Friends Provide Academic Support and Encouragement**

1. Recognize your accomplishments.
2. Encourage each other to go to class by meeting and going together.
3. Write notes to wish you good luck.
4. Help you study or quiz you on upcoming test information.
5. Help you meet people with similar majors.
6. Provide peer tutors.
7. Designate final exam buddies.
8. Give out chapter/Panhellenic treats at the library.
9. Recognize you for improvement
10. Encourage you to study or write your paper when going out sounds better.
11. Help members to achieve by giving them a challenge and holding them accountable to the challenge.
12. Schedule study groups while you are having dinner together.
13. Arrange for group review sessions.
14. Have out-of-class discussions concerning a particular class or subject.
15. Work on problem sets together and explain the concepts.
16. Abide by study and quiet hours.
17. Give opinions on classes and professors when you are planning your schedule for next semester.
18. Provide emotional support for high stress times.
19. Divide into majors to make out schedules.
20. Celebrate “A’s” together at dinner, the movies, or a coffee house.

**Areas of Academic Development**

**Academic Levels of Development**

Consider the needs of different class levels in your chapter/council when planning your programming.

***Freshmen*** are excited, enthusiastic and eager. They need to:

* Learn to prioritize time and activities.
* Find a mentor.
* Identify goals in each class.
* Begin to take responsibility for decisions and actions.

***Sophomores*** may have lost some of their enthusiasm and become complacent. They need to:

* Begin to identify course interests and career paths.
* Take on leadership roles.
* Become accountable for decisions and actions.
* Think about internships and study abroad opportunities or other special programs.

***Juniors*** may have determined their course of study/career path. They need to:

* Set clear expectations of themselves.
* Take on more challenging leadership roles.
* Have an internship related to their interests/major/career.
* Become familiar with the services of the career placement center and pre-professional organizations.
* Make professional contacts in their chosen field.
* Cultivate potential recommendations.

***Seniors*** are focusing on their life after college. They need to:

* Make sure they have completed requirements for graduation.
* Use all of the resources of the career placement center.
* Prepare a résumé and practice their interviewing skills.
* Serve as a role model for all members.
* Cultivate potential reference.
* Prepare for a job search or graduate/professional school exams and application.
* Learn the process for evaluating the right fit for a job.
* Celebrate a life goal achieved: graduation!

**New Members**

**Scholarship Information for New Members**

 The new member period is on of extreme importance because it is a time when they are in a very impressionable stage of their lives. If an effort is made at this time to instill in the new members the desire to do well scholastically, chances are that there will be a good response. The best single tool that can be used to encourage new members to do well academically is of course the setting of good examples by the members of the chapter. There are other ideas that can be used as well.

 Many students, especially new members, attend college without really having mastered the skills of a good student—how to take notes, study, prepare for exams and write papers. Most acquire these skills sometime during school, but others graduate without ever having developed these abilities. Emphasis should be placed upon helping new members develop these skills as soon as possible. The scholarship chair should establish a study program geared to help the new members, including the following basic topics.

1. The technique of study: organizing study time, developing a productive environment and following an appropriate study pattern
2. Evaluation of reading ability with an appropriate program of improvement if weakness are discovered
3. Techniques in preparing for and taking exams

 The program should provide informative ideas on the development of techniques, giving new members the opportunity to develop their own potential. All the scholarship chair can do is offer help to individuals who are interested in using that help. The effort must come from new members.

**Academic Tips**

**Lifestyles of Excellent Scholars**

* Attend every class and discussion/lab session; set your class schedule according to your body rhythms as much as possible.
* Get to know your professors within the first two weeks of classes.
* Use your time wisely; write down everything you need to do in your planner.
* Learn to say “no”.
* Schedule at least two hours of study time for every hour spent in class.
* Stay healthy and practice healthy habits; reading on an empty stomach or one full of junk food affects retention and performance. Exercise helps to relieve stress.
* Get enough sleep; adequate sleep is a pre-requisite for strong academic performance.
* Set personal goals that are challenging yet attainable, and review them regularly. Once you have established a study schedule, stick to it.
* Find and maintain a good study place — one that’s free of clutter and distractions and has the resources and equipment/supplies you need.
* Begin major projects well in advance of the due date. Plan out the steps to completion in mini-deadlines.
* Be prepared by reading the assigned material in advance so you are ready to participate in the discussion.
* Review notes and handouts immediately following a class. Highlight points emphasized by the professor.
* Study early in the day for greater comprehension of materials. Tackle difficult subjects when you are most alert. Limit late-night study to review of material or short-term retention.
* Develop the habit of studying at the same time each day.
* Reduce distractions to promote concentration. Turn your cell phone off. Put a “do not disturb” sign on your door. Use classical music as a background only to block out noise.
* Keep a sheet of paper nearby to jot down ideas or make a “to do” list so you can take care of these concerns later.
* Take short breaks every two hours and change topics. Variety enhances efficiency.
* Reward yourself when you meet your study objectives.
* Leave some flexibility in your schedule to account for unexpected assignments and other surprises that inevitably will come up.
* Make time for exercise and recreational activities.
* Once you have established a study schedule, stick to it.

**Maximizing Your Time in College**

College requires different time management skills than high school. Because classes do not meet every day, students may think they have more time for preparation and discretionary activities.

**In fact however, for every hour spent in class/lab/discussion, a general rule of thumb is that two hours need to be spent on out-of-class preparation. This includes time spent on reading assignments, papers due, group projects and other class assignments.**

Your time management allocation falls into three categories: predictable time, discretionary time and imposed time. There is a lot to squeeze into just 24 hours and stay balanced. **Predictable time** includes grooming, sleeping, eating, attending classes and meetings and traveling. **Discretionary time** includes studying and class preparation, recreation and fitness, social activities and entertainment. You have control over this type of time. **Imposed time** includes the unexpected, unplanned for items such as last-minute changes and assignments, telephone calls, visitors, emergencies and such things as inability to find a parking space.

Time is a precious commodity. It is especially important to evaluate your use of time if you feel stressed. If you feel like you never have time for yourself, perhaps you need to re-evaluate your discretionary time allotment. Every person probably has a different system that works for her, but regardless of your personality type, you need to develop a time management system that maximizes your efforts in a balanced way and keeps you moving toward your goals.

**Time management considerations for college students**

1. Determine the number of hours each day/week you believe you need to study. This applies to regular class preparation. Allocate extra time when preparing for exams and papers that are due.

2. Think about:

a. What time of day/night do you prefer to study?

b. Where do you prefer to study?

c. Do you find it easier to study by yourself or with a study partner or friend?

d. Do you study better after physical activity or mental activity?

e. Do you schedule studying for times when your energy level is the highest?

3. Complete a sample week hour-by-hour schedule (such as the previous week) that shows how you used your time. This will give you a realistic idea of how you **actually** used your time. Then you can adjust accordingly to your academic needs. Each week could be different, depending on your course assignments. Begin major projects well in advance of the due date.

4. Use one calendar page per week. Expand it to late night hours if that is realistic for you. Fill in all of the essential activities: classes, labs, meetings, meals, sleep, exercise, etc.

**Creating the most effective schedule**

Studying requires the highest energy level for maximum retention. Other activities may energize you but may not require the same level of energy to be productive. Carefully allot larger blocks of time for tasks needing longer uninterrupted time. Fill in similar blocks of time for shorter tasks.

Make a mature, responsible decision to commit yourself to your chosen study periods. Make these a top priority and of equal importance to attending classes.

* Select locations that are convenient and have the necessary materials at hand. Know library and computer lab hours. Tackle difficult subjects when you are most alert.
* Fill in open times as needed.
* Decide what **doesn’t** need to be done.
* Make appointments with yourself. Eat balanced meals to keep your energy level high. Make time for exercise and recreational activities. Get enough sleep to enable you to function at your optimum level.
* Use those hours that are easily wasted (between class, right before/after class or on the way to other activities).
* Review notes between classes.
* Select a short task as part of a larger task to accomplish before or after a meal.
* When you have an appointment that may require waiting, take some reading with you.
* Remain flexible to take care of the unexpected, **imposed time** things that inevitably pop up. By controlling the time you have, you can accommodate the unforeseen more easily.
* Variety enhances efficiency.

**Benefits of using a schedule conscientiously**

* Makes it easier to get things done
* Allows you to see at a glance your daily and weekly schedules
* Helps to develop accountability and general self-discipline
* Prevents memory lapses, such as forgetting assignments, meetings, etc.
* Serves as a visible reminder of commitments to combat laziness, apathy and unproductive time/habits
* Provides a definite and important lift for self-esteem, because you can see what you have accomplished each day
* Allows you to reserve other time blocks for important tasks as determined by your hour-by-hour schedule

Your first attempt at a good schedule is a trial run. Make the changes necessary, but always remember that **borrowed time from study must be paid back to study**. Each week may be different, but as you get to know the rigors of college work and your particular needs, you can adjust to maximize your potential. Once you find what works, stick to it.

* questions. Don’t leave blanks unless there is a penalty for guessing.

**Hints for essay exams:**

* Read all questions before beginning. Answer the easiest ones first.
* Follow the directions: compare/contrast, explain, list, describe, discuss, etc.
* Budget your time. If there are three questions and one hour for the exam, spend 20 minutes on each question.
* After reading the question, outline in the margin the points you want to make or pertinent facts.
* Divide your answer into three parts: introduction, main body and conclusion.
* Use examples and facts to support your main points or position.
* Use correct grammar and spelling.
* Write legibly or print.

Proofread each answer. Leave space between answers so you can add new ideas or additional thoughts after reviewing/proofreading

**Top 10 Tips to a 4.0**

1. Know yourself and plan a schedule of balanced activities; prioritize and learn to say “no”. Leave some flexibility in your schedule to account for unexpected assignments and other surprises that inevitably come up.

2. Go to every class prepared, and get to know your professors. Read assigned material in advance so you are ready to participate in the discussion.

3. Sit in the front of the class.

4. Review notes immediately after class and study as soon as possible after class. Highlight points emphasized by the professor.

5. Study at a regular time and in a regular place (near a window for the best light, if possible) that maximizes your efforts. If possible, study early in the day for greater comprehension of material. Limit late-night study to review material.

6. Limit blocks of study time to no more than two hours on any one course at a time. Take breaks to maximize your effectiveness and enhance efficiency.

7. Plan enough time for studying to do justice to each class. Reduce distractions to promote concentration (turn your cell phone off, put a “do not disturb” sign on your door and use background music only to block out noise).

8. Take care of yourself; eat properly and get enough sleep to function at your highest level. Make time for exercise and recreational activities.

9. Trade time — do not steal it. Keep a sheet of paper handy to jot down ideas or make a “to do” list so you can take care of those concerns later.

10. Reward yourself when you meet your study objectives.

**Tutoring and Scholarships**

**Scholarship Links and Resources**

To find scholarships you can go visit the Office of Fraternity and Sorority Affairs in the Student Union basement or you can go online.

The Office of Fraternity and Sorority Affairs offers:

* Jim Jordan Scholarship
* Panhellenic Scholarship
* Stillwater Alumnae Panhellenic Scholarship as well as other surrounding area scholarships

How to find Scholarships online:

1. Go to [www.okstate.edu](http://www.okstate.edu/)

2. Scroll down to the “Quick Links” box and click on it

3. Click on the Scholarship link

4. Most members of your house will want to scroll down to

* Non-OSU Scholarship Opportunities
* Guide to Scholarships at OSU

Other ways to find scholarships include:

* The Academic Affairs Web site is another link to scholarships and scholarly information—http://osu.okstate.edu/acadaffr/
* The Office of Scholarship and Financial Aid is another resource office with a resource Web site-- <http://www.okstate.edu/finaid/>
* The Multicultural Student Center (MSC) also offers several scholarships—<http://www.msc.okstate.edu/scholarships.htm>
* Check out your department’s Web site
* The National Panhellenic Conference’s Website— <https://www.npcwomen.org/alumnae-panhellenics/scholarships.aspx>
* Your Individual Chapter’s Websites— <http://www.npcwomen.org/alumnae-panhellenics/scholarships/groupfoundations.aspx>

**Tutoring Resources**

Academic Affairs:

* http://academicaffairs.okstate.edu/

[University Academic Services](http://uas.okstate.edu/uasfreetutoring.html):

* Free tutoring in multiple disciplines
* 214 [Student Union](http://www.pp.okstate.edu/building/?bldg=035&sort=alpha), 744-5333

# Mathematics Learning Resource Center:

* http://www.math.okstate.edu/mlrc/

Writing Center

* http://english.okstate.edu/writing/

College Centers:

* <http://news.okstate.edu/index.php/college-centers>

College of Engineering, Architecture, and Technology

* http://studentservices.okstate.edu/

Consult professors and instructors about other tutoring resources

**Additional External Sources**

All supplementary information utilized in the completion of this document was collected from two sources, Jennifer Jones-Hall, Assistant Dean of Students for Greek Life and New Student Orientation for Valparaiso University, and the National Panhellenic Conference.