

FALL 2019 END OF SEMESTER PLANNER

| | Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
|------------------------|-----|--|-------------------------------|-----|-------------------------|-----------------------|-----|
| 10 Nov 3-9 | 3 | 4 Deadline for academic Withdrawal (DISC) | 5 | 6 | 7 | 8 | 9 |
| 11 Nov 10-16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 12 Nov 17-23 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 13 Nov 24-30 | 24 | 25 Last day for in class tests | 26 | 27 | 28 | 29 | 30 |
| 14 Dec 1-7 | 1 | 2 Last regular classes | 3 Make-up class for Oct 14 | 4 | 5 Final exams begin | 6 | 7 |
| 15 Dec 8-14 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 16 Dec 15-21 | 15 | 16 | 17 | 18 | 19 Last day of exams | 20 Happy holidays! | 21 |

Back to class Mon. Jan. 6, 2020

HOW TO USE THIS PLANNER

1-Check your final exam schedule, course outlines and/or MOODLE for:

- a. due dates for projects, assignments, essays, presentations, etc.
- b. dates for final “in class”, take home and final exams.
- c. 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, and assignments need the usual attention and time.)

6- Break the task/project/study material down into parts or 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-745 SGW or AD 103 or call 514 848 2424 x3291