



Meeting 2

HOW ARE YOU HANDLING COLLEGE?

DATE AND TIME: Monday, October 5th at 4:00pm

LOCATION: You will receive an e-mail from your Advisor

ALREADY INCLUDED:

- Time Management
- Important Dates October-December
- General Education Requirements Checklist
- Course Registration Request Form
- Scheduling Worksheet

PRINT AND INSERT: (Before individual advising appointment):

- Mid-term Evaluations

HOMEWORK: (to be done prior to individual advising appointment)

- Prepare a Course Registration Request Form for the upcoming Spring semester. You should check the Office of the Registrar's web site at www.umw.edu/registrar to view the courses that will be offered next semester. Use the Scheduling Worksheet weekday calendar when filling out your request form to avoid time conflicts. Your advisor will review this proposed schedule at an individual meeting held during the Advising Period.

PRINT AND INSERT: (after individual advising appointment):

- Generate a new Degree Evaluation
- Spring course schedule from Banner

Time Management: Recommendations by Randy Pausch, Carnegie Mellon University

Randy Pausch was a Professor of Computer Science, Human-Computer Interaction, and Design at Carnegie Mellon University (CMU) in Pittsburgh, Pennsylvania and a best-selling author, who achieved worldwide fame for his "The Last Lecture" speech on September 18, 2007 at Carnegie Mellon University.

You are encouraged to view the entire presentation at: www.randypausch.com

“If you can dream it, you can do it”

Walt Disney

- Disneyland was built in 366 days, from ground-breaking to first day open to public.

The Problem is Severe: Wasting Time

By some estimates, people waste about 2 hours per day.

Signs that you are wasting time:

- Messy desk and cluttered (or no) files
- Can't find things
- Miss appointments, need to reschedule them, late and/or unprepared for meetings
- Volunteer to do things other people should do
- Tired/unable to concentrate

Hear me Now, Believe me Later

- Being successful doesn't make you manage your time well.
- Managing your time well makes you successful.

Goals, Priorities, and Planning

Ask yourself:

- Why am I doing this?
- What is the goal?
- Why will I succeed?
- What happens if I chose not to do it?

Planning:

- Failing to plan is planning to fail
- Plan Each Day, Each Week, Each Semester
- You can always change you plan, but only once you have one!

The four-quadrant To Do List

- Break things down into small steps
- Like a child cleaning his/her room:

Do the ugliest thing first

	Due Soon	Not Due Soon
Important	1	2
No Important	3	4

Scheduling Yourself:

- You don't find time for important things, you make it!
- Don't over schedule yourself...learn to say "No"

Gentle No's:

- "I'll do it if nobody else steps forward" or "I'll be your deep fall back", but you have to keep searching

Cutting Things Short:

- "I'm in the middle of something now..."
- Start with "I only have 5 minutes"- you can always extend this.
- Stand up, stroll to the door, complement, thank, shake hands.
- Clock-Watching; on the wall behind them

The Seven Habits:

1. Be Proactive

Between stimulus and response in human beings lies the power to choose. Productivity then, means that we are solely responsible for what happens in our lives. No fair blaming anyone or anything else.

2. Begin with the End in Mind:

Imagine your funeral and listen to what you would like the eulogist to say about you. This should reveal exactly what matters most to you in your life. Use this frame of reference to make all your day-to-day decisions so that you are working toward your most meaningful life goals.

3. Put First Things First:

To manage our lives effectively, we must keep our mission in mind, understand what's important as well as urgent, and maintain a balance of what we produce each day and our ability to produce in the future. Think of the former as putting out fires, and the later as personal development.

4. Think Win/Win:

Agreements or solutions among people can be mutually beneficial if all parties cooperate and begin with a belief in the "third alternative"; A better way that has not been thought of yet.

5. Seek First to Be Understanding; then to be Understood:

Most people don't listen. Not really. They listen long enough to devise a solution to the speaker's problem or a rejoinder to what's being said. Then they dive into the conversation. You'll be more effective in your relationships with people if you sincerely try to understand them fully before you try to make them understand your point of view.

6. Synergize:

Just what it sounds like. The whole is greater than the sum of its parts. In practice, this means you must use “creative cooperation” in social interactions. Value differences because it is often the lash between them that leads to creative solutions.

7. Sharpen the Saw:

This is the habit of self-renewal, which has four elements.

1. Mental: includes reading, visualizing, planning and writing
2. Spiritual: means value clarification and commitment, study and meditation
3. Social/Emotional: service, empathy, synergy and intrinsic security.
4. Physical: includes exercise, nutrition and stress management.

Important Dates October-December

October

2nd, Friday	Last day to change to or from pass/fail
5th, Monday	First-Year Advising Meeting 2, 4:00pm
8th, Thursday	Test Taking Strategies Seminar 4:00pm, Chandler 202
9th, Friday	Fall break begins 5:00pm; residence halls remain open
14th, Wednesday	Fall break ends; classes resume 8:00am
14th through the 23rd	Advising Period
16-17th, Friday-Saturday	Homecoming
22nd, Thursday	Academic Integrity/Avoiding Plagiarism Seminar , 6:00pm, Chandler 202
23rd, Friday	No withdrawal from individual courses after this date
26th of October through the 6th of November	Advanced registration for spring semester

November

October 26 through November 6th	Advanced Registration for spring semester
18th, Wednesday	Time Management/Goal Setting Seminar , 4:00 pm, Chandler 202
19th, Thursday	Academic Integrity/Avoiding Plagiarism Seminar , 6:00pm, Chandler 202
25th through the 29th	Thanksgiving Break begins at 8:00 am
25th, Wednesday	Residence Halls close at 10:00am
29th, Sunday	Residence Halls open 2:00pm
30th, Monday	Thanksgiving break ends; classes resume at 8:00 am
30th, Monday	First-Year Advising Meeting 3, 4:00 pm

December

3rd, Thursday	Test Taking Strategies Seminar , 5:00 pm, Chandler 202
4th, Friday	Classes End Last day to withdraw from the University
5-6th, Saturday-Sunday	Reading Days
7th through the 11th	Final Exams
12th, Saturday	Residence halls close at 10:00 am

First-Year Seminar (FSEM; 1 course) Required only for students entering as first time Freshman

Completed		
	Any FSEM 100	HIST 201, 202

Quantitative Reasoning (QR) (2 courses)

Completed		Completed	
	BUAD 353		PHIL 151B
	CPSC 105, 110, 125A, 220, 230A		PHYS 317
	ECON 361A		PSYC 360A
	MATH 110, 115A, 121, 122, 125, 200, 207, 210		SOCG 364
	MUTH 181A		

Natural Science (NS) (1 two-course sequence)

Completed		Completed	
	BIOL 121-122; 125-126; 121-127; 121-204		GEOL 111-112A; 111-221A
	CHEM 105A-106A; 105A-107; 111-112		GEOL 111 - EESC/GEOL 210
	EESC 110 - GEOL 112A		PHYS 101-102; 101-108; 103A-104; 105-106; 105- 110
	GEOG 110-111; 110-240; 110-325		

Arts, Literature, and Performance (ALPP & ALPA)

(2 courses with one course in process and one in appreciation; 1 check in each column)

Completed		Completed	
	Process(ALPP):		Appreciation(ALPA):
	ARTS 105, 120		ANTH 309
	COMM 207, 209		ARTH 114A, 115A
	CPSC 106		CLAS 110, 130, 202C, 204
	DANC 225, 226, 243, 301, 302, 303, 304, 305, 306		EDUC 311
	ENGL any 202, 380		ENGL 205, 206A, 245, any 251
	MUPR 341D, 341E, 341F, 341G, 341H, 342, 344, 344A1, 344B, 344D, 344E, 441		FREN 326, 327, 328
	MUTH 170, 369, 370, 483		GERM 311

	SPAN 413		GREK 306, 308, 309
	THEA 113, 131, 132, 218, 225, 226, 240, 261, 290, 291, 321, 331, 335, 336		IDIS 204
			LATN 305, 307, 352A, 353, 354, 358, 434
			MUHL 151A, 152, 153, 154, 156, 263, 362, 368
			RELG 205, 206A, 301
			THEA 111, 211A, 212A

Global Inquiry (GI) (1 course)

Completed		Completed	
	AMST 333		IDIS 350F
	ANTH 101, 318		FREN 316
	ARTH Any 470		GEOG 101, 102, 332, 336, 338
	ARTS 454		GERM 317
	CLAS 380		LING 202, 205
	CHEM 331		MDFL any 201
	CPSC 104, 310		MUHL 154
	ECON 382, 383, 384		PSCI 102A
	ENGL 206A		RELG 210
	HIST 122, 141, 142, 356, 357, 358, 360, 361, 362, 366, 368, 371, 372, 375, 377A, 381, 383, 384, 385, 386, 390		

Human Experience & Society (HES) (2 courses from 2 different disciplines)

Completed		Completed	
	ANTH 101, 318		LING 101B, 202, 301A, 302, 305A, 307
	ARTH 460		MATH 207
	CLAS 101, 110, 211, 310		PHIL 102, 201, 202, 210, 220, 225, 244A, 283, 284, 301, 302, 318, 320, 335
	ECON 201B, 202B		
	GEOG 102, 221A, 222A, 331, 337		PSCI 101A, 201
	HISP 101		PSYC 100

Completed		Completed	
	HIST 121, 122, 131, 132, 141, 142, 305, 315, 325, 327, 328, 334, 341, 356, 357, 358, 360, 361, 362, 366, 368, 371, 372, 375, 377A, 381, 383, 384, 385, 386, 395		RELG 101, 102, 103, 205, 206A, 210, 250, 251, 276, 283, 284, 305, 318
			SOCG 105, 155
	IDIS 207		THEA 361, 362

Foreign Language (FL) (Begin at any level and follow sequence through the 202 level; ASL will not fulfill this requirement)

Completed	
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Experiential Learning (EL) All courses numbered 491, 492 and 499 as well as the courses below (1 course)

Completed		Completed		Completed	
	AMST 470, 485		ECON Any 490		PHIL 485
	ANTH 480		EDUC 303, 440		PSYC 000 (Community Service), 321, 350
	BIOL 000		EESC 481		RELG 401
	CHEM 000, 493		ENGL 380		SOCG 364
	CLAS 485		GEOG 485		SPAN 000, 301
	COMM 481		HIST 485, 486		THEA 482
	CPSC 391, 430		MUTH 490		URES 197

Across-the-Curriculum Requirements

(The SI and/or WI designation must be indicated along with the equivalent course on your transcript)

Completed (Enter UMW equivalent course)	
1.	Speaking Intensive: (2 courses)
2.	
1.	Writing Intensive: (4 courses)
2.	
3.	
4.	

FALL/SPRING _____

		Monday	Wednesday	Friday	Tuesday	Thursday		
(0800)	8:00						8:00	(0800)
(0850)	8:50							
(0900)	9:00						9:15	(0915)
(0950)	9:50						9:30	(0930)
(1000)	10:00							
(1050)	10:50						10:45	(1045)
(1100)	11:00						11:00	(1100)
(1150)	11:50							
(1200)	12:00						12:15	(1215)
(1250)	12:50						12:30	(1230)
(1300)	1:00							
(1350)	1:50						1:45	(1345)
(1400)	2:00						2:00	(1400)
(1450)	2:50							
(1500)	3:00						3:15	(1515)
(1550)	3:50						3:30	(1530)
(1600)	4:00	(
(1715)	5:15						4:45	(1645)

EVENING SCHEDULE

		Monday	Wednesday		Tuesday	Thursday		
(1800)	6:00						6:00	(1800)
(1915)	7:15						7:15	(1915)
(1930)	7:30						7:30	(1930)
(2045)	8:45						8:45	(2045)
		OR...			OR...			
(1900)	7:00						7:00	(1900)
(2015)	8:15						8:15	(2015)
(2030)	8:30						8:30	(2030)
(2145)	9:45						9:45	(2145)