

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
Mar 18-24	18	19 Deadline for academic withdrawal	20	21	22	23	24
Mar 25-31	25	26	27	28	29	30 University closed	31 No classes
Apr 1-7	1	2 University closed	3	4	5	6	7
Apr 8-14	8	9 Last day for in class tests	10	11	12	13	14
Apr 15-21	15	16 Last regular classes	17 Make-up classes for Mar 30-31	18 Final exams begin	19	20	21
Apr 22-28	22	23	24	25	26	27	28
Apr 29-May 5	29	30	1 Last day of exams	2	3	4	5

HOW TO USE THIS PLANNER

1-Check all course outlines and/or MOODLE for:

1. due dates for projects, assignments, essays, presentations, etc.
2. dates for final “in class”, take home and final exams.
3. times and locations of review sessions, tutorials, etc.

2- Also check due dates for any incomplete work/deferred exams from other semesters.

3- Mark all information on the calendar with %, #of pages, or other important details.

4- Look at the big picture. Decide on a strategy.

- a. Will you do several things at the same time?
- b. Will you get through one or two things, and then work on the next one or two things?

5- Considering your whole schedule, plan to start things early enough to allow for work completion.

(Remember that new material will be covered right until the last week so readings, labs, assignments need the usual attention and time.)

6- Break the task/project/study material down into parts steps. Make a “to do” list.

7- Make your plan specific.

- a. What do you need to do this day/week to hit your target?
- b. What step/part of the project will be completed by which date?

If you would like some help planning and organizing your end of semester workload, or are interested in improving your study or exam taking strategies, essay writing strategies, or other academic skills, you can make an appointment to consult with a Learning Specialist at H-440 SGW or AD 103 or call 514 848 2424 x3291