Now that mid-term exams are over, it's time to focus on finals and prepare for next semester!

1. **Shed some commitments**: You'll find you have an easier time studying if you make extra time for it. Put off any unnecessary social obligations or family commitments. And, if you’re working, try to take 10 days off for the final exam period (or at least trim your work schedule). Even a few strategically placed extra hours can make the difference between doing just OK on finals and doing a really great job.

**Best-Kept Secret**: If you can finish your term papers the week before the last week of classes, it will free loads of extra time to study for finals. *(PROOF READ)*

2. **"Triage" your study time**: Some students think they should spend equal amounts of time preparing for each of their finals. Instead, proportion your study time to how difficult the final is likely to be, and how well you already know the material.

3. **Figure out what’s covered**: One of the most important things you need to be clear about is what materials are going to be tested on the final. Ask your professor! Are readings and discussion sections included, or is the final going to focus almost exclusively on material from the lectures? Is the final going to concentrate on materials since the midterm or is it going to be a **comprehensive** or **cumulative** final? Knowing the extent—and the limits—of the exam will make it much easier to organize and structure your studying.

4. **Study with a group only if it makes sense**: Mistakenly, Many students believe that a study group always affords an advantage: more brain power plus peer pressure to crack the books. This works well when your study buddies are at least as smart as you are. Exam time isn’t charity time.

5. **Leverage your notes (when allowed)**: Increasingly, professors are allowing students to bring their notes and books to the exam. Rather than the trick question, ("gotcha!") kind of exam, these professors want to see how well you can express your ideas, given the data. Be sure your notes are in tip-top shape if you’re given this chance.

6. **Read the instructions—and make a plan**: When you get to the exam and get your test sheet, take the time to carefully survey the format of the test. How many questions are you being asked to answer? Is there a choice! How much does each part count? Then make a plan, - before you start working—of how much time you’re going to devote to each question. Don’t be afraid to adjust your time accordingly.

8. **SEE YOUR ACADEMIC or FACULTY ADVISOR!**
Check with Instructors and Advisors before Withdrawing

The last date to withdraw from a course without academic penalty is March 27, 2015. Students are advised to consult with their instructor, advisor, and financial aid counselor before withdrawing. Students struggling to complete a course may have to decide whether to withdraw from the course or earn a failing grade. Please consult the chart below for a comparison of how each option will effect your undergraduate record.

<table>
<thead>
<tr>
<th></th>
<th>Course Withdraw</th>
<th>Failing Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Definition</td>
<td>When a student elects to end his/her participation in a course due to personal or academic reasons, it indicates that the student no longer wishes to be enrolled.</td>
<td>When a student follows a course through to completion, but does not earn a passing grade, thereby reflecting academic performance.</td>
</tr>
<tr>
<td>Impact on Transcript</td>
<td>Appears as a “W,” without giving reason for withdrawing</td>
<td>Appears as an “F,” without giving individual assignment grades</td>
</tr>
<tr>
<td>Impact on Degree Progress</td>
<td>No course credit is earned; if course is needed for graduation, degree progress will be delayed</td>
<td>No course credit is earned; if course is needed for graduation, degree progress will be delayed.</td>
</tr>
<tr>
<td>Impact on Term GPA</td>
<td>No impact on term GPA</td>
<td>Will impact term GPA and may lead to academic probation. Term GPA will always reflect this failing Grade.</td>
</tr>
<tr>
<td>Impact on Cumulative GPA</td>
<td>No impact on cumulative GPA</td>
<td>Will impact cumulative GPA. Once course is repeated, Failing Grade can be “erased” from cumulative GPA.</td>
</tr>
<tr>
<td>Impact on Future Semester(s)</td>
<td>Will have to retake course if it is required for graduation.</td>
<td>Retake is recommended as the 2nd grade will replace the 1st for the cumulative GPA calculation.</td>
</tr>
<tr>
<td>Impact on Financial Aid</td>
<td>If a Withdraw changes one’s financial aid eligibility (i.e. from FT to PT status), student may have to pay back the difference for that semester. Frequent withdraws may cause you to lose financial aid.</td>
<td>Failure to make satisfactory degree progress over time may make a student ineligible for future Financial Aid</td>
</tr>
<tr>
<td>Impact on VA Benefits, or Athletics Eligibility</td>
<td>Failure to earn course credit or make satisfactory degree progress may make a student ineligible for special programs and scholarships.</td>
<td>Failure to earn course credit or make satisfactory progress may make a student ineligible for special programs and scholarships.</td>
</tr>
<tr>
<td>Steps to Take</td>
<td>Withdraws must be processed at the Registrar’s Office, no later than five (5) weeks before the end of the semester.</td>
<td>Failing Grades can be repeated by simply re-registering in the same course.;</td>
</tr>
</tbody>
</table>

Office of Academic Advising & Retention
Academic Advising: BLDG 39, Room 112, 274-6899 Academic Support: BLDG 39, Room 111, 274-5838
aac@udc.edu | www.udc.edu/aac
Meet our Student Workers

The Academic Support Center is proud of our team of accomplished student tutors. Here is the 2015 team!

Camille Warner is a sophomore from New York who tutors in writing. She is a Psychology major and is the president of the Literary Club.

Courtney D. Lawton's specialty is tutoring students in reading and writing. She is a graduating senior (Class of 2015) who is majoring in English. Her focus is on creative writing and she plans to attend law school. Also, she is a member of the Phi Theta Kappa honor society and a former member of the U.S. Army Reserve.

Mirchaye Sahlu is a Senior (Class of 2015) majoring in Mass Media with concentrations in Television Production and Journalism. She tutors students in writing and French; she also assists with projects that require PowerPoint, Publisher, Excel, Adobe Photoshop, Final Cut Pro, and Garage Band. She writes for the Free Voice campus newspaper and is the vice president of the UDC Journalism club.

Laura Funderburk is a junior majoring in English. A DC native, Laura is also a graphic artist and future novelist who aspires to publish her first book in a series, before she graduates.

PAPERS DUE by end of semester Don’t Procrastinate, Make an appointment with a writing tutor NOW!!!
Meet our Student Workers

Elizabeth Early is a peer tutor in her Junior year, who recently transferred from the Community College of DC. She is an English major who plans to work with adult learners both in foundation developmental and ESL classes. She helps students with English writing and Microsoft applications. A DC native, Elizabeth is also the co-leader of a girl scout troop in Southwest DC.

Meet our Peer Mentor

Angela Chappell is a Junior in the department of Mathematics. She is a third-generation native Washingtonian, and a graduate of DC Public Schools. Angela has worked in various non-profit organizations that did grant work in the fields of science, technology, mathematics, and engineering. After graduation Angela plans to attend graduate school for Education and Psychometrics. You can find Angela at the Kiosk on the A-level of building 39, assisting students and visitors who have questions or need directions. Have a question that you want answered from a student’s perspective? Ask Angela!!

 Didn’t get the grades you expected? Make an appointment in the Academic Support Center to work on your study skills
**FIGHT PROCRASTINATION!**

Most of us put off and delay tasks that need to be accomplished—otherwise called procrastination. We put off tasks that we do not enjoy, that may take a long time, that we think we might fail, or we get distracted with lower priority tasks. Procrastination can lead to stress, lower quality work, or high priority tasks just not getting done. Moreover, procrastination may make the task harder than it would have been if you had not procrastinated. Here are some steps to help you combat procrastination:

- **Begin with an easy part of the task**, and then tackle harder tasks. Completing the simpler parts will make the harder parts seem more approachable.

- **Work with a group.** Knowing that you need to meet with others will be incentive to accomplish your task.

- **Break difficult assignments into manageable steps.** If you can focus on one small step at a time, the assignment may become less stressful.

- **Ask someone for help.** If you are stuck, ask a colleague, an instructor, or someone in the Academic Support Center. Sometimes another person can offer a suggestion to get you started.

- Finally, reward yourself! Give yourself a reward when you complete a major assignment. Rewards can help you stay motivated!
Book Voucher Incentive

Spring 2015

The Office of Academic Advising is giving away eight, $100 book vouchers. All you have to do is: (1) meet with your advisor three times, (2) visit the Academic Support Center, and (3) visit the Director of Academic Advising and Retention (Building 39-110) by April 30, 2015

1. Have you met your advisor three times?
2. Have you completed and reviewed your Academic Plan?
3. Do you need Academic Assistance?
4. Have you scheduled a tutoring session?

Visit the Academic Advising and Support Centers in Building 39, Rooms 111 and 112, or email the Center (aac@udc.edu) or your faculty advisor.

A Firebird on the RISE...

1. ____________________________________________________________________Advisor Date: ______________

2. ____________________________________________________________________Advisor Date: ______________

3. ____________________________________________________________________Advisor Date: ______________

4. ____________________________________________________________________Support Ctr. Date: ______________

5. ____________________________________________________________________Director Date: ______________

Office of Academic Advising & Retention

Academic Advising: BLDG 39, Room 112, 274-6899 Academic Support: BLDG 39, Room 111, 274-5938
aac@udc.edu | www.udc.edu/aac
DID YOU KNOW THE OFFICE OF ACADEMIC ADVISING OFFERS?

**Chat Advising**
An Advisor is available via mylivechat.com **Tuesdays 11:00 am -12:00 pm and Thursdays 2:00 pm until 3:00 pm**, except for University holidays. Log-on to our Website and chat with us; [www.udc.edu/aac](http://www.udc.edu/aac)

**SKYPE Advising**
An Advisor is available via SKYPE **Mondays 11:00 am -12:00 pm and Wednesdays 2:30 pm until 3:30 pm**, except for University holidays. (aacudcu)

**External Advising**
Contact and schedule a meeting with your academic advisor “anywhere” on campus, in library, your department or on the plaza.

**Text Messaging**
A safe way for Advisors to text message students and to engaged with the University.

**Book Voucher Incentive**
A creative incentive to engage students to meet their Advisors and visit Academic Support Center

**Quarterly Newsletter “THE ORACLE”**
An informative newsletter that serves as a resource guide offering student advice, support and information.

**Social Media**
Staying connected through the world-wide web.

  - **Facebook:** [https://www.facebook.com/aacudc](http://www.facebook.com/aacudc)
  - **Instagram:** **username:** AACUDC