INDIANA'S 21st CENTURY SCHOLARS

COLLEGE SUCCESS GUIDE

FACILITATOR'S MANUAL

A program of the **Indiana Commission for Higher Education**

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Introduction: Start Here

Thank you for your commitment to ensuring that the students in your community are prepared to succeed in college and in their careers.

This Facilitator's Manual was designed as an instructional companion to the 21st Century Scholars College Success Guide. Teachers, mentors and other trusted adults who work with 21st Century Scholars may use the lesson plans and activities in this manual to reinforce and expand upon the material covered in the College Success Guide. Although these lessons were designed for 21st Century Scholars, most of the activities and information are relevant to all college-bound students.

While it is recommended that these lesson plans be taught in the order they are presented, you can teach each lesson individually in any order you choose.

Each lesson takes 30 to 90 minutes to teach, and specific time estimates are included in each lesson. All lessons incorporate worksheets found in the College Success Guide. Printable copies of those worksheets are included in the lesson plans so that you may provide clean print-outs to students who may be working through the guide on their own or who are not 21st Century Scholars and didn't receive the guide. Lessons also include supplemental worksheets, forms and other resources. All of these materials may be copied (or printed from Scholars.IN.gov) and distributed as needed.

Be sure to read the "Introduction and learning goals" and "Items needed" sections of each lesson before you begin teaching so you will have the appropriate resources on hand. Take time to familiarize yourself with the contents of the College Success Guide to ensure you and your students get the most out of these lessons.

LESSON 1:
Exploring your College Success Guide

Introduction and learning goals

The College Success Guide provides information to help high school seniors in 21st Century Scholars prepare for college. The following lesson will help students:

- *Identify what they're looking forward to and what concerns they have about college*
- *Learn how the College Success Guide can help them address questions about college*

Agenda

Timing: approximately 30–45 minutes (will vary by class size)

1. Warm-up: College anticipations
2. Introductions
3. College Success Guide scavenger hunt

Items needed

1. A copy of the College Success Guide for each student in the class. If students don't have copies on hand, you may download a printable PDF at **Scholars.IN.gov/resources**.

2. (Optional) Chalkboard, dry-erase board or ten large sheets of paper or poster board. Create ten columns (or use individual sheets) labeled with the following headings:
   - Maintaining your 21st Century Scholarship
   - What your 21st Century Scholarship covers
   - Estimating your budget
   - Keys to success in the college classroom
   - Hitting the books
   - First-year success and beyond
   - Getting involved outside the classroom
   - Making the most of your college experience
   - Balancing work and school
   - Getting academic support

3. Worksheets included in this lesson (make a copy for each student in the class):
   - College anticipations
   - College Success Guide scavenger hunt

Activities

1

Warm-up: College anticipations (5–10 minutes)

Distribute the worksheet: "College anticipations."
Give students several minutes to respond to the two warm-up questions. Then, ask students to pair up with a partner, introduce themselves to one another, tell each other where they plan to attend college and share their responses to the warm-up prompts. Provide about five minutes for partners to talk and share their responses. Then, bring the group back together for introductions.

2

Introductions (5–10 minutes)

Ask students to take turns introducing his/her partner to the group. Each student should:

1. Tell where his/her partner plans to attend college, and
2. Share one thing his/her partner looks forward to about college and one concern his/her partner has about going to college.

3

College Success Guide scavenger hunt (20–25 minutes)

Read the "Dear Scholar" letter at the beginning of the College Success Guide (page 5) aloud to students, or ask for a volunteer. Reiterate for students the purpose of this guide and point out the table of contents to help them get familiar with the sections.

Distribute the worksheet: "College Success Guide scavenger hunt."
Students will use the worksheet to find information in the College Success Guide that will help them answer common questions about college and the 21st Century Scholarship. Give students about 15–20 minutes to complete the scavenger hunt. They can work independently or in groups of two to three. If time allows when students are finished, review the answers as a group and write them in the categories on the chalkboard, dry-erase board or large sheets of paper.

Worksheet » College anticipations

What are some things you look forward to about going to college?

What are some concerns you have about going to college?

Worksheet » College Success Guide scavenger hunt

Use this worksheet to familiarize yourself with the 21st Century Scholars College Success Guide. Next to each of the questions in the table below, write down the section title and page number(s) of the College Success Guide where you can find information to help answer the question. The section titles include:

1. Maintaining your 21st Century Scholarship
2. What your 21st Century Scholarship covers
3. Estimating your budget
4. Keys to success in the college classroom
5. Hitting the books
6. First-year success and beyond
7. Getting involved outside the classroom
8. Maximizing your college experience
9. Balancing work and school
10. Getting academic support

Where can I find information about...	*Section title*	*Page number(s)*
...reasons to get involved in activities outside the classroom during college?		
...what expenses are not covered by my 21st Century Scholarship?		
...where to go for help filing my FAFSA in college?		
...how an academic advisor can help me during college?		
...how college classes and instructors differ from high school?		
...where to look for on-campus jobs in college?		
...requirements to continue earning my 21st Century Scholarship throughout college?		

Worksheet » College Success Guide scavenger hunt *(cont.)*

Where can I find information about...	*Section title*	*Page number(s)*
...what summer bridge programs are and how I might benefit from participating?		
...weekend events and activities during college?		
...how to begin creating a budget for college?		
...what types of support might be available for Scholars at my college?		
...what I could gain by participating in experiential- or service-learning in college?		
...how to develop good study habits in college?		
...different types of clubs and organizations for getting involved during college?		
...what to do if I need help in a class during college?		

LESSON 2: Maintaining your 21st Century Scholarship

Introduction and learning goals

Students in 21st Century Scholars must meet certain requirements in college to continue earning the 21st Century Scholarship. This lesson will help students:

- *Understand what requirements and responsibilities they must meet in college to maintain eligibility for the scholarship*
- *Identify resources to help them keep the scholarship*

Agenda

Timing: approximately 65–90 minutes (will vary by class size)

1. Warm-up: What I know and what I want to know about the 21st Century Scholarship
2. How to keep my 21st Century Scholarship
3. Wrap-up/Reflection: What I learned about the 21st Century Scholarship

Items needed

1. A copy of the College Success Guide for each student in the class. If students don't have copies on hand, you may download a printable PDF at **Scholars.IN.gov/resources**. For this lesson, refer to pages 6–9.

2. Chalkboard, dry-erase board or three large pieces of paper or poster board. Create three columns on the board (or use the three sheets) and label them "K" (for Know), "W" (for Want to know) and "L" (for Learned).

3. Computers with Internet access. You may find it helpful to reference the 21st Century Scholars website for more information about what students must do to earn and keep their scholarships. Go to **Scholars.IN.gov/grade-12** and **Scholars.IN.gov/college-students** for details.

4. Worksheets included in this lesson (make a copy for each student in the class):
   - K-W-L: 21st Century Scholarship
   - Keep the Scholar Pledge, keep your scholarship

Activities

1

Warm-up: What I know and what I want to know about the 21st Century Scholarship (15–20 minutes)

Distribute the worksheet: "K-W-L: 21st Century Scholarship."
This worksheet will help students identify how much they know about the 21st Century Scholarship requirements and what they still need to learn to ensure they keep their scholarships during college. Give students about 5–7 minutes to record their knowledge (under "K" in the chart) and any questions they have (under "W" in the chart) about the scholarship. Let students know they should leave column "L" blank for now; they will have a chance to fill this in at the end of the lesson.

Have the dry-erase board/chalkboard or large sheets of paper ready with the categories "K," "W" and "L" labeled. Ask students to share what they know about the 21st Century Scholarship college requirements with the group/class. Jot down their ideas in the "K" category on the group chart. Next, ask for any questions they have about the scholarship. Record their questions in the "W" column on the group chart.

2

How to keep my 21st Century Scholarship (35–50 minutes)

Distribute the worksheet: "Keep the Scholar Pledge, keep your scholarship."
Explain that there are five requirements that 21st Century Scholars must meet during college to keep the Scholar Pledge, which they took when they enrolled in the program in middle school, and to continue earning their scholarships. Divide students into five groups and assign each group one of the following:

1. Enroll in college full time
2. Complete 30 credit hours each year
3. Meet Satisfactory Academic Progress standards (SAP) set by your college
4. Complete and file the FAFSA each year by March 10
5. Remain drug- and crime-free

Direct students to pages 6–9 of the College Success Guide.
Give them about 10 minutes to come up with a brief presentation for their assigned requirement. In the presentation, each group should explain their requirement and provide any tips to the class for meeting that requirement or guidance for where they may find support or resources for help. It may be helpful for students to visit the 21st Century Scholars website for this activity. Go to **Scholars.IN.gov/college-students**.

As groups are giving presentations, ask students to write down what they learned in the "L" column on the worksheet.

3

Wrap-up/Reflection: What I learned about the 21st Century Scholarship (15–20 minutes)

Bring the group back together and ask students to share what they learned from the presentations. Jot down their comments in the "L" column of the group chart.

Worksheet » K-W-L: 21st Century Scholarship

In the chart below, record what you know and what you want to find out about the requirements you must meet in college to continue earning the 21st Century Scholarship. At the end of the lesson, you will write down what you learned.

K	W	L
What do you already KNOW about the 21st Century Scholarship requirements?	**What do you WANT to find out** about the 21st Century Scholarship? What questions do you have?	**What did you LEARN** about the 21st Century Scholarship in today's lesson?

Worksheet
» Keep the Scholar Pledge, keep your scholarship

The chart below lists the five requirements that you must meet during college to maintain the 21st Century Scholar Pledge and continue earning your scholarship. Refer to pages 6–9 of the College Success Guide to fill in the information below.

21st Century Scholarship requirements	*About this requirement*	*What should I do and/or what resources might I seek out if...*
Enroll in college full time		...I'm considering dropping a class?
		...I have issues or concerns during college about full-time enrollment?
Complete 30 credit hours each year		...I'm struggling with a 15-credit hour course load?
		...I'm interested in earning some credits over the summer?
Meet Satisfactory Academic Progress (SAP) standards set by your college		...I'm experiencing difficulty in one or more of my classes?
		...I want to make sure I stay on top of my academics?

Worksheet
» Keep the Scholar Pledge, keep your scholarship *(cont.)*

21st Century Scholarship requirements	*About this requirement*	*What should I do and/or what resources might I seek out if...*
Complete and file a FAFSA each year by March 10		...I need assistance completing and filing my FAFSA during college?
		...I have any questions, concerns or issues with my 21st Century Scholarship or other financial aid awards?
Remain drug- and crime-free		...I violate this requirement or any of the other requirements?
		...I want to learn how I can get involved in the community in a positive way (volunteering, etc.)?

LESSON 3:
Budgeting and understanding what your scholarship covers

Introduction and learning goals

It is important for Scholars to understand what expenses their 21st Century Scholarship does and does not cover so they can prepare for additional costs. This lesson will help students:

- *Understand what college expenses the 21st Century Scholarship covers*
- *Learn how to plan and budget for additional costs*
- *Explore ways to save for college expenses*

Agenda

Timing: approximately 55–80 minutes (will vary by class size)

1. Warm-up: What expenses does the 21st Century Scholarship cover?
2. How to create a budget
3. Wrap-up/Reflection: Ways to save for college expenses

Items needed

1. A copy of the College Success Guide for each student in the class. If students don't have copies on hand, you may download a printable PDF at **Scholars.IN.gov/resources**. For this lesson, refer to pages 10–15.
2. Computers with Internet access. Depending on computer availability, students can work in pairs or small groups to conduct online research.
3. A basic calculator for each student (or make sure there's a calculator available on each computer).
4. Dry-erase board, chalkboard or large sheet of paper.
5. Worksheets included in this lesson (make a copy for each student in the class):
   - Understanding what my 21st Century Scholarship covers
   - Estimating your budget (also on pages 12–15 in the College Success Guide)

Activities

1

Warm-up: What expenses does the 21st Century Scholarship cover? (20–25 minutes)

Distribute the worksheet: "Understanding what my 21st Century Scholarship covers." Give students 10–15 minutes to answer the warm-up questions to the best of their knowledge. Students may use their College Success Guide and the Scholars website, **Scholars.IN.gov**, for help finding answers.

Then, as a group, use the worksheet as a guide to briefly discuss what expenses the 21st Century Scholarship does and doesn't cover, what other types of financial aid students might be eligible for, the importance of searching for other scholarships, additional funds/incentives some colleges offer for 21st Century Scholars and other ways to cover expenses (loans, savings, income, etc.).

2

How to create a budget (25–35 minutes)

Distribute the worksheet: "Estimating your budget."
This worksheet is also included on pages 12–15 of the College Success Guide. Provide clean copies to students who have already completed the worksheet in their College Success Guide.

Use the worksheet to walk through the following steps for creating a budget:

a. Calculate income. Account for any financial aid being paid directly to the student, but not any financial aid being paid to the college (such as the 21st Century Scholarship). If students aren't sure what financial aid they may be receiving, tell them to leave it blank. Allow students 5–10 minutes to complete this section of the worksheet.

b. Estimate expenses. Allow students to use the computer to research the cost of the college they plan to attend. This information usually lives on the admissions or financial aid page of a college's website. Direct students to **Scholars.IN.gov/eligiblecolleges** for a list of colleges that accept the 21st Century Scholarship and links to their pages. Students should account only for tuition and fees not being covered by grants or scholarships paid directly to the college. Give students 15–20 minutes to research and complete this part of the worksheet.

c. Subtract total expenses from total income. Allow students about 5 minutes to calculate their per-semester and per-month totals.

3

Wrap-up/Reflection: Ways to save for college expenses

(10–20 minutes)

Ask students to individually complete the last column of the "Estimating your budget" worksheet (page 15 in the College Success Guide). Give them about 10 minutes. Then, invite students to share their answers to the last question — "What are some other ways you plan to save money and cut down on your costs during college?" — with the group and record students' answers on the dry-erase board, chalkboard or large paper. Encourage students to also jot down the responses that are shared with the class, so they may save these ideas for their own financial planning.

Worksheet
» Understanding what my 21st Century Scholarship covers

Use the following worksheet to identify what sources of funding you're planning to use for college expenses. By listing the scholarships and financial aid you expect to receive, you'll be able to see what college costs you may need to cover with savings, loans or other income.

My future college

The college I plan (or most likely plan) to attend is:

This institution is a:
(Check all that apply.)

- ☐ Two-year college
- ☐ Four-year college
- ☐ Public institution
- ☐ Private institution

21st Century Scholarship and financial aid

Based on my college choice above, what should my 21st Century Scholarship cover?

What expenses will my 21st Century Scholarship NOT cover?

Worksheet
» Understanding what my 21st Century Scholarship covers *(cont.)*

21st Century Scholarship and financial aid (continued)	
Besides the 21st Century Scholarship, what other financial aid (grants, scholarships and/or loans) do I expect to receive?	Grants and/or scholarships: Loans:
What additional funds or incentives are available for Scholars at my college?	Visit **Scholars.IN.gov/grade-12** for a list of incentives and funds offered to 21st Century Scholars at each college, or visit the specific college's website.
In addition to the other grants, scholarships and/or loans listed above, how do I plan to cover my additional college expenses?	

Worksheet » Estimating your budget

You may not yet know exactly what your financial aid package looks like, what wages you will earn or what expenses you will incur during college. But, you can start thinking now about how you will budget your money. Use these worksheets to estimate your budget. Visit your college's website to find out how much it costs to attend their school. You may also need to do some online research to find typical costs for books, supplies, meals and other expenses.

Income	*Per semester*	*Per month*
Financial aid paid directly to you (grants, scholarships or student loans)		
Work wages (after taxes)		
Savings		
Other income		
TOTAL INCOME		

Worksheet » Estimating your budget *(cont.)*

Expenses	*Per semester*	*Per month*
Tuition ($$ not covered by grants and/or scholarships)		
Room/housing (rent, plus utilities if living off campus)		
Food (meal plan, groceries, coffee, dining out, etc.)		
Books		
School supplies		
Phone		
Insurance		
Clothes		
Entertainment		
Transportation		
Other		
TOTAL EXPENSES		

Worksheet » Estimating your budget *(cont.)*

Use your estimates from the previous pages to determine if your income will be enough to cover your expenses. You may need to consider another source of income or identify what expenses you can possibly cut.

Income vs. expenses	
Subtract your total expenses from your total income (per semester)	
Subtract your total expenses from your total income (per month)	
Do your expenses total more than your income?	
If so, what expenses might you consider cutting?	
What ideas do you have for additional sources of income?	
What are some other ways you plan to save money and cut down on your costs during college?	

LESSON 4:
Setting goals and staying on track

Introduction and learning goals

Research shows that entering college with clearly defined degree and career goals, plus a commitment to achieving those goals, is a strong predictor of college success. This lesson will help students:

- *Define degree, career and life goals*
- *Explore requirements for degree programs/majors*
- *Identify specific steps they can to take to achieve success*

Agenda

Timing: approximately 50–65 minutes (will vary by class size)

1. Warm-up: Preparing for your college transition
2. Setting life and career goals
3. Setting college degree goals
4. Creating a degree map
5. Wrap-up/Reflection: Why backwards planning is important

Items needed

1. A copy of the College Success Guide for each student in the class. If students don't have copies on hand, you may download a printable PDF at **Scholars.IN.gov/resources**. For this lesson, refer to pages 18–21.

2. Computers with Internet access.

3. Worksheets included in this lesson (make a copy for each student in the class):
   - Warm-up: Preparing for your college transition
   - Long-term goals: Career path (also on pages 18–19 of the College Success Guide)
   - Short-term goals: College plan (also on pages 20–21 of the College Success Guide)
   - Sample degree map

Activities

1

Warm-up: Preparing for your college transition (5–10 minutes)

Distribute the worksheet: "Warm-up: Preparing for your college transition."
Give students several minutes to respond to the two warm-up questions and then invite students to share their responses. Explain that students will be doing "backwards planning": planning that begins by defining life and career goals so students can then identify the steps they'll need to take in college to achieve those goals. Then, ask, "When it comes to college, why is backwards planning important? Can you think of other areas of your life where you use backwards planning?" Invite students to share their ideas with the whole group.

2

Setting life and career goals (10 minutes)

Distribute the worksheet: "Long-term goals: Career path."
This worksheet is also included on pages 18–19 of the College Success Guide. Give students about 10 minutes to complete the worksheet. Students will explore how their interests and skills may line up with different careers. They'll also begin to consider what type of education they'll need to achieve their career and lifestyle goals.

3

Setting college degree goals (10–15 minutes)

Distribute the worksheet: "Short-term goals: College plan."
This worksheet is also included on pages 20–21 of the College Success Guide. Students will use the long-term goals established in the previous lesson to help set a degree goal for college.

Give students about 10–15 minutes to complete the questions on the worksheet. Provide access to computers with Internet so they can refer to their college's website.

Activities

4

Creating a degree map (20–25 minutes)

Distribute the worksheet: "Sample degree map."
Point out that students have already completed the first two steps in backwards planning: defining the end goal and the degree goal that will help them get there. Give students a moment to fill in the "Degree goal" section.

Discuss the importance of developing a detailed degree map and revisiting it every semester during college. Explain that students will meet with an academic advisor before classes begin to plan their course schedule.

To begin research for their sample degree maps, students should go to their college's website and explore the undergraduate degree programs and majors offered. Give them 20–25 minutes to complete their degree maps.

5

Wrap-up/Reflection: Why backwards planning is important

(5 minutes)

Bring the group together and spend a few minutes reflecting on the importance of backwards planning. Reinforce that students should first decide what kind of lifestyle and career they want, and then determine what college degree will help them achieve those goals. From there, they can make a decision about where to attend college.

Worksheet » Preparing for your college transition

In what ways are you feeling prepared to make the transition to college?

What are some steps you know you still need to take to be better prepared?

Worksheet » Long-term goals: Career path

Thinking about your long-term goals — the type of career and lifestyle you eventually want for yourself — will help you decide what to study in college and what college to attend.

What are your interests?	
What are your strengths?	
What are your career interests?	
What kind of life and career would you like to have?	
Where do you see yourself in five years?	
Where do you see yourself in 10 years?	
What type of education do you think you will need to achieve your life and career goals? (Examples: one-year workforce certificate, two-year associate degree, four-year bachelor's degree, etc.)	

Worksheet » Short-term goals: College plan

It's important to start college with clear goals and a plan to graduate on time. Use the questions below to determine your college goals and the steps you'll need to take to achieve the long-term career path you established in the previous lesson.

Based on your career path, what are your goals for college?

(Example: Graduate in four years with a bachelor's degree in computer science and a professional internship on my résumé.)

What steps do you need to take to complete college and prepare for your future career?

(Example: Visit my college's website to find out how many credit hours I must complete and any other requirements I must meet to earn the degree I'm planning to pursue.)

Worksheet » Sample degree map

Before your college classes begin, you should meet with your academic advisor to develop a degree map, outlining courses you will need to take each term to complete your degree and graduate on time. For now, create a practice degree map using the chart below. Visit your college's website to explore the undergraduate degree programs and majors that are offered. Choose one that interests you, then list some of the courses you will have to take to complete a degree in this program or major. If you completed the "Short-term goals: College plan" worksheet, you can use those answers to fill in the "Degree goal" section below.

Degree goal	
Institution:	
Degree program and major:	
Degree completion date:	

Courses I must take to reach my goal:	Term 1	Term 2	Term 3/Summer
1st Year			
2nd Year			
3rd Year			
4th Year			

LESSON 5:
Keys to success in the college classroom

Introduction and learning goals

College classes require students to think, read and write at a higher level, and to be much more independent. It is up to students to attend class, complete assignments, study and learn course materials. This lesson will help students:

- *Prepare for academic expectations in college*
- *Learn tips and study strategies to be successful in college*
- *Practice creating a weekly schedule that includes sample courses, a part-time job, a study routine and time for social activities*

Agenda

Timing: approximately 55–80 minutes (will vary by class size)

1. Warm-up: Changing expectations — high school vs. college classes
2. Start college on the right academic track
3. What should studying in college look like?
4. Create a weekly schedule and study routine
5. Wrap-up/Reflection: Key ideas to remember

Items needed

1. A copy of the College Success Guide for each student in the class. If students don't have copies on hand, you may download a printable PDF at **Scholars.IN.gov/resources**. For this lesson, refer to pages 16–17 and 22–25.
2. Colored pencils (7–8 colors for each student).
3. Sample course schedule cards A, B and C, and part-time work schedule cards 1, 2 and 3 (found in this lesson), trimmed and separated into two stacks. Each student should receive one card from each category.
4. Worksheets included in this lesson (make a copy for each student in the class):
   - Changing expectations — high school vs. college classes
   - Start college on the right academic track
   - Hitting the books (also on pages 24–25 of the College Success Guide)
   - Create a weekly schedule and study routine
   - Key ideas to remember

Activities

1

Warm-up: Changing expectations — high school vs. college classes (5–10 minutes)

Distribute the worksheet: "Changing expectations — high school vs. college classes."
Give students about five minutes to respond to the warm-up prompts, which ask them to think about how college will differ from high school in a number of key academic areas.

Then, talk through the key points on page 22 of the College Success Guide:

1. Why study?
2. When to study?
3. Where to study?

Briefly discuss how the demands of college studying are different from those of high school.

2

Start college on the right academic track (15–20 minutes)

Ask students to share some of their responses to the warm-up questions. Emphasize that in college, it is a student's responsibility to go to class, complete assignments, study, learn course materials and seek help if needed.

Distribute the worksheet: "Start college on the right academic track."
Assign each student or small group of students one of the "tips" listed in bold on pages 16–17 of the College Success Guide. Have each student or small group present on why this tip is important for college students to remember. As students are presenting, ask the class to jot down notes on their worksheets.

3

What should studying in college look like? (15–20 minutes)

As a group, briefly discuss why studying consistently and daily is so important in college and how much time students should set aside for studying each week. Talk about what good study skills and habits look like for college students. Refer to the "Hitting the books" section on pages 22–23 of the College Success Guide to facilitate this discussion.

Distribute the worksheet: "Hitting the books."
Give students 5–10 minutes to complete the worksheet. This worksheet is also included on pages 24–25 of the College Success Guide. If time allows, have students share what they wrote with a partner or as a whole group so they can learn from one another.

Activities

4

Create a weekly schedule and study routine (20–25 minutes)

Distribute the worksheet: "Weekly schedule & study routine."
In this activity, students will create a weekly schedule using sample courses and a part-time job that will be assigned to them. Distribute a sample college class schedule card and a part-time work schedule card (included in this lesson) to each student. If students are working in pairs for this activity, distribute a set of cards to each pair of students.

Distribute colored pencils. Before students begin filling in their schedules, encourage them to come up with a color code, using a different color for each of the following:

1. Class schedule
2. Work schedule
3. Blocks of study time
4. Meals
5. Extracurricular activities
6. Exercise
7. Free time

Students should first enter their class and work times into their schedules. Next, students should build in meals and plenty of time for studying, and then fill in time for extracurricular activities, exercise and free time. Remind students that a good rule of thumb to follow for studying is to budget two hours of study time for every hour spent in class each week. Students can refer to page 23 of the College Success Guide for an example of a weekly schedule.

5

Wrap-up/Reflection: Key ideas to remember (5 minutes)

Distribute the worksheet: "Key ideas to remember."
Bring the group back together. Invite students to reflect on what they learned about the academic expectations of being a college student and the strategies that will help them succeed in the college classroom.

Worksheet
» Changing expectations — high school vs. college classes

How do you think college will differ from high school in terms of...	
...the amount of time you spend in class?	
...the amount of time you spend studying and doing homework?	
...managing your time outside of class?	
...what "studying" and "homework" look like?	
...your instructors?	
...what classes are like?	
...class attendance policies?	

Worksheet
» Start college on the right academic track!

Write down notes about why each of the following tips is important to remember as you begin college. Refer to pages 16–17 of the College Success Guide.

Tip	*Why is this so important?*
1 Plan your path to graduation.	
2 Go to class.	
3 Get to know your instructors.	
4 Keep tabs on your syllabi.	
5 Seek help when you need it.	
6 Manage your time outside of class.	

Worksheet » Hitting the books

During college, you will spend less time in class than you did in high school, but you will spend a lot more time studying on your own. It will be up to you to develop good study habits. Use this worksheet to help you plan your study routine.

How have your study habits been in high school?		
At what times of day are you MOST alert and able to concentrate?		
At what times of day are you LEAST alert and able to concentrate?		
Describe your ideal study environment.		
How do you think studying will be different in college?		
Your MOST productive studying in college will probably take place…	When:	Where:
Your LEAST productive studying in college will probably take place…	When:	Where:

Worksheet » Weekly schedule & study routine

Before you begin this activity, come up with a color code so that each of the following will be in a different color: 1) class schedule, 2) work schedule, 3) blocks of study time, 4) meals, 5) extracurricular activities, 6) exercise and 7) free time. Then, using the colored pencils and referring to your class and part-time work schedule cards, fill in this worksheet. Fill in class and work times first. Next, build in meals and plenty of time to study before adding extracurricular activities, exercise and free time. You can check page 23 of the College Success Guide for an example of a weekly schedule.

	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.
7 a.m.							
8 a.m.							
9 a.m.							
10 a.m.							
11 a.m.							
Noon							
1 p.m.							
2 p.m.							
3 p.m.							
4 p.m.							
5 p.m.							
6 p.m.							
7 p.m.							
8 p.m.							
9 p.m.							
10 p.m.							

Worksheet » Weekly schedule & study routine *(cont.)*

Use one sample course schedule and one sample work schedule to fill out the weekly schedule and study routine worksheet.

Sample Course Schedule A (15 Credit Hrs/Week)		
Chemistry I	MWF	9–10 AM
World Civilizations	W	6–8 PM
English Composition I	T/Th	3–4:30 PM
Calculus	T/Th	1–2:30 PM
Intro to Economics	MWF	12–1 PM

Sample Part-time Work Schedule 1 (10 Hrs/Week)	
Office Assistant — Career Services Center	
T/Th	5:30–8:30 PM
Sat	1–5 PM

Sample Course Schedule B (15 Credit Hrs/Week)		
Biology	MWF	10–11 AM
Public Speaking	MW	12–1:30 PM
Statistics	T/Th	8–9:30 AM
American History Survey	T/Th	3:30–5 PM
Sociology I	MWF	2–3 PM
First-Year Seminar	Th	10–11 AM

Sample Part-time Work Schedule 2 (10 Hrs/Week)	
Student Ambassador/Tour Guide	
T/Th	6–8 PM
Sat	9 AM–12 PM
Sun	9 AM–12 PM

Sample Course Schedule C (15 Credit Hrs/Week)		
Intro to Political Science	MWF	9–10 AM
English Composition I	MW	12:30–2 PM
Finite Math	MWF	3–4 PM
Spanish Level 1	T/Th	10–11:30 AM
Psychology I	T/Th	12–1:30 PM
First-Year Seminar	F	11–12 AM

Sample Part-time Work Schedule 3 (10 Hrs/Week)	
Lifeguard — Indoor Recreation Pool	
M/F	4:30–7:30 PM
Sun	1–5 PM

Worksheet » Key ideas to remember

What are some ideas you would like to remember from today's activities and discussion?

LESSON 6:
Making good lifestyle choices

Introduction and learning goals

Being successful in college is about more than just academics. A student's ability to make good lifestyle choices, such as getting enough sleep, exercising and finding the best living situation, can positively impact his or her college experience. The following lesson will help students:

- *Learn about developing and maintaining healthy habits*
- *Decide what type of housing option is best for them*
- *Understand the importance of making good lifestyle choices*

Agenda

Timing: approximately 65–75 minutes (will vary by class size)

1. Warm-up: Inventory of current habits
2. Establishing and maintaining healthy habits
3. Deciding where to live: Pros and cons
4. What types of housing are available at my college?
5. Wrap-up/Reflection: Determining the best housing option

Items needed

1. A copy of the College Success Guide for each student in the class. If students don't have copies on hand, you may download a printable PDF at **Scholars.IN.gov/resources**. For this lesson, refer to pages 30–35.

2. Computers with Internet access.

3. Worksheets included in this lesson (make a copy for each student in the class):
   - Maintaining healthy habits (also on pages 32–33 of the College Success Guide)
   - Deciding where to live (also on pages 34–35 of the College Success Guide)
   - Determining the best housing option

Activities

1

Warm-up: Inventory of current habits (10 minutes)

Distribute the worksheet: "Maintaining healthy habits."
This worksheet is also available on pages 32–33 of the College Success Guide. Ask them to fill in the first column, describing their current habits when it comes to nutrition; exercise; sleep; and dealing with stress, anxiety and homesickness.

2

Establishing and maintaining healthy habits (15–20 minutes)

Invite students to read page 30 of the College Success Guide or ask for a volunteer to read to the group. As a group, discuss why making healthy food choices and being physically active are important. Then, ask students to fill in the second column of the "Maintaining healthy habits" worksheet, focusing on how they can improve or maintain their habits during college.

3

Deciding where to live: Pros and cons (20 minutes)

Distribute the worksheet: "Deciding where to live."
Ask students to read page 31 of the College Success Guide or ask for volunteers to read to the group. Then, give students about 15 minutes to fill in the worksheet, which is also available on pages 34–35 of the Collete Success Guide. The worksheet will help them weigh the pros and cons of different types of on- and off-campus housing while considering whether each type might be right for them.

Activities

4

What kinds of housing are available at my college?

(15–20 minutes)

Students should visit their college's website and conduct research to learn what kinds of housing will be available to them as freshmen. Ask them to jot down notes about what they learn. They may want to reference page 31 of the College Success Guide for a list of the different types of on-campus housing.

Students who plan to live at home can still research housing options. They may decide to move on campus later in their college careers. Or, if they're considering renting an apartment near campus, they could begin researching apartment communities close to the college they plan to attend. Students can record their findings on their computer or a blank piece of paper.

5

Wrap-up/Reflection: Determining the best option (5 minutes)

Distribute the worksheet: "Determining the best option."
Using the notes they jotted down in the previous activity, students should take a few minutes to write down their thoughts on which housing option is the best fit for them during their first year of college.

Worksheet » Maintaining healthy habits

Your health is vital to your academic success. You should be sure to take advantage of the different health and wellness services available to you on campus. Make a plan for establishing healthy habits in college for your body and mind.

What do your health habits look like now?	
Nutrition	
Exercise	
Sleep	
Dealing with stress and anxiety	
Dealing with homesickness	

How can you improve or maintain your health habits during college?	
Nutrition	
Exercise	
Sleep	
Dealing with stress and anxiety	
Dealing with homesickness	

Worksheet » Deciding where to live

Choosing where to live is another important step to set yourself up for success for your first year of college and beyond. Depending on the college you attend, you may have different living options available to you. Some colleges require freshmen to live on campus. Think about some of the pros and cons of each of the following on- and off-campus living options. While living on campus can be beneficial due to the proximity to classes and the ability to easily get involved, some circumstances may call for you to live off campus.

On campus	*Consider?*	*Pros (+)*	*Cons (–)*
Residence hall (single, double or suite)	☐ Yes ☐ No ☐ Maybe		
Learning community or special-interest/theme housing	☐ Yes ☐ No ☐ Maybe		
Apartment or suite	☐ Yes ☐ No ☐ Maybe		
Cooperative housing	☐ Yes ☐ No ☐ Maybe		

Off campus	*Consider?*	*Pros (+)*	*Cons (–)*
Living at home with family	☐ Yes ☐ No ☐ Maybe		
Off-campus apartment	☐ Yes ☐ No ☐ Maybe		

Worksheet » Determining the best housing option

What housing option do you think is the best fit for you during your first year of college? Why?

LESSON 7:
Getting involved outside the classroom

Introduction and learning goals

Studies show that college students who are engaged both inside and outside the classroom are more likely to succeed in college and earn a degree[1]. The following lesson will help students:

- *Understand the importance of getting involved in activities outside the classroom*
- *Learn about ways to get involved*
- *Research specific opportunities for getting involved on campus*

Agenda

Timing: approximately 50–60 minutes (will vary by class size)

1. Warm-up: Maximizing your college experience
2. Independent research: How can I get involved in my future campus community?
3. Wrap-up/Reflection: Narrow it down

Items needed

1. A copy of the College Success Guide for each student in the class. If students don't have copies on hand, you may download a printable PDF at **Scholars.IN.gov/resources**. For this lesson, refer to pages 36–39.
2. Computers with Internet access.
3. Worksheets included in this lesson (make a copy for each student in the class):
   - Maximizing your college experience (also on pages 40–41 of the College Success Guide)
   - How can I get involved in my campus community?
   - Narrow it down

1 George D. Kuh et al., "What Matters to Student Success: A Review of the Literature." National Postsecondary Education Cooperative. July 2006. <http://nces.ed.gov/npec/pdf/kuh_team_report.pdf> (accessed 26 August 2016).

Activities

1

Warm-up: Maximizing your college experience (10–15 minutes)

Distribute the worksheet: "Maximizing your college experience."
Ask students to read pages 36–39 of the College Success Guide, or ask for volunteers to read to the group. Then, instruct students to complete the worksheet, which is also available on pages 40–41 of the College Success Guide. Have them share their responses with a partner or with the class. As a group, discuss the importance and benefits of getting involved during college.

2

Independent research: How can I get involved in my future campus community? (30 minutes)

Distribute the worksheet: "How can I get involved in my future campus community?"
Students will conduct online research to find campus and community involvement opportunities at their college.

Point out the tips provided on the worksheet to help guide students' research.

3

Wrap-up/Reflection: Narrow it down (10–15 minutes)

Distribute the worksheet: "Narrow it down."
Students will consider the research they've just conducted and choose which opportunities for involvement interest them the most. They will also record contact information and next steps for getting involved.

Worksheet » Maximizing your college experience

Students who are involved and take advantage of opportunities to engage with their college communities are more likely to graduate on time and have better grades. Answer the following questions to help you determine how you may want to get involved.

What sort of extracurricular activities were you involved in during high school?

What opportunities would you like to get involved in during college?

Clubs and student organizations	
Recreational sports	
Study abroad	
Community service or volunteering	
Experiential-, immersive- and service-learning courses	
Other	

Worksheet
» How can I get involved in my campus community?

For this activity, you will conduct research online to find out what kinds of opportunities for getting involved are available at your college.

Getting started
To begin your research, visit your college's website. If you don't yet know which college you will attend, choose the institution you're most interested in.

Research tips
Browse the college's website for campus and community involvement information. Many institutions provide sections for Students or Current Students, Campus Life or Student Life, or Student Affairs on their websites where you can find this information. If you can't find the information, use the website's search tool, if available.

Involvement opportunities	*What I learned*
What types of CLUBS and ORGANIZATIONS does your college offer?	
What opportunities does your college offer for students to: Participate in recreational sports? Take part in diversity or multicultural programming? Study abroad? Participate in experiential-, immersive-, and/or service-learning courses (may also be called internships)?	

Worksheet
» How can I get involved in my campus community? *(cont.)*

Involvement opportunities	*What I learned*
Where can students at your college learn more about COMMUNITY SERVICE or VOLUNTEER opportunities?	
What are some SPECIAL EVENTS that your college offers for students?	
What are some OTHER OPPORTUNITIES for involvement that your college offers?	

Worksheet » Narrow it down

Based on your research, what opportunities for involvement interest you most? Write down three campus activities, organizations, events or other opportunities that you would like to learn more about. Next to each, jot down details about the opportunity as well as contact information and instructions for getting involved.

Involvement opportunities that MOST interest me include:	*Details*	*Contact information and/ or instructions for getting involved*
1		
2		
3		

LESSON 8:
Balancing work and school

Introduction and learning goals

As is the case with many students, it is likely that Scholars will need to work during college to help cover their expenses. A part-time job, such as a work-study job, may even be included as part of some financial aid packages. This lesson will help students:

- *Understand how working part-time and on-campus can make it easier to balance a job and school*
- *Consider how to find work experiences related to academic and career interests*
- *Learn about on-campus job opportunities and job-related resources*

Agenda

Timing: approximately 45–60 minutes (will vary by class size)

1. Warm-up: Working during college
2. Exploring on-campus and nearby work opportunities
3. Independent research: Connecting to work experiences
4. Wrap-up/Reflection: Key ideas to remember and additional resources

Items needed

1. A copy of the College Success Guide for each student in the class. If students don't have copies on hand, you may download a printable PDF at **Scholars.IN.gov/resources**. For this lesson, refer to pages 42–45.

2. Chalkboard, dry-erase board, or several large sheets of paper or poster board.

3. Computers with Internet access.

2. Worksheets included in this lesson (make a copy for each student in the class):
   - Balancing work and school (also on pages 44–45 of the College Success Guide)
   - Exploring academic- and career-related work experiences
   - Connecting to work experiences
   - Key ideas to remember
   - Additional resources

Activities

1 *Warm-up: Working during college* (5–10 minutes)

Distribute the worksheet: "Balancing work and school."
Give students a few minutes to complete the worksheet, which is also available on pages 44–45 of the College Success Guide. Then survey the group to find out how many hours per week students currently work and how many hours per week they plan to work during college. Together, discuss some of the expenses students anticipate having to cover with wages from a job during college.

2 *Exploring on-campus and nearby work experiences*

(15–20 minutes)

Ask students to return to the second column of the "Balancing work and school" worksheet. As a group, discuss the types of on-campus employment opportunities listed in that section. For each type of on-campus opportunity, brainstorm specific jobs that might be available to students and where students might inquire about those jobs.

Distribute the worksheet: "Exploring academic- and career-related work experiences."
Give students about 5 minutes to complete this worksheet. Invite students to discuss their responses with a partner.

3 *Independent research: Connecting to work experiences through the campus career center* (20–25 minutes)

Distribute the worksheet: "Connecting to work experiences through the campus career center."
Have students conduct online research to find what resources and services their college's career center can offer to help students find work.

4 *Wrap-up/Reflection: Key ideas to remember and additional resources* (5 minutes)

Distribute the worksheet: "Key ideas to remember." Also distribute the "Additional resources" handout.
Bring the group back together. Invite students to reflect on what they learned about balancing a job as a full-time college student. Encourage them to explore the additional resources provided on the handout for job and career assistance.

Worksheet » Balancing work and school

Many students must work while in college, and research shows that having a job benefits students academically, as well as financially. Students who work 10-15 hours per week tend to earn higher grades than their non-working peers. However, students who work more than 20 hours each week typically earn lower grades and are less likely to graduate. **Schoolwork must be your number one priority.**

How many hours per week do you currently work?	
How many hours per week do you plan to work while attending college?	
What are some expenses you anticipate having to cover with wages from a job during college? (If you've already completed the budget worksheet on pages 12–15 of the College Success Guide, or if you completed it in Lesson 4, you may want to refer to it now.)	
Among the types of on-campus jobs listed here, what are some that might interest you? This list includes common on-campus jobs. Ask your school's student employment office about specific opportunities at your college.	☐ Tutor/teacher assistant ☐ Computer/IT services ☐ Maintenance/custodial ☐ Research/lab assistant ☐ Clerical/secretarial ☐ Residence hall programs ☐ Food service/wait staff ☐ Recreational sports ☐ Retail/sales ☐ Departmental aide ☐ Libraries Off-campus employment is also an option; however, working on campus can help you stay focused on your studies and engage in your school community. If working off campus, be sure your employer understands that you are a student first and an employee second.

Worksheet

» Exploring academic- and career-related work experiences

My interests and skills include:

During college, I plan to earn my degree in:

The career path I plan to pursue is:

Worksheet
» Exploring academic- and career-related work experiences *(cont.)*

What are some types of on-campus, part-time jobs you might explore that could give you experience related to your academic and career interest areas? Write down at least three ideas.

1

2

3

What are some job opportunities and/or internships related to your academic and career interests that you might explore off campus in the surrounding community?

Worksheet » Connecting to work experiences

Most colleges and universities provide job and career guidance for students through a career center or career services office, or through the specific academic departments or schools. Find out how your college can help you find a part-time job or internship by exploring its website.

Career center on your campus	
Campus address:	
Phone number:	

Resources	
What resources and services does my campus career center provide for students? (Check all that apply.)	☐ Career counseling/coaching ☐ Career assessments ☐ Job and internship search assistance ☐ Interview preparation ☐ Résumé and cover letter writing assistance ☐ Job/career fairs ☐ Other _____

Most colleges provide an online job portal through which students can apply to job postings. Typically, students must create an account or log in with a username or student ID and a password to gain access.

Student employment	
My college provides the following resources to help students find employment:	
To find student employment at my college, I will need to follow these steps:	

An internship is a great way to gain work experience during college. Internships may be paid, unpaid and/or give college credit. Don't turn away an internship just because it doesn't pay — look into completing an internship for credit hours instead.

Internships	
My college provides the following internship information and resources:	
To find and apply for an internship through my college, I will need to follow these steps:	

Worksheet » Key ideas to remember

What are some ideas you would like to remember from today's activities and discussion?

Additional resources

1

Visit IndianaINTERN.net to explore and apply for internships.

This free tool, provided by the state of Indiana, connects students with internships statewide.

2

Learn about the EARN Indiana program and apply for a paid internship.

As a 21st Century Scholar, you may be eligible to participate in EARN (Employment Aid Readiness Network) Indiana, a state work-study program that connects students to résumé-building, experiential, paid internships that help prepare them for a career. Visit **IndianaINTERN.net/earn_info** for more information, a list of employers and directions for how to apply.

3

Go to LearnMoreIndiana.org.

Learn More Indiana's website offers step-by-step instructions for developing your résumé and tips on how to prepare for a job interview (**LearnMoreIndiana.org/career**).

LESSON 9: Resources for success

Introduction and learning goals

Most Indiana colleges offer a wide range of resources, services and programs to help students — and specifically 21st Century Scholars — achieve success during their first year of college and beyond. This lesson will help students:

- *Understand the role of an academic advisor*
- *Learn about the types of resources, services and programs colleges offer to support students' academic and first-year success*
- *Find out what specific resources and support for 21st Century Scholars are available at the colleges they plan to attend*

Agenda

Timing: approximately 55–70 minutes (will vary by class size)

1. Warm-up: Getting academic support
2. First-year success and beyond
3. Wrap-up/Reflection: Setting up for success

Items needed

1. A copy of the College Success Guide for each student in the class. If students don't have copies on hand, you may download a printable PDF at **Scholars.IN.gov/resources**. For this lesson, refer to pages 28–29 and 46–49.
2. Computers with Internet access.
3. Worksheets included in this lesson (make a copy for each student in the class):
   - Getting academic support (also on pages 48–49 of the College Success Guide)
   - First-year success programs at my college
4. Checklist included in this lesson:
   - Setting up for success

Activities

1

Warm-up: Getting academic support (25–30 minutes)

Distribute the worksheet: "Getting academic support."
As a group, discuss the academic support services on pages 46–47 of the College Success Guide. Explain the role of a college academic advisor. Then, have students complete the worksheet, which is also available on pages 48–49 of the College Success Guide.

Next, instruct students to conduct online research on their college's website to learn more about what kinds of support will be available to them. (Students who don't yet know what college they will be attending can choose a school they're interested in.)

Explain to students that many Indiana colleges also offer resources and support specifically for 21st Century Scholars. Briefly discuss the types of support that may be available to Scholars. Share that the Scholars website provides a list of support services available at each college in Indiana at **Scholars.IN.gov/grade-12**.

2

First-year success and beyond (25–30 minutes)

Distribute the worksheet: "First-year success programs at my college."
As a group, review pages 26–27 of the College Success Guide. Discuss the first-year success initiatives and programs commonly available at colleges.

Let students know that they may need to plan ahead to be able to participate in certain first-year success initiatives, such as summer bridge, welcome week or orientation programming.

Have students conduct online research on their college's website to find information about the first-year success initiatives available on campus. Students should jot down their findings on the worksheet.

3

Wrap-up/Reflection: Plan ahead for success (5–10 minutes)

Distribute the checklist: "Setting up for success."
Bring the group back together and ask each student to share one example of an academic support service, 21st Century Scholars support or first-year success initiative that his/her college offers. Then, review the checklist to help students plan ahead for success during their first year of college.

Worksheet » Getting academic support

There are many helpful resources on campus that you can turn to for support during college. A great place to start is your academic advisor. He or she can help you stay on track to graduate on time and point you to available resources for assistance in and out of the classroom. Use this worksheet to help you identify what resources you may need during college. Search your college's website for infomation about these services.

Who is your academic advisor?	
Name	
Contact information	

What services are available on my college's campus? Write down contact information.	
Academic (tutoring, study groups, writing center, etc.)	
Health and wellness	
Career services	
Financial (tuition assistance, budgeting, etc.)	
Student affairs (counseling, housing, etc.)	
Faith-based services	

Worksheet » First-year success programs at my college

Visit your college's website to learn what first-year programs might be available to you. If you don't know where you plan to attend college, choose one that most interests you.

Program/initiative	*How to get involved*	*Deadline to register*
1		
2		
3		
4		
5		

Checklist » Setting up for success

The beginning of your college career is right around the corner. Use this checklist to start college on the right track and set yourself up for success!

Summer before college

- ☐ **Ask about first-year programs,** including summer bridge programs, orientation programming, first-year seminars, learning communities, career exploration courses and mentoring programs.
- ☐ **Find out what resources and student support services are available on your campus.** Ask if there is a specific contact person for 21st Century Scholars at your college.
- ☐ **Meet with your academic advisor** to help you develop a class schedule and discuss your academic plan and educational goals.
- ☐ **Learn how to access and navigate your online eStudent account,** so you can stay on top of your state financial aid package.
- ☐ **Explore campus.** Find out where your classes will be held and the locations of student resources around campus, such as the library, computer labs, dining halls, health center and academic support centers.
- ☐ **Investigate on-campus job opportunities.** Visit your school's student employment office or website, or ask your college advisor for assistance.

First month of classes

- ☐ **Make a weekly schedule for yourself.** How will you best use your time before, between and after classes? Make sure you set aside at least two hours of study time for each hour you spend in class each week.
- ☐ **Attend your instructors' office hours** to ask them any questions you might have.
- ☐ **Visit or contact your school's financial aid office** if you have any questions about the status of your financial aid package.
- ☐ **Explore all of your textbook options** to make sure you find the best deal on your class books.
- ☐ **Create a budget for yourself.** Sit down and map out all of your income sources and monthly expenses. Figure out exactly how much money you can spend per week and per month. Then, stick to it!

Checklist » Setting up for success *(cont.)*

First semester

- ☐ **Join a club or student organization.** Getting involved will help you meet new people and engage in your campus community.
- ☐ **Attend special events** such as films, plays, presentations, athletic activities and cultural events. Many of these are free for students!
- ☐ **Re-evaluate your weekly schedule** and make adjustments as needed.
- ☐ **Seek out and use your school's academic support services.** Attend free workshops, tutoring and supplemental instruction (SI) sessions.
- ☐ **Head to the campus career services office** to explore different majors and career opportunities if you are undecided.
- ☐ **Maintain a healthy balance of work, sleep, exercise, eating right and having fun.** If you're feeling stressed, anxious or homesick, talk to someone at the school's counseling center.
- ☐ **Go to class!** Missing class means you're missing discussions that may be on exams. Plus, many professors have attendance policies that impact grades.
- ☐ **Revisit your budget** to see how you are managing your money and where you might be able to reduce some expenses.
- ☐ **Meet with your academic advisor** to plan your class schedule for the following semester and to make sure you are staying on track to graduate.

Second semester

- ☐ **Stay on track** to reach 30 credit hours by the end of the school year. Talk to your advisor if you're thinking about withdrawing from a course, so you can make a plan to catch up. Consider enrolling in summer classes, if needed.
- ☐ **Keep up the good work** by staying organized, going to class and sticking to a study routine.
- ☐ **Schedule a meeting with your academic advisor** to start planning for the next school year.