

STUDENT SUCCESS | RAY SUCCESS | GRADUATE SUCCESS

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STUDENT ACTIVITIES COORDINATOR, STUDENT NAVIGATOR,
LIBRARY SERVICES, DISTANCE EDUCATION

STUDENT NAVIGATOR'S WELCOME

It is important to find out what works for you when it comes to being a successful student. It is different for everyone and your study habits and time management may change by class or by instructor. You must know yourself, what you can handle and what you can and can't realistically do. Find the right routine for you, there is no right or wrong way. What you want to avoid is getting halfway through the semester to find out that you don't like your grades. If this happens, that would be a good time to change your game plan BUT if you plan early you won't have to do that. Here are some tools to bring with you through your college experience that can help you be successful!

Positive Attributes

- Confidence
- Motivation
- Perseverance

Effective Time Management Skills

- List and rank your priorities
- Write down responsibilities, due dates and goals weekly, monthly or by semester
- Get organized

Develop Effective Study Habits

- Study Groups
- Note-taking
- Highlighting text
- Electronic or Handwritten Flash Cards
- Study Apps, Websites or Online Videos
- Study in blocks of time in a distraction free zone
- Avoid cramming or under preparation

Seek Assistance and Resources

- Tutoring
- Library
- Student Navigator/Waycross Student Success Center

As the Student Navigator for the College, I am happy to help you with the above items in more detail along with any other tools you may need for success!

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LIFE SKILLS FOR COLLEGE - AND BEYOND

Self-Regulation/Effort

- ✓ You attend all of your classes unless you have a documented excuse.
- ✓ You are on time to each class, you are attentive, and you participate actively.
- ✓ You submit course assignments on time.
- ✓ You follow through on commitments, study goals, and actions needed to be successful in college.
- ✓ You are open and responsive to grades and other feedback on your academic performance, making changes to your study habits as needed.
- ✓ You say "No" to distractions and social opportunities as needed to get your homework and class preparation completed.

Study Skills

- ✓ You do the assigned reading and homework in preparation for each class.
- ✓ You are an active reader, taking notes and writing down questions that you have about the material.
- ✓ You listen attentively, take effective notes, and review/clarify those notes immediately after class.
- ✓ You know your preferred learning styles and use them to your advantage.
- ✓ You prepare effectively and excel at all types of in-class tests, including objective questions (multiple choice or true/false) and essay.
- ✓ You review homework and in-class tests to learn from your mistakes.

Time Management

- ✓ You prioritize your academics and make time to study outside of class each day.
- ✓ You make time throughout the week for work, social activities, and other commitments.
- ✓ You avoid procrastination by planning ahead and starting assignments early.
- ✓ You make use of "hidden time" between classes and while attending to other tasks.
- ✓ You regularly use a calendar and/or planner to keep track of due dates, project timelines, and appointments.

Organization

- ✓ You have a method for organizing the materials for each course and taking them to class each day.
- ✓ You have a designated study area that is organized and free of distractions.
- ✓ You refer to the syllabus for each course while preparing for class.
- ✓ If you have to miss class, you follow the appropriate steps to communicate with the instructor, provide documentation, and complete missed work.
- ✓ You keep track of your grades in all of your courses, reviewing returned work and checking Blackboard and BannerWeb for accuracy of grades.

Motivation

- ✓ You are excited about attending college and committed to being academically successful.
- ✓ You have identified long-term goals for yourself that will be achieved, in some part, with your college degree.
- ✓ You identify short-term goals for your performance each semester and reward yourself for achieving them.
- ✓ You enjoy a variety of classes, take advantage of learning opportunities outside of class, and value learning as a lifelong process.
- ✓ You are aware of the academic standards of the college and any scholarships awarded to you.
- ✓ You have developed a sense of confidence that is gained from building upon your successes.

TIME MANAGEMENT TIPS

1. Count all your time as time to be used and make every attempt to get satisfaction out of every moment.
2. Find something to enjoy in whatever you do.
3. Try to be an optimist and seek out the good in your life.
4. Find ways to build on your successes.
5. Stop regretting your failures and start learning from your mistakes.
6. Remind yourself, "There is always enough time for the important things." If it is important, you should be able to make time to do it.
7. Continually look at ways of freeing up your time.
8. Examine your old habits and search for ways to change or eliminate them.
9. Try to use waiting time---review notes or do practice problems.
10. Keep paper or a calendar with you to jot down the things you have to do or notes to yourself.
11. Examine and revise your lifetime goals on a monthly basis and be sure to include progress towards those goals on a daily basis.
12. Put up reminders in your home or office about your goals.
13. Always keep those long term goals in mind.
14. Plan your day each morning or the night before and set priorities for yourself.
15. Maintain and develop a list of specific things to be done each day, set your priorities and get the most important ones done as soon in the day as you can. Evaluate your progress at the end of the day briefly.
16. Look ahead in your month and try and anticipate what is going to happen so you can better schedule your time.
17. Try rewarding yourself when you get things done as you had planned, especially the important ones.
18. Do first things first.
19. Have confidence in yourself and in your judgement of priorities and stick to them no matter what.
20. When you catch yourself procrastinating-ask yourself, "What am I avoiding?"
21. Start with the most difficult parts of projects, then either the worst is done or you may find you don't have to do all the other small tasks.
22. Catch yourself when you are involved in unproductive projects and stop as soon as you can.
23. Find time to concentrate on high priority items or activities.
24. Concentrate on one thing at a time.
25. Put your efforts in areas that provide long term benefits.
26. Push yourself and be persistent, especially when you know you are doing well.
27. Think on paper when possible-it makes it easier to review and revise.
28. Be sure and set deadlines for yourself whenever possible.
29. Delegate responsibilities whenever possible.
30. Ask for advice when needed.

HOW TO PRIORITIZE AND GET THINGS DONE

When you prioritize, you're determining what needs to get done, and in what order you should perform those actions. Very often, one may concentrate on getting lots of easy tasks done. But just because you're crossing off tons of items on your To Do list, doesn't necessarily mean you're completing the important stuff--the tasks that will help you achieve your goals.

1. Make a Master List. This is simply a long running list of everything you need to accomplish. It's in no particular order, but is essentially a holding place and a reference so you don't forget any activity and so that you're not trying to remember everything that needs to get done. Start by writing down the tasks that face you, and if they are large, break them down into their component elements. If these still seem large, break them down again. Do this until you have listed everything that you have to do, and until tasks are will take no more than 1 - 2 hours to complete.

Tip:

When you have a large task on your Master list that isn't a high priority, you may find it useful to create some high priority "micro-tasks" related to it. These might include commissioning some research in advance so that you have the data you'll need once you actually start the project, or even just spending 15 minutes each day thinking about how you'll tackle the project when it comes to the top of your To Do list.

2. Prioritize Your List.

First: Scan your list and note due dates. When you know when something must be finished, it is easier to find the time to finish it by its due date.

Second: Scan your list and assign A, B or C. Assign each activity one of the following letter codes:

A (Vital)- Those activities that are important AND urgent and will impact you greatly if you don't accomplish them right way.

B (Important)- Those activities that are important to be done, but not urgent.

C (Nice)- Those activities that may be nice to do sometime, but if you don't do them, you wouldn't be terribly disappointed.

Third: If your tasks do not have any concrete due dates, assign them due dates yourself. By giving yourself a time frame to accomplish the work, you will likely be more productive.

3. It's not set in stone. Your letter assignments and due dates may change over time. Just because you assign a B priority to one of your activities today, doesn't mean it has to stay a B priority. It may turn into an A priority or a C priority in the future. Use your priority assignments as a guide, but don't be reluctant to change them if the need arises.

HOW TO PRIORITIZE AND GET THINGS DONE

4. Focus. Now it's time to focus on just a few activities listed on your Master List. You'll want to include a mixture of activities on your Daily To Do list. I recommend you choose three A priorities, two B priorities and one C priority. So each day, you'll have a total of 6 activities to focus on.

5. Make a schedule. Use a tool, such as a Daily Planner to plan your day. Schedule in time for each of your priorities, leaving some free time throughout your day for getting daily things done and for rest and relaxation.

6. Early bird or night owl? In general, you'll want to schedule so that you actually get those A priority tasks done, no matter what. I find that if I do my top priority tasks first thing in the morning and get them out of the way, than it's pretty smooth sailing the rest of the day. However, some people are able to better focus in the afternoon or the evening, so A priority tasks are sometimes better left for this time of day for some people. No matter what time of day you choose to focus on your A priorities, be sure you don't allow anything (except dire emergencies) to take over the time you originally scheduled to complete those priorities.

7. If something comes up . . . There are going to be times when you decide to do something in place of the activities you have initially assigned. For instance, the other day I had some activities planned for the afternoon, but a friend called and asked if I wanted to go to a local event with her in town. I weighed my options. I still had one B and one C priority on my list and I knew if I went to the event that these would not get done today. I decided to meet her at the event, and complete the B priority I had assigned when I returned home afterwards, and I also decided to move the C priority to tomorrow.

Of course, while I do allow for flexibility in my schedule from time to time, I don't make a habit out of doing this. Most of the time, I stick to getting my priorities accomplished unless something very palatable arises that is important enough to me to push some of my originally assigned activities to tomorrow or another day.

8. The next day. You'll always want six activities on your Daily To List, again three A priorities, two B priorities and one C priority--or less than 6 if you can never get 6 completed. If you did not accomplish one or more of your priorities from yesterday, those priorities should be on your list the next day--along with other priorities from your Master List to take the place of those priorities that you did manage to accomplish yesterday.

9. Reward yourself. If you follow this system, you will get an enormous amount of important things done, and you'll more easily be able to reach your goals. As you get things done, particularly your A priorities, reward yourself along the way. For instance, you can sprinkle mini rewards throughout your day, such as a walk in the park or an outing with a friend. A more major reward should be enjoyed when you accomplish something big, such as passing a major exam or remodeling a room in your home.

STUDY GROUP TIPS

Find the people: Identify 3 to 5 students who have a serious interest in joining a study group and are motivated, dependable, and accepting of the ideas of others. Sometimes your closest friends are NOT the best choice for a study group! With close friends, it may be too tempting to focus on things other than what needs to be studied.

Organize the group: Make a contact list with everybody's email addresses and phone numbers, and distribute copies to everyone in the group.

Set a schedule: Decide how long, how often, and where the group will meet. Identify a space that is relatively quiet and free of distractions. If you change the location for each meeting, make sure everyone knows where the next meeting is.

Set goals: Come up with goals for the group. Will you compare notes and modify your own notes if needed? Do you plan to discuss lectures and readings? Or is the group focused on studying for one or more specific exams?

Choose a leader: Decide who will lead the study sessions. You can choose to have one leader for all sessions, or you can rotate the leadership responsibility among the group members.

Create and follow an agenda: The group can create a plan for each study session, or that can be the responsibility of the group leader. It is the leader's responsibility to keep the group on task during the meeting. A written plan can help all group members see what needs to be accomplished.

Keep up attendance: Keep track of attendance. It can help to create some kind of system of reminders for each other, and it may be that the group needs to add new members as others leave.

USEFUL MOBILE APPS

Note-taking & Mind Mapping



AudioNote allows you the functionality of a notepad and voice recorder all in on note-taking tool. By synchronizing handwritten and typed notes with audio, AudioNote automatically indexes your meetings, lectures, or study sessions. It also mimics the functionality of the LiveScribe SmartPens.



Evernote allows you to take notes, capture photos, create to-do lists, record voice reminders — and makes these notes completely searchable, whether you are at home, at work, or on the go. It helps you stay organized, save your ideas and improve productivity.



SimpleMind allows you to turn your electronic device into a brainstorming, idea collection, and thought structuring device.



Mindjet Maps allows you to easily enter ideas, tasks, and meeting notes into intuitive visual maps that help you quickly organize concepts and prioritize action items. Instantly create new maps or import them from Mindjet Connect®.

USEFUL MOBILE APPS

Study Aides



Quizlet allows you to pick from 3 mobile-only study modes to suit your learning style and take advantage of audio in 18 languages to reinforce pronunciation and retention. Seamless syncing between multiple electronic devices means all your Quizlet study sets are ready to use. You can also search Quizlet's database of over 21 million flashcard sets to find content already created. With full offline support you can study anywhere — even without the Internet.



StudyBlue allows users to make studying efficient and effective. Flip online flashcards for fast feedback on what you know, then re-study concepts you've not yet mastered using Study Filters. Review class notes or make flashcards whenever you have a minute to spare. A free StudyBlue.com account is required to use this app. Creating flashcards on the app requires an Internet connection to function properly, but there is an offline study mode you can use once flashcards are created.



gFlash+ allows users access to a robust platform for creating, downloading, and manipulating flashcards. Users will have access to premium content from leading educational publishers and innovative implementation of "box"-style flashcards. An active wireless connection is required to download new cardsets, and view flashcards with videos. Once downloaded, text based flashcards, cached images, and cached sound clips can be used at offline.



iStudious allows you to create notebooks for each class and organize the notebook by lecture. After class, turn your notes into flashcards that you can study. iStudious integrates with Quizlet.com to share their set of more than 8 million + flashcard sets.



Brainscape allows you to personalize the timing of your study patterns. It is a web and mobile education platform that helps you learn as efficiently as possible, based on solid cognitive science. Whether you're learning a language, preparing for a test, or just acquiring some fun trivia, Brainscape spaces the repetition of each bite-sized concept based on exactly the right interval for YOUR brain. All you have to do is rate how well you know each concept, on a scale of 1-5, and Brainscape determines the right time to quiz you again. It's strangely addicting and is scientifically proven to slash your required study time.



Khan Academy allows you to learn almost anything for free. Our complete library contains over 3,500 videos covering a massive number of topics, including K-12 math, science topics such as biology, chemistry, and physics, and even the humanities with playlists on finance and history.



iTunesU allows you access to complete courses from leading universities and other schools — plus the world's largest digital catalog of free education content. Whether you're majoring in molecular biology at a university, taking Spanish in high school, or just interested in European history, you now have a valuable tool to help you learn anytime, anywhere.



TED allows users to listen and view riveting talks by remarkable people. The official TED app presents talks from some of the world's most fascinating people: education radicals, tech geniuses, medical mavericks, business gurus and music legends. Find more than 1,400 TEDTalk videos (with more added each week) on the official TED app.

USEFUL MOBILE APPS

Student Productivity



iHomework allows you to organize your homework assignments by subject or due date. You can also color code each assignment. View your assignments by month, week, or day.



myHomework allows you to track classes, homework, tests, and assignments. The app includes a calendar, a listing of upcoming/late assignments, and resources for your course (syllabi, links, etc.).



Do! allows you to organize your to-do lists into a simple format. This app helps users keep clean, easy to read to-do lists all in one location.



Remember the Milk allows users to manage tasks from anywhere using their computer or mobile devices. Users can get email, SMS, or IM reminders as well as share your tasks with others in your circles.



reQall allows you to record your shopping lists, to-do lists, contact lists, and other tasks. You can group tasks according to their due dates, organize them into categories (school, work, home, etc.), and share reminders with your friends and family.



Brain Organizer allows you to categorize projects by name, date or type, and color code. This app helps to integrate both hemispheres of your brain while training you to more effectively organize tasks.



Sticky Notes allows you to produce creative notes and reminders. You can add alarms to the notes or use "task" notes for checklists. Select from dozens of visual note styles. Organize your notes into an unlimited number of sortable category folders. Password protect your notes. Share and collaborate on notes with others. Use Sticky Notes to create personal reminders, shopping lists, school notes, special notes to your loved ones, and more!



TextMinder allows you to schedule SMS text reminders to be sent to you at times you specify, repeating as often as you choose. Remind yourself of your medication, diet, exercise or financial goals, shopping, bills, household chores, and other to-do tasks. Never forget another homework assignment, class, or meeting again!



Grades 2 allows you to receive reminders about upcoming assignments/tests and to quickly monitor your grade without doing any of the math yourself. Grades 2 helps you calculate what you need on upcoming assignments to meet your overall target grade as well as calculates your GPA and what your grade in the class needs to be to maintain a certain GPA.



MyGradesToGo allows students to easily see an up-to-date class average for all classes. This app keeps students on track to achieve their desired letter grade throughout the duration of the class by displaying the next grade needed on each assignment/test to maintain the minimum average needed for the overall class letter grade.



School Grade Tracker allows students to effortlessly keep track of terms, classes, assignment categories, and individual grades. Highly customizable to suit all types of classes and grades. Includes a built-in calendar to keep track of upcoming assignments, along with a GPA calculator and class grade prediction calculator.



SelfRestraint allows users to block access to certain web pages on the Internet. You still have full Internet capabilities, just not the websites you put on your "blacklist." You set the timer yourself, minutes, hours, or days. Rebooting or deleting the application will not let you access the websites you have blocked.



SelfControl Same as SelfRestraint but for Apple (iOS) devices.

USEFUL MOBILE APPS

Personal Health & Financial Wellness



Mint.com allows you to sync your financial accounts into one easy to track location. The app automatically pulls in and categorizes your spending. Easy-to-understand graphs show you exactly where your money is going.



Sleep If U Can allows you to cut down on the time you waste snoozing. The app forces you to take a photo of something in your room before it will turn off the alarm.



Wakey Wakey allows you to wake up on time every day with an exciting game. Always be on time for school, work, appointments, etc. because the game that you must play to turn the alarm off is guaranteed to make yourself climb out of bed. You will never need to look at the home page for the time ever again as Wakey Wakey displays both the current time and the time that the alarm should ring. Other user-friendly features include repeating the alarm on specified days and easy toggling of the alarm.



Nike Training Club allows you to have own personal trainer, anytime, anywhere. Get lean, toned, and strong with more than 100 custom-built workouts. Take your goal further with all-new NikeFuel and calorie data. Detailed instructions and audio support are on hand to help you perfect each of Nike Training Club's dynamic drills. Choose a workout that fits your goal. Set it to your music, share your progress, and earn your rewards.



Fleetly allows you to reach your fitness goals. Earn points for logging your workouts, connect with friends and join challenges at all levels. Fleetly supports the full spectrum of fitness activities from yoga to weight training and from table tennis to long-distance running.



Zombies, Run! allows users to participate in an ultra-immersive running game and audio adventure. The story is delivered straight to your headphones through orders and voice recordings - and when you get back home, you use the supplies you've collected while running to build and grow your base.

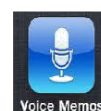


MapMyRun allows runners, joggers, and walkers of all ability levels and ages to track their progress. Easily track pace, distance, calories, and time with audio alerts and much more!



Gas Buddy uses gas price information provided by our users to bring drivers together to support the common goal of saving money on gas. Gas Buddy will find the cheapest gas near you by entering in your city/zip/postal code. Users earn points for reporting up-to-dates gas prices and are entered into drawings for gas cards.

Don't Forget the Built-In Apps Already on Your Electronic Device!



STUDYING SITES AND TUTORING RESOURCES

https://quizlet.com/	Flash cards, games and learning tools
https://www.khanacademy.org/	Learn most any subject for free
http://howjsay.com/	Free online talking dictionary
https://www.studyblue.com/	Find and study online flashcards and class notes
http://www.naturalreaders.com/index.html	Convert text to speech or audio files
https://www.smartlearningforall.com/	Educational videos (Physics, Chemistry, Biology & Math)
https://www.ixl.com/	K-12 math, language arts, social studies, science and Spanish for all ages
https://www.mathway.com/Algebra	Math subjects
https://www.symbolab.com/practice	Math practice
https://www.wyzant.com/	Affordable private tutoring
https://www.tutor.com/	40+ tutoring subjects, 24/7, free trial available
https://kahoot.com/	Create, share & play fun learning games or trivia quizzes
https://www.studystack.com	Helps students memorize information in a fun and engaging way using flashcards and games
http://tomato-timer.com/	Use a simple online timer like Tomato Timer to keep track of how long you've spent studying and to remind you to take regular breaks
https://ankiweb.net/about	Create flashcards
https://www.brainscape.com/learn	Explore a variety of pre-packaged subjects
http://8tracks.com/explore/study	Listen to playlists for free made just for studying
http://noiz.io/	Use if you are easily distracted by music
https://www.citethisforme.com/	Create a bibliography in less than a minute
https://owl.purdue.edu/owl/purdue_owl.html	Houses writing resources and examples of how to cite
https://heyfocus.com/	Block distracting apps and websites so you can focus
www.grammarly.com	Correct all grammar errors and enhance your writing
www.chegg.com/flashcards	Search millions of flashcards or create your own for free

ONLINE TUTORING— ANYTIME AND ANYWHERE

How to Access a Smarthinking Tutor

<http://services.smarthinking.com/login/>

Username: your CPTC email address @student.coastalpin.es.edu

Password: Go2!Cptc

You can access the link from our CPTC website, from the Online Resources tab in Blackboard, or using the direct link. Once logged in, continue through the terms of use and browser pages and select work with a tutor (this can be done any time of day or night).

The screenshot shows the Coastal Pines Technical College website. The navigation menu at the top includes "CPTC Home", "Notifications", "Online Resources" (highlighted in green), "FACULTY", and "Admin". Below the navigation menu, there are several content blocks: "Sexual Assault Prevention", "Student Retention", "Tutoring Services", "Making Math Work", "The Quality Enhancement Plan (QEP) is Making Math Work", "MyLab Math", and "Blackboard Libguide (Compatible Browsers, Clearing Cookies and Cache)". A red arrow points from the "Online Resources" tab in the navigation menu to the "Smarthinking Tutoring Services" link in the "Tutoring Services" block.

The screenshot shows the Smarthinking login page. The page has a "Log In" heading and two input fields for "Username" and "Password". Below the input fields is a green "Log In" button. A red arrow points to the "Log In" button. Below the button is a link that says "Forgot your password?".

COPING WITH EXAMS AND EXAM ANXIETY

For most students, exam time is particularly stressful. Paradoxically, many students attempt to deal with this stress in ways that are counter-productive or even self-defeating; their behavior and attitudes tend to diminish their performance on exams rather than enhance it.

While there is no guarantee for an easy time on exams, there are some specific guidelines that students can follow which will help them learn more efficiently during exam time.

Remember that you are not alone: almost everyone gets somewhat anxious at exam time.

It is clear that it does **not** help to put added stress on yourself by:

- 1) keeping irregular hours.
- 2) pulling all-nighters.
- 3) eating irregularly or eating junk food.
- 4) relying on ineffective learning strategies.

Guidelines:

- 1) Try to stay on a reasonably regular schedule of reviewing, eating, sleeping, and relaxing. Start at least a week, or preferably two, before exams begin.
- 2) Don't attempt to study 24 hours a day; your efficiency and capacity to retain material will rapidly decrease.
- 3) Don't force yourself to study beyond your normal limits of concentration. If you find yourself able to concentrate for only ten or twenty minutes, study for only that period of time and then take a short break. Your concentration should return. In fact, short and regular study periods are more productive than lengthy single sessions.
- 4) Eat a well-balanced diet and drink lots of fluids. Excessive amounts of coffee may produce confusion and even disorganization of thought processes.
- 5) Don't use drugs or alcohol -- they can decrease your ability to think clearly. Take medication only under the supervision of a physician.
- 6) Be conservative and reasonable about the demands you place on yourself.
- 7) If you have a problem you believe will interfere with taking your exams, be sure to notify your Instructor.

DISTANCE EDUCATION SUCCESS

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DISTANCE EDUCATION SUCCESS

- 1. Check Your Student Email.** Instructors will communicate only through CPTC student email. CPTC email address is listed as the preferred email address. You will receive a welcome email from your instructor on the first day of class. You should email each instructor within the first 3 days of class in addition to logging into the course through Blackboard. Email your instructor with any content or course questions as needed.
- 2. Log into Blackboard Regularly** Please note that Coastal Pines Technical College uses a "single sign on" method where the username@student.coastalpines.edu credentials for Office365 email, CPTC Computers, Banner, and Blackboard all use the same password. You will only need the username and not the @student part when [logging in to Blackboard](#). Distance Education course attendance includes that initial log in, initial email, and [ongoing](#) participation (assignment submission) within [every](#) week of the term.
- 3. Familiarize yourself** Knowing the [requirements for online learning](#) can help you gauge your degree of readiness before taking technology rich classes.
- 4. Clear Browser Cookies and Cache Regularly and Change Browsers if Needed** The Library has a [LibGuide for Blackboard](#) with browser information and troubleshooting tips.
- 5. New Student Orientation** As a new student, it is important that you complete the [New Student Orientation](#). Orientation can be accessed at www.coastalpines.edu under the MyCPTC dropdown.

Stingray Success Sessions In addition to the online orientation, you are invited to attend an optional [Stingray Success](#) session that will cover more in depth topics including the different computer systems you will use as a student and the resources available to you through Coastal Pines. New or returned students are welcome. Please [register](#) for these optional face to face sessions offered at the start of each term.

Technical Competencies	Keys To Success
<p>Basic computer skills necessary for success include:</p> <ul style="list-style-type: none">✗ Ability to send email messages with attachments✗ Ability to navigate the Internet✗ Ability to upload and download files✗ Ability to create, save, and rename files✗ Ability to participate in online discussions✗ Confidence in communicating at a distance with course instructors. <p>Submit a Helpdesk Request Form directly from the Blackboard Login page to contact our Distance Education department. Expect a 24 hour wait but all concerns will be addressed.</p>	<ul style="list-style-type: none">✗ Self-Motivation✗ Self Discipline✗ Persistence✗ Availability of Time✗ Time Management Skills <p>Communicate with Your Instructor about Proctored Exams Students taking online classes are required to complete at least one proctored event during the term. Coastal Pines Technical College does not charge additional fees for the verification of student identity or for distance education exam proctoring. Students will need to have access to a webcam with microphone and a computer for the proctored event in most online courses.</p>

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Are you
struggling with how to study?

How to manage your time?

Test performance
or test anxiety?



The Special Services
STUDENT NAVIGATOR

has the tools to help you succeed:

- Learn tips for test success
- Take assessments to determine how you learn best
- Obtain referrals to other CPTC services and resources
- Hear about new study strategies
- Become confident and stress free
- Balance your time between school and responsibilities
- Overcome test anxiety

Contact Info

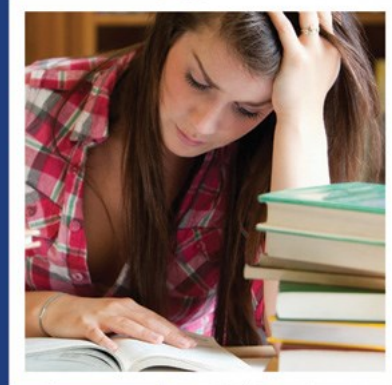
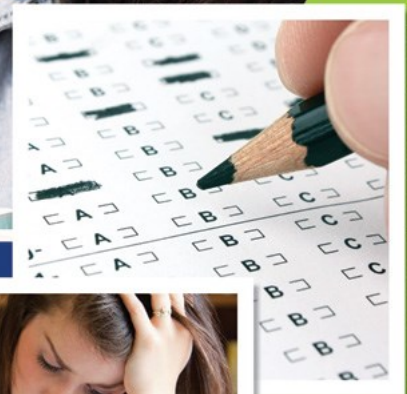
◆ Lauren McCullough, Student Navigator
lmccullough@coastalpines.edu

912.285.6361

fax: 912.427.5889

1701 Carswell Avenue, Waycross, Georgia 31503

www.coastalpines.edu



Coastal Pines Technical College is a Unit of the Technical College System of Georgia
Equal Opportunity Institution



Student Success Center

Get the assistance you need to be successful by utilizing the tools we have available in the Student Success Center.

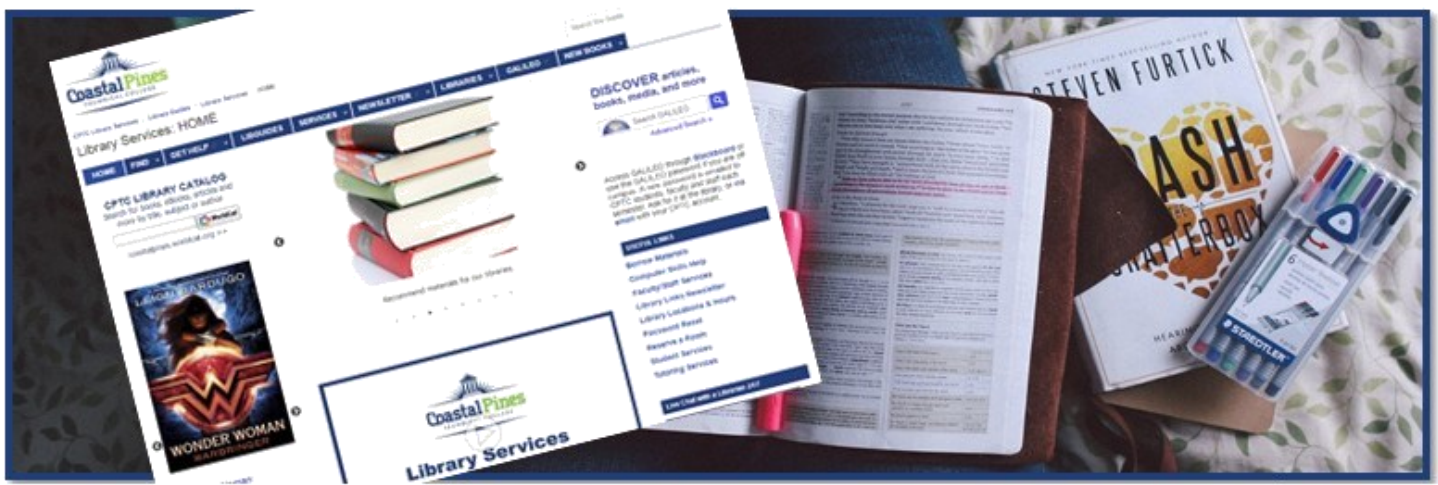
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libguides.coastalpines.edu/libraryservices

We're here to help.

Library Services at Coastal Pines Technical College supports the academic, cultural and lifelong learning needs of our students, faculty and staff, and our local communities in Southeast Georgia.

We have libraries in Golden Isles, Jesup and Waycross, and learning resource centers in Alma, Baxley and Hazlehurst. Students at our Camden site may use the Camden Center Library managed by College of Coastal Georgia.

Our libraries have computers, printers and photocopiers, headphones, study rooms, and more.

Get to know our library staff, and ask questions. Make an appointment with a librarian for reference help, or use the 24/7 live chat tool on our webpage.

We look forward to helping you succeed!



LibGuides are webpages created by librarians. Each guide has links to books, articles, and websites on specific topics.



GALILEO databases have articles, photos, videos, eBooks and more. Watch the GALILEO YouTube channel for helpful tips.



Can't find a book? There's more to our collection than what you see on the shelves. Ask a librarian for details.

Find us online: libguides.coastalpines.edu/libraryservices

Library Resources

Online Library Catalog

The Online Library Catalog lets users search the CPTC collection. Find a link to the catalog on the Library Services page or go to http://bit.ly/CPTC_Catalog.

Borrowing Policies

Books may be borrowed for 2 weeks, and DVDs for 3 days. Check out up to 5 items at a time. CPTC ID required. We have borrowing agreements with other institutions. Ask a librarian for help finding the resources you need.

Discover GALILEO

Print copies of journals and newspapers are available in our libraries. Titles vary by site. Thousands of digital publications are in GALILEO, along with images, eBooks, and more. Find the link on our webpage or go to <http://www.galileo.usg.edu/scholar/coastalpinetech/search/>.

Tech Help

Reset your password at your CPTC library. Photo ID required. Check out our Tech Help LibGuide for tips on troubleshooting computer and email problems: <http://libguides.coastalpines.edu/techhelp>.



GALILEO Password

The GALILEO password is for off-campus access. Check your CPTC email for the password or ask for it in person at the library. Send password requests via email to library@coastalpines.edu using your CPTC email account.

Tutoring Services

<http://libguides.coastalpines.edu/libraryservices/tutoring>
Math and English tutoring is available to CPTC students. Tutors often meet in our libraries. Check the schedule on the library webpage to find a time convenient for you.

Smarthinking

<http://services.smarthinking.com/login/login.php?>
Smarthinking is a live online tutoring service that is free to CPTC students. Log on to learn more about how this service can help you.



Students receive 150 free pages per semester for printing. Add funds to your account in the book store.

Alma LRC

Mon-Thu • 8a-6p

101 West 17th St., Room 1106
Alma, Georgia
912.632.0951

Baxley LRC

Mon, Tue, Thu • 8a-9p

Wed • 8a-5p

1334 Golden Isles Pkwy W, Room 109
Baxley, Georgia
912.367.1700

Camden Center Library

College of Coastal Georgia

Mon-Thu • 8a-9p

Fri • 8a-5p

Camden Center at CCGA
8001 Lakes Blvd, Second Floor
Kingsland, Georgia
912.510.3331

Golden Isles Library

Mon-Thu • 7:30a-6:30p

Fri • 8a-12p

3700 Glynco Pkwy, Room 1212
Brunswick, Georgia
912.262.4314

Hazlehurst Learning Resource Center

Mon and Wed • 8a-8p

Tue and Thu • 8a-6p

677 Douglas Hwy
Hazlehurst, Georgia
912.379.0041

Jesup Library

Mon-Thu • 7:30a-6p

Fri • 8a-12p

1777 W. Cherry St.
Jesup, Georgia
912.427.1929

Waycross Library

Mon-Thu • 7:30a-9p

1701 Carswell Ave
Waycross, Georgia
912.287.6655

Email us: library@coastalpines.edu

SEMESTER ASSIGNMENT CALENDAR

The Assignment Calendar is a tool for keeping track of assignment due dates and exam dates for an entire semester. Rather than consult the syllabi and calendars for each course you are taking, you can consolidate all of the information in one place. Why do this?

- You will be able to set priorities according to due dates and relative importance of assignments or exams.
- You will know which weeks during the semester might require more (or less!) study time than average.
- Based on this knowledge, you can plan ahead and keep up with all of your coursework.
- You can even plan to get – and stay – one day ahead on your work. Staying at least one day ahead means you are prepared for class and getting the most out of lectures. Staying ahead can reduce stress considerably, give you more control over your time, and help you through those weeks when you have a lot to do.

Creating the calendar

Collect the syllabi for all of your courses this term to locate all homework assignments and exams. Homework assignments include course reading and any work that must be turned in either online or in hard copy. Record each assignment on the appropriate day in a monthly calendar (the kind with boxes for each day of an entire month). It is helpful to note the course number (i.e., THE2000) and/or to use color coding to identify the course the assignment is for. You can use a commercial calendar and write due dates in by hand, you can create a calendar on your computer and enter due dates electronically right into the calendar, or you can use the calendar templates on the ace.fsu.edu website. Be sure to record all of your assignments and exams from all of your courses.

Using the calendar

A tool sitting in a toolbox doesn't get much done. Having created this calendar, you need to get into the habit of looking at it on a regular basis. Some students post a copy near their desk or study space. Others carry a copy with them or transfer the information into a daily or weekly planner. You could enter the information in your computer or smartphone. The point is to look at it often to remind yourself of what you could be doing during some unexpected down time or during a scheduled study session when you have no other pressing assignments. Of course, just knowing when assignments are due is not enough. Here are some ways that students have found to make the calendar work for them.

Cross off assignments completed and exams taken. You are done with those and don't have to think about them anymore.

Write in study times on a daily or weekly basis. For example, if you plan to study for six hours a week for your Chemistry class, write on the calendar the actual times you plan to do this. Two hour-and-a-half sessions on Monday, perhaps, and one hour each on Tuesday morning, Wednesday afternoon, and Friday morning. Use different colors or fonts to highlight assignments/exams from different classes.

Note dates when you need to start a major project or begin to study for a big exam. Do your best to estimate how long it will take you to complete the project or study effectively. Writing the start time on your calendar turns the starting part into a task that can be crossed off when it is completed. Remember that studying for an exam is most effective when it is begun several days before the exam and continued daily in time blocks of an hour or less.

Write in due dates for all the steps needed to complete a major project like an extensive research paper. Since these "due dates" are under your control, you can make them up! Plan them for times when you have more time to work on them – you will know when these times are because they show as gaps on your calendar. For example, you might have to start researching your topic six weeks before it is due, so mark down "start research" on a date six weeks before the paper due date. After your first trip to the library or online search, you can cross off the "start research." You can create due dates for other steps in writing your paper, such as an outline and a rough draft. You might put in a date when you plan to bring the rough draft to your instructor, tutor, or turn into Smarthinking.

SEMESTER ASSIGNMENT CALENDAR

March

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
1 Study for MAC1105 quiz	2 MAC1105 Quiz 3:00-6:00 Study for REL2240 exam	3 11:00-12:00 Study for REL2240 exam	4 5:00-8:00 Study for REL2240 exam	5 REL 2240 Exam #2 6:00-8:30 Start REL2240 paper	6 10:00-11:30 work on REL2240 paper 2:00-4:00 Start ENC1101 draft	7
8	9 SPRING BREAK!	10 SPRING BREAK!	11 SPRING BREAK!	12 SPRING BREAK!	13 SPRING BREAK!	14
15 Study for MAC1105 quiz 3:00-6:30 work on REL2240 paper 8:00-11:30 Work on ENC1101 draft	16 MAC1105 Quiz 10:00-1:30 Finalize REL2240 paper 6:00-9:00 Study for ECO2000 exam	17 REL2240 Paper #2 3:00-5:00 Study for ECO2000 exam 6:00 Meet ECO2000 study group	18 ECO2000 Exam #2 3:00-7:30 Finalize ENC1101 draft	19 ENC1101 second draft due 6:00-8:30 Study for MAC1105 exam	20 3:00-4:30 Study for MAC1105 exam	21
22 Study for MAC1105 quiz	23 MAC1105 Quiz 6:00-8:30 Study for MAC1105 exam	24 4:00-7:30 Study for MAC1105 exam	25 MAC1105 Exam #3	26	27	28
29 Study for MAC1105 quiz	30 MAC1105 Quiz	31				

April

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1 3:00-5:30 Start ENC1101 paper	2 12:00-2:30 Work on ENC1101 paper 6:30-10:00 Start REL2240 paper	3 11:30-1:00 Work on REL2240 paper	4 10:00-11:30 Work on ENC1101 paper
5 Study for MAC1105 quiz 2:30-5:00 Work on REL2240 paper	6 MAC1105 Quiz 11:30-12:00 Work on REL2240 paper	7	8 7:00-8:30 Work on ENC1101 paper	9 10:00-12:00 Work on REL2240 paper	10 3:00-5:30 Finalize ENC1101 paper	11
12 Study for MAC1105 quiz	13 MAC1105 Quiz 5:30-8:00 Study for REL2240 final	14 ENC1101 final paper due 7:00-9:00 Study for ECO2000 final	15 7:30-9:00 Study for REL2240 final	16 REL2240 Paper #3 due	17 10:00-12:00 Study for ECO2000 final	18 11:00-1:00 Study for ECO2000 final 5:30-6:00 Study for REL2240 final
19 3:00-5:00 Study for ECO2000 final 6:30-10:00 Study for MAC1105 final	20 10:00-11:30 Study for ECO2000 final 6:30-9:00 Study for MAC1105 final	21 REL2240 Final Exam 9:30-11:00 Study for ECO2000 final 5:00 Meet ECO2000 study group	22 ECO2000 Final Exam 6:30-8:30 Study for MAC1105 final	23 MAC1105 Final Exam	24	25
26	27	28	29	30		

WEEKLY STUDY SCHEDULE

Managing time more efficiently usually means creating new daily habits. One way to get started with new habits is to map out a schedule showing exactly when you will do what for an entire week. Following a schedule like this may seem awkward at first, but eventually you will develop new habits that can improve your academic performance and also leave you with more free time.

The next page contains a sample weekly schedule divided into half-hour time blocks. Examples of academic and extracurricular activities are provided to illustrate a potential week in the life of a student; however, based on your academic and extracurricular activities as well as everyday basics like sleeping and eating, your schedule may look differently.

You may create your own weekly study schedule by using the blank template found on the back page of this booklet. You can designate and organize your time as you like and use whatever color coding you prefer.

To create your weekly study schedule begin by thinking about how you spend your time in the categories listed below:

1. Classes – Block out the time to get to and from classes as well as actual class time.

2. Regular commitments - Scheduled activities that you attend on a weekly basis, such as time you spend in clubs, organized sports, volunteering, job, etc.

3. Basics - Include time for sleeping, getting ready in the morning, cooking, eating, doing laundry, going to the gym, etc.

4. Study time - Set aside time that you plan to devote each week to studying, reading, managing notes, and doing assignments. You should schedule at least 2 hours per week for every hour you spend in class (for example: if taking 15 credit hours you should schedule 30 hours of study time on your weekly study schedule). Think about scheduling study time when you are at your best; for instance, if you are a “morning person,” then block out study times in the morning. You may also want to schedule your study times in short (1-hour or less) blocks, with recreation or study breaks in between. This will help keep your concentration and allow you to reward yourself for a productive study session with a relaxing break. When scheduling study time, think about using time in between classes when you might be tempted to take a nap, play video games, or talk with friends.

You can leave the rest of the calendar blank, so you can use the time as you wish, or you can schedule in personal, social, or family time if that is your preference. Some students like to schedule everything, including going out with friends or watching TV. This free time serves as your “pool” of hours if you need them during busy times like the two weeks before final exams.

WEEKLY STUDY SCHEDULE EXAMPLE

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00am							
7:30am	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
8:00am		PSY 2012		PSY 2012			
8:30am		PSY 2012		PSY 2012			
9:00am	MAC 1105	PSY 2012	MAC 1105	PSY 2012	MAC 1105		
9:30am	MAC 1105		MAC 1105		MAC 1105		
10:00am		Gym		Gym			
10:30am	Study	Gym	Study	Gym	Study		
11:00am	Study	Gym	Study	Gym	Study	Study	
11:30am						Study	
Noon	Lunch	Lunch	Lunch	Lunch	Lunch		
12:30pm							
1:00pm	BSC 1005		BSC 1005		BSC 1005	Work	
1:30pm	BSC 1005		BSC 1005		BSC 1005	Work	
2:00pm		ENC 1101		ENC 1101		Work	Study
2:30pm	Study	ENC 1101	Study	ENC 1101	Study	Work	Study
3:00pm	Study	ENC 1101	Study	ENC 1101	Study	Work	Study
3:30pm	Study		Study		Study	Work	Study
4:00pm	Study		Study	BSC 1005L	Study	Work	Study
4:30pm		Study		BSC 1005L		Work	Study
5:00pm	Gym	Study		BSC 1005L			
5:30pm	Gym	Study		BSC 1005L			
6:00pm	Gym	Study		BSC 1005L			Club Meeting
6:30pm				BSC 1005L			Club Meeting
7:00pm	Dinner	Dinner	Dinner	Dinner	Dinner		Club Meeting
7:30pm							
8:00pm	Study	Study	Study	Study			Study
8:30pm	Study	Study	Study	Study			Study
9:00pm	Study	Study	Study	Study			Study
9:30pm	Study	Study	Study	Study			Study
10:00pm							
10:30pm							
11:00pm							
11:30pm							
Midnight							



Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00am							
7:30am							
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Midnight							