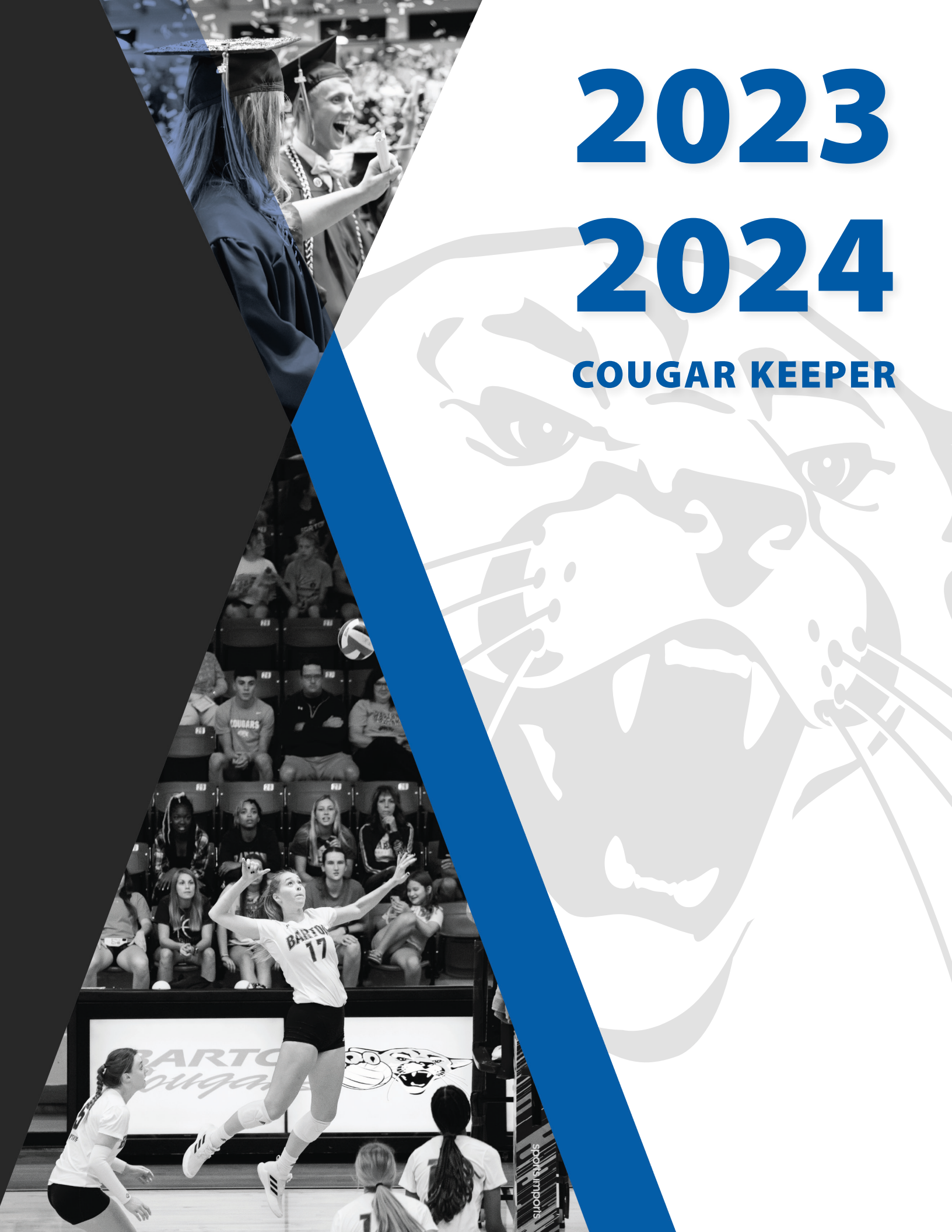


2023

2024

COUGAR KEEPER



SPORTS

HOW TO USE THE COUGAR KEEPER

The Cougar Keeper was built by the Academic Development Center (ADC) to support Barton students through their academic semesters. It can be split into three sections: Academic Planning, Time Management, and Academic Resources. To get the most out of your Cougar Keeper, we recommend the following:

1. Schedule a meeting with an Academic Coach

- An Academic Coach can assist with creating an academic plan, setting academic goals, and utilizing the tools within the Cougar Keeper. To schedule a meeting, simply email: ADC@bartonccc.edu. Academic Coaches are available to meet via Zoom, too!
- If you are unable to meet with a Coach, attend one of the ADC's Planning for Success Cougar Conversations.

2. Devote time to organization

- To begin, focus on big-picture organization. Start with your Academic Plan, Syllabus Summary, and Weekly Schedule. These tools will help you to identify priorities for your time and effort each week.
- Add major assignment, project, essay, and exam due dates in your monthly calendars.
- Commit 30 minutes each week to completing the weekly focus sheets. Use your monthly due dates, and academic goals to set priorities and create to do lists.
- The Cougar Keeper includes a finals preparation plan. Take the time to complete it.

3. Consider your process

- Use the weekly planning time to reflect on your process. Specifically identify steps you are taking to support your academic goals.
- Be honest with yourself and identify what you are doing well, and what you want to improve upon.

4. Complete regular reflections

- Commit to answering the questions each week regarding your process. Personal writings are a strong tool for learning and improvement.

5. Use the Academic Resources Provided in the final section

- Remember, resources are not always in print or online. Often your best resources are people. Get to know your personal support system at Barton.
- Attend a Cougar Conversation with the Academic Development Center to learn about academic resources and develop your personal academic skills.
- If you don't understand how to use an academic resource - just ask!



ACADEMIC PLAN

The first step in planning for academic goals is to understand the requirements for completing your program of study at Barton. Use this worksheet to outline those requirements. When meeting with your advisor for enrollment, refer to this plan.

To complete this first section, refer to DegreeWorks, located in the Barton Portal.

Degree (check one):

- Associate in Arts
- Associate in General Studies
- Workforce Certificate
- Associate in Sciences
- Associate in Applied Sciences

Please list advisor: _____

Email: _____

Do you have a Major/Emphasis of study? _____

Credits Required: _____ Grade Point Average Required: _____

What courses are required to graduate with this degree and major?

Foundation Requirements (list below):

Introductory Requirements (list below):

Major/Emphasis Credits or Electives (list below):

Another important detail to consider, are the classes that may not count toward graduation, or may not transfer to a 4-year institution if you are hoping to transfer after Barton. These courses are often known as Developmental Courses and they are used to help students prepare for college-level courses.

Which Developmental Courses are you currently enrolled in, or will you need to complete before taking your required college-level courses? These courses are often found under the "Fall Through Courses" heading in DegreeWorks. If you are uncertain if you will need any of these courses, your advisor is an excellent resource. Select all that apply:

- | | | |
|---|---|--|
| <input type="checkbox"/> Basic Reading | <input type="checkbox"/> Integrated Reading & Writing | <input type="checkbox"/> College Prep Math II |
| <input type="checkbox"/> Intermediate English | <input type="checkbox"/> ESOL I | <input type="checkbox"/> College Prep Math III |
| <input type="checkbox"/> Basic English | <input type="checkbox"/> ESOL II | <input type="checkbox"/> College Prep Math IV |
| <input type="checkbox"/> Intermediate English | <input type="checkbox"/> ESOL III | <input type="checkbox"/> Basic Algebra |
| <input type="checkbox"/> Foundations of Reading & Writing | <input type="checkbox"/> College Prep Math I | <input type="checkbox"/> Intermediate Algebra* |

For each course you have selected above, add three credit hours to the total number of hours needed to complete your program at Barton.

_____ Total hours to complete.

How many credit hours each semester should you plan to successfully complete in order to graduate on your desired timeline?

_____ hours per semester

The next step is to look at your progress toward completion, beginning with the current semester. You want to pay attention to the courses, total number of credit hours, grades achieved (or in progress), and application to your degree plan.

Use Canvas and DegreeWorks to fill in the following information:

My current classes are:

COURSE NAME	CURRENT GRADE	CREDIT HOURS	DEGREE REQUIREMENTS	COURSE NAME	CURRENT GRADE	CREDIT HOURS	DEGREE REQUIREMENTS

If I were to calculate my current grade point average (GPA) today, it would be:

I have completed following college courses prior to this semester (as shown in DegreeWorks):

COURSE NAME	CURRENT GRADE	CREDIT HOURS	DEGREE REQUIREMENTS	COURSE NAME	CURRENT GRADE	CREDIT HOURS	DEGREE REQUIREMENTS

My cumulative GPA, if calculated today, would be:

Reflect on your academic progress to date. Consider the following questions and create a list of your own questions that you would like to have answered by your advisor:

How am I progressing toward graduation? Am I taking enough courses each semester to meet my goal of completion? Do my grades support my goal of completion?

What questions do I have about my academic plan, or completing my program of study?

Student Athletes have additional academic requirements for current eligibility and future transferability to NCAA Division I or II schools. Consider the following information and how it can affect your academic plan.

Answer the following regarding NJCAA Academic Eligibility Requirements for competition:

Am I currently enrolled in 12 credit hours? _____

Have I successfully completed 12 credit hours for each semester I have been enrolled? _____

Is my GPA for completed courses a 2.0 or higher? _____

Work with an Academic Mentor to answer the following questions regarding your ability to transfer to an NCAA Division I or II school:

What is your Initial Eligibility Status as determined by the NCAA?

What is your preferred level of transfer? NCAA Div. I - NCAA Div. II - NAIA

Are you required to graduate before transfer?

What is your required transfer GPA?

How many transferrable credits are you required to complete?

Are you taking or have you taken any credits that will not transfer?

Review your answers with your Academic Advisor to plan for eligibility and transfer.

SYLLABUS SUMMARY

Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy
Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy
Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy
Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy
Academic Advisor	
Advisor's Name & Email	

WEEK AT A GLANCE: Use this scheduler to map out your weekly commitments. Start by blocking off time for the events required by role as a student: Class, Lab Hours, or Practice. Then add regularly scheduled requirements such as Work or Family Commitments. Once you have identified where you have to be, you can begin to schedule time for completing homework and studying for courses.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00-7:00							
7:00-7:30							
7:30-8:00							
8:00-8:30							
8:30-9:00							
9:00-9:30							
9:30-10:00							
10:00-10:30							
10:30-11:00							
11:00-11:30							
11:30-12:00							
12:00-12:30							
12:30-1:00							
1:00-1:30							
1:30-2:00							
2:00-2:30							
2:30-3:00							
3:00-3:30							
3:30-4:00							
4:00-4:30							
5:00-5:30							
5:30-6:00							
6:00-7:00							
7:00-8:00							
8:00-9:00							
9:00-10:00							
10:00-11:00							

AUGUST

2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		1	2
		<ul style="list-style-type: none"> • Barton Term Begins • LSEC Cycle 6: Aug 1 - Sept 12 (29) 	
6	7	8	9
13	14	15	16
<ul style="list-style-type: none"> • Barton Online Summer Session 3 (8 weeks) Ends • Barton Online Summer Session 4 (6 weeks) Ends • Barton Online Summer Extended Session (12 weeks) Ends 	<ul style="list-style-type: none"> • CP Cycle 5: Aug 14 - Oct 6 	<ul style="list-style-type: none"> • Barton Classes Begin – Full term and 1st 8-week session 	
20	21	22	23
<ul style="list-style-type: none"> • Barton Online Fall Session 1 (8 weeks) Last Day to Add • Barton Online Fall Session 2 (16 weeks) Last Day to Add 	<ul style="list-style-type: none"> • Barton Online Fall Session 1 (8 weeks) Classes Begin • Barton Online Fall Session 2 (16 weeks) Classes Begin • LSEC Cycle 6: last day to withdraw with a W 	<ul style="list-style-type: none"> • Get It Together! - Cougar Conversations 	<ul style="list-style-type: none"> • Barton Registration Ends
27	28	29	30
<ul style="list-style-type: none"> • Barton Online Fall Session 1 (8 weeks) Last Day to Drop with 100% Refund • Barton Online Fall Session 2 (16 weeks) Last Day to Drop with 100% Refund 	<ul style="list-style-type: none"> • Barton Online Fall Session 1 (8 weeks) Accounts with Past Due Payment Drops • Barton Online Fall Session 2 (16 weeks) Accounts with Past Due Payment Drops 	<ul style="list-style-type: none"> • Barton Online Fall Session 1 (8 weeks) Activity/ Attendance Drops • Barton Online Fall Session 2 (16 weeks) Activity/ Attendance Drops • Online Course Tips - Cougar Conversations 	

THURSDAY	FRIDAY	SATURDAY	NOTES
3	4	5	
10	11	12	
17	18	19	
24	25	26	
<ul style="list-style-type: none"> • Get It Together! - Cougar Conversations 	<ul style="list-style-type: none"> • Barton Last Day for Refund – Full term and 1st 8-week session 		
31			

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY
30

MONDAY
31

TUESDAY
1

WEDNESDAY
2

THURSDAY
3

FRIDAY
4

SATURDAY
5

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY
6

MONDAY
7

TUESDAY
8

WEDNESDAY
9

THURSDAY
10

FRIDAY
11

SATURDAY
12

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

13

MONDAY

14

TUESDAY

15

WEDNESDAY

16

THURSDAY

17

FRIDAY

18

SATURDAY

19

TO DO LIST:

NOTES:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

20

MONDAY

21

TUESDAY

22

WEDNESDAY

23

THURSDAY

24

FRIDAY

25

SATURDAY

26

TO DO LIST:

NOTES:

AUGUST 2023 - WEEKLY FOCUS

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY
27

MONDAY
28

TUESDAY
29

WEDNESDAY
30

THURSDAY
31

FRIDAY
1

SATURDAY
2

TO DO LIST:

NOTES:

NOTES

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

3

MONDAY

4

TUESDAY

5

WEDNESDAY

6

THURSDAY

7

FRIDAY

8

SATURDAY

9

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

10

MONDAY

11

TUESDAY

12

WEDNESDAY

13

THURSDAY

14

FRIDAY

15

SATURDAY

16

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

<p><small>SUNDAY</small> 17</p>	
<p><small>MONDAY</small> 18</p>	
<p><small>TUESDAY</small> 19</p>	
<p><small>WEDNESDAY</small> 20</p>	
<p><small>THURSDAY</small> 21</p>	
<p><small>FRIDAY</small> 22</p>	
<p><small>SATURDAY</small> 23</p>	

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

<p><small>SUNDAY</small> 24</p>	
<p><small>MONDAY</small> 25</p>	
<p><small>TUESDAY</small> 26</p>	
<p><small>WEDNESDAY</small> 27</p>	
<p><small>THURSDAY</small> 28</p>	
<p><small>FRIDAY</small> 29</p>	
<p><small>SATURDAY</small> 30</p>	

NOTES:

TO DO LIST:

OCTOBER

2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1	2	3	4
	<ul style="list-style-type: none"> Barton Online Fall Session 1 (8 weeks) Last Day to Drop with a Grade of W Barton Online Fall Session 3 (6 weeks) Last Day to Drop with a Grade of W 	<ul style="list-style-type: none"> Taking Notes - Cougar Conversations 	
8	9	10	11
	<ul style="list-style-type: none"> Barton Classes Begin - 2nd 8-week session 	<ul style="list-style-type: none"> Brainstorming - Cougar Conversations 	
15	16	17	18
<ul style="list-style-type: none"> Barton Online Fall Session 1 (8 weeks) Ends Barton Online Fall Session 3 (6 weeks) Ends Barton Online Fall Session 4 (8 weeks) Last Day to Add 	<ul style="list-style-type: none"> Barton Online Fall Session 4 (8 weeks) Classes Begin CP Cycle 1: Oct 16 - Dec 8 	<ul style="list-style-type: none"> Academic Integrity - Cougar Conversations 	
22	23	24	25
<ul style="list-style-type: none"> Barton Online Fall Session 4 (8 weeks) Last Day to Drop with 100% Refund Barton Online Fall Session 5 (6 weeks) Last Day to Add 	<ul style="list-style-type: none"> Barton Online Fall Session 4 (8 weeks) Accounts with Past Due Payment Drops Barton Online Fall Session 5 (6 weeks) Classes Begin 	<ul style="list-style-type: none"> Barton Online Fall Session 4 (8 weeks) Activity/Attendance Drops Barton Spring 2024 Registration Begins (Current Students) How You Doin? - Cougar Conversations 	<ul style="list-style-type: none"> Barton Spring 2024 Registration Begins (New Students)
29	30	31	
<ul style="list-style-type: none"> Barton Online Fall Session 5 (6 weeks) Last Day to Drop with 100% Refund 	<ul style="list-style-type: none"> Barton Online Fall Session 5 (6 weeks) Accounts with Past Due Payment Drops 	<ul style="list-style-type: none"> Barton Online Fall Session 5 (6 weeks) Activity/Attendance Drops 	

THURSDAY	FRIDAY	SATURDAY	NOTES
5	6	7
	<ul style="list-style-type: none"> Barton Last Day - 1st 8-week session LSEC Cycle 7: last day to withdraw with a W 	
12	13	14
	<ul style="list-style-type: none"> Barton Last Day for Refund - 2nd 8-week session 	
19	20	21
<ul style="list-style-type: none"> Academic Integrity - Cougar Conversations 		
26	27	28
		
		
		
		
		
		
		
		
		
		
		

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

1

MONDAY

2

TUESDAY

3

WEDNESDAY

4

THURSDAY

5

FRIDAY

6

SATURDAY

7

TO DO LIST:

NOTES:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

8

MONDAY

9

TUESDAY

10

WEDNESDAY

11

THURSDAY

12

FRIDAY

13

SATURDAY

14

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

15

MONDAY

16

TUESDAY

17

WEDNESDAY

18

THURSDAY

19

FRIDAY

20

SATURDAY

21

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

22

MONDAY

23

TUESDAY

24

WEDNESDAY

25

THURSDAY

26

FRIDAY

27

SATURDAY

28

NOTES:

TO DO LIST:

NOVEMBER

2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			1
			• LSEC Cycle 1: Nov 1 - Dec 14 (29)
5	6	7	8
		• Finals Countdown - Cougar Conversations	
12	13	14	15
		• Organizing Study Materials - Cougar Conversations	
19	20	21	22
• Barton Thanksgiving Break (No Classes, Campus Open, Faculty Work Day)	• Barton Thanksgiving Break (No Classes, Campus Open)	• Barton Thanksgiving Break (Campus Closed)	• Barton Thanksgiving Break (Campus Closed)
26	27	28	29
<ul style="list-style-type: none"> • Barton Summer 2024 Registration Begins • Barton Online Fall Session 2 (16 weeks) Last Day to Drop with a Grade of W • Barton Online Fall Session 4 (8 weeks) Last Day to Drop with a Grade of W • Barton Online Fall Session 5 (6 weeks) Last Day to Drop with a Grade of W • CP Cycle 1: last day to withdraw with a W 			

THURSDAY	FRIDAY	SATURDAY	NOTES
2	3	4	
9	10	11	
16	17	18	
• Barton Last Day to Drop Courses Recorded as W on transcript - Full term and 2nd 8-week ses-			
23	24	25	
• Barton Thanksgiving Break (Campus Closed)	• Barton Thanksgiving Break (Campus Closed)		
30			

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY
29

MONDAY
30

TUESDAY
31

WEDNESDAY
1

THURSDAY
2

FRIDAY
3

SATURDAY
4

NOTES:

Horizontal lines for notes, aligned with the days of the week.

TO DO LIST:

Horizontal lines for a to-do list.

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY
5

MONDAY
6

TUESDAY
7

WEDNESDAY
8

THURSDAY
9

FRIDAY
10

SATURDAY
11

NOTES:

Horizontal lines for notes, aligned with the days of the week.

TO DO LIST:

Horizontal lines for a to-do list.

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

12

MONDAY

13

TUESDAY

14

WEDNESDAY

15

THURSDAY

16

FRIDAY

17

SATURDAY

18

TO DO LIST:

NOTES:

Horizontal lines for notes on page 32.

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

19

MONDAY

20

TUESDAY

21

WEDNESDAY

22

THURSDAY

23

FRIDAY

24

SATURDAY

25

TO DO LIST:

Horizontal lines for to-do list on page 33.

NOVEMBER 2023 - WEEKLY FOCUS

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY
26

MONDAY
27

TUESDAY
28

WEDNESDAY
29

THURSDAY
30

FRIDAY
1

SATURDAY
2

TO DO LIST:

NOTES:

NOTES

CREATE A FINALS GAME PLAN

Use this process to prepare for final exams (or midterm exams). This plan is built to be completed over four weeks, so use this to plan ahead. If you don't have four weeks to prepare for your final, implement the same process in the time that is available to you.

Priority

- Figure out your best and worst case GPA using What IF on Canvas to see how finals will impact your grade.
- Once you have an idea on grades, figure out GPA for semester.
- Identify which courses need the most attention/least attention.
- Once identified, devote the appropriate time for the class.

Class Evaluation

- Figure out class work you didn't do well on and brush up on the content.
- Make sure you know the format of finals: comprehensive, unit test, essay, multiple choice.
- Split material you'll need to study into portions of equal size & importance.

Outside Information

- Meet with each instructor to determine current grade and what you need on your final to reach that academic goal.
- Stay off on-line "help" sites that will harm your academic goal.
- Do utilize on-line help sites that will genuinely help you study.
- Check your syllabus for proper/improper collaboration.

The Final Plan

- Finish any assignments that you can do ahead of time so your focus will be on finals.
- List your exam dates on a physical calendar (not phone) along with any other projects/deadlines.
- List work, social events, exercise, laundry that will impact study time.
- Schedule remaining study time around the highest priority class.
- Set your alarm on your phone.

The Five Day Study Plan

- **Portion 1:** Hardest/Oldest Material (Priority #1) Approximately **2 Hours Study Time**.
- **Portion 2:** Study 2nd Oldest Material (Priority #2) **2 Hours** Study/ Review 1st Material **30 minutes**.
- **Portion 3:** Study 3rd Oldest Material (Priority #3) **1.5 Hours**/Review 2nd Material **30 minutes** Review 1st Material **30 minutes**.
- **Portion 4:** Study 4th Oldest Material (Priority #4) **1 Hour**/ Review 3rd **30 minutes** / Review 2nd **30 minutes** Review 1st **30 minutes**.
- **Day 5:** Relax and Review All Material for **30 Minutes**. Don't cram your studying. Day before first test, double check on final times and dates, double check alarms, get all accessories ready.

FALL 2023 FINAL EXAM SCHEDULE

Class Meeting Schedule Time Frame		Monday, December 4 Final Exam Time
8:00 – 9:20 AM	MTWRF MTWR MWF MW	8:00 – 9:50 AM
11:00 AM – 12:20 PM	MTWRF MTWR MWF MW	11:00 AM – 12:50 PM
2:00 – 3:20 PM	MTWRF MTWR MWF MW	2:00 – 3:50 PM

Class Meeting Schedule Time Frame		Tuesday, December 5 Final Exam Time
8:00 – 9:20 AM	TR	7:00 – 8:50 AM
9:30 – 10:50 AM	TR	9:00 – 10:50 AM
11:00 AM – 12:20 PM	TR	11:00 AM – 12:50 PM
12:30 – 1:50 PM	TR	1:00 – 2:50 PM
2:00 – 3:20 PM	TR	3:00 – 4:50 PM
3:30 – 4:50 PM	TR	5:00 – 6:50 PM

Class Meeting Schedule Time Frame		Wednesday, December 6 Final Exam Time
Before 8 AM	MTWRF MTWR	7:00 – 8:50 AM
9:30 – 10:50 AM	MTWRF MTWR MWF MW	9:00 – 10:50 AM
12:30 – 1:50 PM	MTWRF MTWR MWF MW	12:00 – 1:50 PM
3:30 – 4:50 PM	MTWRF MTWR MWF MW	3:00 – 4:50 PM

Class Meeting Schedule Time Frame*		Thursday, December 7 Final Exam Time
Alternative Exam Time		7:00 – 8:50 AM
Alternative Exam Time		9:00 – 10:50 AM
Alternative Exam Time		11:00 AM – 12:50 PM

*Alternative exam times are reserved for scheduling conflicts, by-arrangement classes and/or extenuating circumstances per instructor and supervisor approval.

DECEMBER

2023

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
3	4	5	6
• Barton Online Fall Session 5 (6 weeks) Ends	• Barton First Day of Finals		
10	11	12	13
• Barton Online Fall Session 2 (16 weeks) Ends • Barton Online Fall Session 4 (8 weeks) Ends • Barton Online Fall Intercession (4 weeks) Last Day to Add	• Barton Online Fall Intercession (4 weeks) Classes Begin		
17	18	19	20
• Barton Online Fall Intercession (4 weeks) Last Day to Drop with 100% Refund	• Barton Online Fall Intercession (4 weeks) Accounts with Past Due Payment Drops	• Barton Online Fall Intercession (4 weeks) Activity/Attendance Drops • Barton Christmas/New Year Break (Campus Closed)	• Barton Christmas/New Year Break (Campus Closed)
24	25	26	27
• Barton Christmas/New Year Break (Campus Closed)			
31			
• Barton Term Ends	• Barton Christmas/New Year Break (Campus Closed)	• Barton Christmas/New Year Break (Campus Closed)	• Barton Christmas/New Year Break (Campus Closed)

THURSDAY	FRIDAY	SATURDAY	NOTES
	1	2	
7	8	9	
• Barton Last Day of Finals • Barton Last Day – Full term and 2nd 8-week session			
14	15	16	
21	22	23	
• Barton Christmas/New Year Break (Campus Closed)	• Barton Christmas/New Year Break (Campus Closed)	• Barton Christmas/New Year Break (Campus Closed)	
28	29	30	
• Barton Online Fall Intercession (4 weeks) Last Day to Drop with a Grade of W • Barton Christmas/New Year Break (Campus Closed)	• Barton Christmas/New Year Break (Campus Closed)		

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY
17

MONDAY
18

TUESDAY
19

WEDNESDAY
20

THURSDAY
21

FRIDAY
22

SATURDAY
23

NOTES:

Lined area for notes, containing 15 horizontal lines.

TO DO LIST:

Lined area for to-do list, containing 15 horizontal lines.

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY
24

MONDAY
25

TUESDAY
26

WEDNESDAY
27

THURSDAY
28

FRIDAY
29

SATURDAY
30

NOTES:

Lined area for notes, containing 15 horizontal lines.

TO DO LIST:

Lined area for to-do list, containing 15 horizontal lines.

SYLLABUS SUMMARY

Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy
Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy
Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy
Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy
Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy
Academic Advisor	
Advisor's Name & Email	

WEEK AT A GLANCE: Use this scheduler to map out your weekly commitments. Start by blocking off time for the events required by role as a student: Class, Lab Hours, or Practice. Then add regularly scheduled requirements such as Work or Family Commitments. Once you have identified where you have to be, you can begin to schedule time for completing homework and studying for courses.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00-7:00							
7:00-7:30							
7:30-8:00							
8:00-8:30							
8:30-9:00							
9:00-9:30							
9:30-10:00							
10:00-10:30							
10:30-11:00							
11:00-11:30							
11:30-12:00							
12:00-12:30							
12:30-1:00							
1:00-1:30							
1:30-2:00							
2:00-2:30							
2:30-3:00							
3:00-3:30							
3:30-4:00							
4:00-4:30							
5:00-5:30							
5:30-6:00							
6:00-7:00							
7:00-8:00							
8:00-9:00							
9:00-10:00							
10:00-11:00							

JANUARY

2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
.	1	2	3
.
.
.
.
	• Barton Term Begins • Barton Christmas/New Year Break (Campus Closed)	• Barton Offices Open	
7	8	9	10
.
.
.
.
• Barton Online Fall Intersession (4 weeks) Ends	• LSEC Cycle 2: Jan 8 - Feb 16 • CP Cycle 2: Jan 8 - Mar 1	• Barton Classes Begin – Full term and 1st 8-week session	
14	15	16	17
.
.
.
.
	• Barton Martin Luther King Jr. Day (Campus Closed)	• Barton Registration Ends • Get It Together! - Cougar Conversations	
21	22	23	24
.
.
.
.
• Barton Online Spring Session 1 (8 weeks) Last Day to Add • Barton Online Spring Session 2 (16 weeks) Last Day to Add	• Barton Online Spring Session 1 (8 weeks) Classes Begin • Barton Online Spring Session 2 (16 weeks) Classes Begin	• Online Course Tips - Cougar Conversations	
28	29	30	31
.
.
.
.
.
• Barton Online Spring Session 1 (8 weeks) Last Day to Drop with 100% Refund • Barton Online Spring Session 2 (16 weeks) Last Day to Drop with 100% Refund	• Barton Online Spring Session 1 (8 weeks) Accounts with Past Due Payment Drops • Barton Online Spring Session 2 (16 weeks) Accounts with Past Due Payment Drops • Barton Online Spring Session 1 (8 weeks) Activity/Attendance Drops • Barton Online Spring Session 2 (16 weeks) Activity/Attendance Drops • LSEC Cycle 2: last day to withdraw with a W	• Barton 101 - Cougar Conversations	

THURSDAY	FRIDAY	SATURDAY	NOTES
4	5	6
.
.
.
.
11	12	13
.
.
.
.
18	19	20
.
.
.
.
25	26	27
.
.
.
.
	• Barton Last Day for Refund – Full term and 1st 8-week session		
.
.
.
.
.

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

31

MONDAY

1

TUESDAY

2

WEDNESDAY

3

THURSDAY

4

FRIDAY

5

SATURDAY

6

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week..

SUNDAY

7

MONDAY

8

TUESDAY

9

WEDNESDAY

10

THURSDAY

11

FRIDAY

12

SATURDAY

13

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

14

MONDAY

15

TUESDAY

16

WEDNESDAY

17

THURSDAY

18

FRIDAY

19

SATURDAY

20

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

21

MONDAY

22

TUESDAY

23

WEDNESDAY

24

THURSDAY

25

FRIDAY

26

SATURDAY

27

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

28

MONDAY

29

TUESDAY

30

WEDNESDAY

31

THURSDAY

1

FRIDAY

2

SATURDAY

3

TO DO LIST:

NOTES:

FEBRUARY

2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4	5	6	7
Barton Online Spring Session 3 (6 weeks) Last Day to Add	Barton Online Spring Session 3 (6 weeks) Classes Begin	How Do You Learn? - Cougar Conversations	
11	12	13	14
Barton Online Spring Session 3 (6 weeks) Last Day to Drop with 100%	Barton Online Spring Session 3 (6 weeks) Accounts with Past Due Payment Drops Barton Online Spring Session 3 (6 weeks) Activity/Attendance Drops	Transfer Checklist - Cougar Conversations	
18	19	20	21
		Study Skills and Test Taking - Cougar Conversations	
25	26	27	28
	LSEC Cycle 3: Feb 26 - Apr 11	Taking Notes - Cougar Conversations	

THURSDAY	FRIDAY	SATURDAY	NOTES
1	2	3	
Barton Priority Deadline to Apply for Spring 2024 Graduation			
8	9	10	
15	16	17	
	Barton Last Day to Drop Courses Recorded as W on Transcript - 1st 8-week session CP Cycle 2: last day to withdraw with a W		
22	23	24	

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

4

MONDAY

5

TUESDAY

6

WEDNESDAY

7

THURSDAY

8

FRIDAY

9

SATURDAY

10

NOTES:

Horizontal lines for notes on page 56.

TO DO LIST:

Horizontal lines for to-do list on page 56.

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

11

MONDAY

12

TUESDAY

13

WEDNESDAY

14

THURSDAY

15

FRIDAY

16

SATURDAY

17

NOTES:

Horizontal lines for notes on page 57.

TO DO LIST:

Horizontal lines for to-do list on page 57.

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY
18

MONDAY
19

TUESDAY
20

WEDNESDAY
21

THURSDAY
22

FRIDAY
23

SATURDAY
24

NOTES:

Horizontal lines for notes on page 58.

TO DO LIST:

Horizontal lines for to-do list on page 58.

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY
25

MONDAY
26

TUESDAY
27

WEDNESDAY
28

THURSDAY
29

FRIDAY
1

SATURDAY
2

NOTES:

Horizontal lines for notes on page 59.

TO DO LIST:

Horizontal lines for to-do list on page 59.

MARCH

2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
• • • • •	• • • • •	• • • • •	• • • • •
• • • • •	• • • • •	• • • • •	• • • • •
• • • • •	• • • • •	• • • • •	• • • • •
• • • • •	• • • • •	• • • • •	• • • • •
• • • • •	• • • • •	• • • • •	• • • • •
3	4	5	6
	<ul style="list-style-type: none"> • Barton Classes Begin – 2nd 8-week session • Barton Online Spring Session 1 (8 weeks) Last Day to Drop with a Grade of W • Barton Online Spring Session 3 (6 weeks) Last Day to Drop with a Grade of W 	<ul style="list-style-type: none"> • Brainstorming - Cougar Conversations 	
10	11	12	13
	<ul style="list-style-type: none"> • Spring Break (No Classes, Campus Open) 	<ul style="list-style-type: none"> • Spring Break (No Classes, Campus Open) 	<ul style="list-style-type: none"> • Spring Break (No Classes, Campus Open)
17	18	19	20
<ul style="list-style-type: none"> • Barton Online Spring Session 1 (8 weeks) Ends • Barton Online Spring Session 3 (6 weeks) Ends • Barton Online Spring Session 4 (8 weeks) Last Day to Add 	<ul style="list-style-type: none"> • Barton Online Spring Session 4 (8 weeks) Classes Begin • CP Cycle 3: Mar 18 - May 10 	<ul style="list-style-type: none"> • Academic Integrity - Cougar Conversations 	
24	25	26	27
<ul style="list-style-type: none"> • Barton Online Spring Session 4 (8 weeks) Last Day to Drop with 100% Refund 			
31	<ul style="list-style-type: none"> • Barton Online Spring Session 4 (8 weeks) Accounts with Past Due Payment Drops • Barton Online Spring Session 4 (8 weeks) Activity/Attendance Drops 	<ul style="list-style-type: none"> • How You Doin'? - Cougar Conversations 	

THURSDAY	FRIDAY	SATURDAY	NOTES
• • • • •	1	2	• • • • •
• • • • •			• • • • •
• • • • •			• • • • •
• • • • •	<ul style="list-style-type: none"> • Barton Last Day – 1st 8-week session 		• • • • •
• • • • •			• • • • •
7	8	9	
	<ul style="list-style-type: none"> • Barton Last Day for Refund – 2nd 8-week session 		• • • • •
14	15	16	
<ul style="list-style-type: none"> • Barton Spring Break (Campus Closed) 	<ul style="list-style-type: none"> • Barton Spring Break (Campus Closed) 		• • • • •
21	22	23	
<ul style="list-style-type: none"> • Academic Integrity - Cougar Conversations 	<ul style="list-style-type: none"> • LSEC Cycle 3: last day to withdraw with a W 		• • • • •
28	29	30	
	<ul style="list-style-type: none"> • Barton Good Friday (Campus Closed) 		• • • • •
			• • • • •
			• • • • •
			• • • • •
			• • • • •
			• • • • •
			• • • • •
			• • • • •
			• • • • •
			• • • • •

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

3

MONDAY

4

TUESDAY

5

WEDNESDAY

6

THURSDAY

7

FRIDAY

8

SATURDAY

9

TO DO LIST:

NOTES:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

10

MONDAY

11

TUESDAY

12

WEDNESDAY

13

THURSDAY

14

FRIDAY

15

SATURDAY

16

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY
17

MONDAY
18

TUESDAY
19

WEDNESDAY
20

THURSDAY
21

FRIDAY
22

SATURDAY
23

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY
24

MONDAY
25

TUESDAY
26

WEDNESDAY
27

THURSDAY
28

FRIDAY
29

SATURDAY
30

NOTES:

TO DO LIST:

APRIL

2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	1	2	3
	<ul style="list-style-type: none"> Barton Easter Monday (Campus Closed) Barton Online Spring Session 5 (6 weeks) Classes Begin 	<ul style="list-style-type: none"> Finals Countdown - Cougar Conversations 	
7	8	9	10
<ul style="list-style-type: none"> Barton Online Spring Session 5 (6 weeks) Last Day to Drop with 100% Refund 	<ul style="list-style-type: none"> Barton Online Spring Session 5 (6 weeks) Accounts with Past Due Payment Drops Barton Online Spring Session 5 (6 weeks) Activity/Attendance Drops 	<ul style="list-style-type: none"> Barton Advisement Day (Barton County Campus Day Classes Cancelled; Night Classes Held) Barton Fall 2024 Registration Begins (Current Students) 	<ul style="list-style-type: none"> Barton Fall 2024 Registration Begins (New Students)
14	15	16	17
<ul style="list-style-type: none"> Barton Online Spring Intercession (4 weeks) Last Day to Add 	<ul style="list-style-type: none"> Barton Online Spring Intercession (4 weeks) Classes Begin 	<ul style="list-style-type: none"> Organizing Study Materials - Cougar Conversations 	<ul style="list-style-type: none"> LSEC Cycle 4: Apr 17 - May 30
21	22	23	24
<ul style="list-style-type: none"> Barton Online Spring Intercession (4 weeks) Last Day to Drop with 100% Refund 	<ul style="list-style-type: none"> Barton Online Spring Intercession (4 weeks) Accounts with Past Due Payment Drops Barton Online Spring Intercession (4 weeks) Activity/Attendance Drops 		
28	29	30	
	<ul style="list-style-type: none"> Barton Online Spring Session 2 (16 weeks) Last Day to Drop with a Grade of W Barton Online Spring Session 4 (8 weeks) Last Day to Drop with a Grade of W Barton Online Spring Session 5 (6 weeks) Last Day to Drop with a Grade of W 		

THURSDAY	FRIDAY	SATURDAY	NOTES
4	5	6	
11	12	13	
18	19	20	
25	26	27	
<ul style="list-style-type: none"> Barton Last Day to Drop Courses Recorded as W on transcript - Full term and 2nd 8-week session 	<ul style="list-style-type: none"> CP Cycle 3: last day to withdraw with a W 		

APRIL 2024 - WEEKLY FOCUS 

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

31

MONDAY

1

TUESDAY

2

WEDNESDAY

3

THURSDAY

4

FRIDAY

5

SATURDAY

6

NOTES:

TO DO LIST:

APRIL 2024 - WEEKLY FOCUS 

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

7

MONDAY

8

TUESDAY

9

WEDNESDAY

10

THURSDAY

11

FRIDAY

12

SATURDAY

13

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY
14

MONDAY
15

TUESDAY
16

WEDNESDAY
17

THURSDAY
18

FRIDAY
19

SATURDAY
20

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY
21

MONDAY
22

TUESDAY
23

WEDNESDAY
24

THURSDAY
25

FRIDAY
26

SATURDAY
27

NOTES:

TO DO LIST:

MAY

2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			1
5	6	7	8
	• Barton First Day of Finals	• LSEC Cycle 4: last day to withdraw with a W	
12	13	14	15
• Barton Online Spring Session 2 (16 weeks) Ends 12 • Barton Online Spring Session 4 (8 weeks) Ends 12 • Barton Online Spring Session 5 (6 weeks) Ends 12 • Barton Online Spring Intersession (4 weeks) Ends			
19	20	21	22
• Barton Online Summer Session 1 (6 weeks) Last Day to Add • Barton Online Summer Extended Session (12 weeks) Last Day to Add	• Barton Online Summer Session 1 (6 weeks) Classes Begin • Barton Online Summer Extended Session (12 weeks) Classes Begin		
26	27	28	29
• Barton Online Summer Session 1 (6 weeks) Last Day to Drop with 100% Refund • Barton Online Summer Extended Session (12 weeks) Last Day to Drop with 100% Refund	• Barton Memorial Day (Campus Closed) • Barton Online Summer Session 1 (6 weeks) Accounts with Past Due Payment Drops • Barton Online Summer Extended Session (12 weeks) Accounts with Past Due Payment Drops • Barton Online Summer Session 1 (6 weeks) Activity/Attendance Drops • Barton Online Summer Extended Session (12 weeks) Activity/Attendance Drops		

THURSDAY	FRIDAY	SATURDAY	NOTES
2	3	4	
• Barton Online Spring Intersession (4 weeks) Last Day to Drop with a Grade of W	• CP Cycle 4: Jun 3 - Jul 26		
9	10	11	
• Barton Last Day of Finals • Barton Last Day – Full term and 2nd 8-week session	• Barton Commencement		
16	17	18	
23	24	25	
• Barton Summer 2024 Registration Ends			
30	31		
	• Barton Term Ends		

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY
28

MONDAY
29

TUESDAY
30

WEDNESDAY
1

THURSDAY
2

FRIDAY
3

SATURDAY
4

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY
5

MONDAY
6

TUESDAY
7

WEDNESDAY
8

THURSDAY
9

FRIDAY
10

SATURDAY
11

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY
12

MONDAY
13

TUESDAY
14

WEDNESDAY
15

THURSDAY
16

FRIDAY
17

SATURDAY
18

TO DO LIST:

NOTES:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY
19

MONDAY
20

TUESDAY
21

WEDNESDAY
22

THURSDAY
23

FRIDAY
24

SATURDAY
25

TO DO LIST:

NOTES:

JUNE 2024 - WEEKLY FOCUS

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY
26

MONDAY
27

TUESDAY
28

WEDNESDAY
29

THURSDAY
30

FRIDAY
31

SATURDAY
1

TO DO LIST:

NOTES:

NOTES

SYLLABUS SUMMARY

Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy
Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy
Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy
Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy
Course Name & Number	
Instructor's Name & Email	Late/Missing Assignment Policy
Instructor's Office Hours and Location	Attendance/Zoom Policy
Academic Advisor	
Advisor's Name & Email	

WEEK AT A GLANCE: Use this scheduler to map out your weekly commitments. Start by blocking off time for the events required by role as a student: Class, Lab Hours, or Practice. Then add regularly scheduled requirements such as Work or Family Commitments. Once you have identified where you have to be, you can begin to schedule time for completing homework and studying for courses.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00-7:00							
7:00-7:30							
7:30-8:00							
8:00-8:30							
8:30-9:00							
9:00-9:30							
9:30-10:00							
10:00-10:30							
10:30-11:00							
11:00-11:30							
11:30-12:00							
12:00-12:30							
12:30-1:00							
1:00-1:30							
1:30-2:00							
2:00-2:30							
2:30-3:00							
3:00-3:30							
3:30-4:00							
4:00-4:30							
5:00-5:30							
5:30-6:00							
6:00-7:00							
7:00-8:00							
8:00-9:00							
9:00-10:00							
10:00-11:00							

JUNE

2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
2	3	4	5
• Barton Online Summer Session 2 (8 weeks) Last Day to Add	• Barton Classes Begin – Full term and 1st 4-week session • Barton Online Summer Session 2 (8 weeks) Classes Begin		• Barton Last Day for Enrollment – Full term and 1st 4-week session • Barton Last Day for Refund – Full term and 1st 4-week session
9	10	11	12
• Barton Online Summer Session 2 (8 weeks) Last Day to Drop with 100% Refund	• Barton Online Summer Session 2 (8 weeks) Accounts with Past Due Payment Drops • Barton Online Summer Session 2 (8 weeks) Activity/Attendance Drops		• CP Cycle 4: last day to withdraw with a W
16	17	18	19
• Barton Online Summer Session 3 (8 weeks) Last Day to Add	• Barton Online Summer Session 1 (6 weeks) Last Day to Drop with a Grade of W • Barton Online Summer Session 3 (8 weeks) Classes Begin		
23	24	25	26
• Barton Online Summer Session 3 (8 weeks) Last Day to Drop with 100% Refund			
30			
• Barton Online Summer Session 1 (6 weeks) Ends • Barton Online Summer Session 4 (6 weeks) Last Day to Add	• Barton Online Summer Session 3 (8 weeks) Accounts with Past Due Payment Drops • Barton Online Summer Session 3 (8 weeks) Activity/Attendance Drops		

THURSDAY	FRIDAY	SATURDAY	NOTES
		1	
			• Barton Classes Begin – 2nd 4-week session • Barton Online Summer Session 4 (6 weeks) Classes Begin
6	7	8	
• LSEC Cycle 5: Jun 6 - Jul 19			
13	14	15	
20	21	22	
• Barton Last Day to Drop Courses Recorded as W on Transcript – 1st 4- week session			
27	28	29	
• Barton Last Day – 1 4-week session • LSEC Cycle 5: last day to withdraw with a W			

JUNE 2024 - WEEKLY FOCUS

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

2

MONDAY

3

TUESDAY

4

WEDNESDAY

5

THURSDAY

6

FRIDAY

7

SATURDAY

8

NOTES:

TO DO LIST:

JUNE 2024 - WEEKLY FOCUS

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY

9

MONDAY

10

TUESDAY

11

WEDNESDAY

12

THURSDAY

13

FRIDAY

14

SATURDAY

15

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY
16

MONDAY
17

TUESDAY
18

WEDNESDAY
19

THURSDAY
20

FRIDAY
21

SATURDAY
22

NOTES:

TO DO LIST:

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY
23

MONDAY
24

TUESDAY
25

WEDNESDAY
26

THURSDAY
27

FRIDAY
28

SATURDAY
29

NOTES:

TO DO LIST:

JULY

2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
	1	2	3
	<ul style="list-style-type: none"> Barton Classes Begin – 2nd 4-week session Barton Online Summer Session 4 (6 weeks) Classes Begin 		<ul style="list-style-type: none"> Barton Last Day for Enrollment – 2nd 4-week session Barton Last Day for Refund – 2nd 4-week session
7	8	9	10
<ul style="list-style-type: none"> Barton Online Summer Session 4 (6 weeks) Last Day to Drop with 100% Refund 	<ul style="list-style-type: none"> Barton Online Summer Session 4 (6 weeks) Accounts with Past Due Payment Drops Barton Online Summer Session 4 (6 weeks) Activity/Attendance Drops 		
14	15	16	17
	<ul style="list-style-type: none"> Barton Online Summer Session 2 (8 weeks) Last Day to Drop with a Grade of W 		
21	22	23	24
	<ul style="list-style-type: none"> Barton Last Day to Drop Courses Recorded as W on Transcript – 2nd 4-week session 		
28	29	30	31
<ul style="list-style-type: none"> Barton Online Summer Session 2 (8 weeks) Ends 	<ul style="list-style-type: none"> Barton Last Day – Full term and 2nd 4-week session 		<ul style="list-style-type: none"> Barton Term Ends

THURSDAY	FRIDAY	SATURDAY	NOTES
4	5	6	
<ul style="list-style-type: none"> Barton Independence Day (Campus Closed) 			
11	12	13	
<ul style="list-style-type: none"> Barton Last Day to Drop Courses Recorded as W on Transcript – Full term session 			
18	19	20	
25	26	27	

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY
14

MONDAY
15

TUESDAY
16

WEDNESDAY
17

THURSDAY
18

FRIDAY
19

SATURDAY
20

TO DO LIST:

NOTES:

Handwriting lines for notes, consisting of multiple horizontal lines.

WEEKLY OVERVIEW:

Use this space to track assignments and personal tasks you need to complete this week.

SUNDAY
21

MONDAY
22

TUESDAY
23

WEDNESDAY
24

THURSDAY
25

FRIDAY
26

SATURDAY
27

TO DO LIST:

NOTES:

Handwriting lines for notes, consisting of multiple horizontal lines.

FREE TUTORING SERVICES FOR BARTON STUDENTS

All students can email adc@bartonccc.edu for information and support.

Great Bend Campus

Location: Learning Resource Center, Room 136
Contact: Samuel Kline-Martin (Coordinator)
klinemartins@bartonccc.edu

Hours: Monday - Friday
8:00am to 4:00pm
4:30pm to 8:00pm
Saturday & Sunday - Closed

Fort Riley & Fort Leavenworth Students

Location: Building 7656, Ft. Riley
Contact: ftrtutorcenter@bartonccc.edu
For online tutoring assistance, members of the military should visit: <http://military.tutor.com/home>

Hours: Monday, Tuesday, & Thursday
9:00am to 5:00pm
Wednesday
9:00am to 6:00pm
Friday
9:00am to 4:00pm
Saturday & Sunday - Closed

Barton Online Students

Location: Free Services are provided by Tutor.com
Contact: Email tutoringservices@bartonccc.edu with questions or to request log-in credentials for online tutoring services. – Instructions for use of tutor.com/barton will be provided.

TESTING SERVICES FOR BARTON STUDENTS



Proctoring Services for make-up and online exams.
Placement Testing for Accuplacer, Clep, DANTES, and Teas.

Great Bend Campus

Location: Testing Center, LRC Room 136
Contact: Mollie McReynolds
placementtesting@bartonccc.edu

Ft. Riley Campus

Location: Ft. Riley Tutoring Center, Building 7656
Contact: Janet Balk
ftrtutorcenter@bartonccc.edu

Ft. Leavenworth Campus

Location: Army Ed Building, 120 Dickman Ave
Contact: Erika Jenkins-Moss
flofficestaff@bartonccc.edu

FREE ACADEMIC SUPPORT FOR BARTON STUDENTS

All students can email adc@bartonccc.edu for information and support.

Academic Development Center

Barton's **Academic Development Center** (ADC) supports all students of Barton Community College as they develop the skills needed to find success in the classroom.

Academic Coaching: In the ADC and remotely via Zoom, an academic mentor can help with academic skill development, understanding expectations of a college course, study skill development, and connecting to campus resources.

Cougar Conversations: Are held throughout the semester in-person and via Zoom. Topics include academic planning, skill development, and academic integrity.

Independent Study Space:

- Homework completion
- Academic skills practice
- Small group study

Computer Availability:

- Zoom-compatible for LiveOnline courses
- Lockdown Browsers for proctored online exams

Location: Great Bend Campus, L-136

Contact: Nolan Esfeld (Director of Student Academic Development)
esfeldn@bartonccc.edu

Kelley Scott (Academic Mentor)
scottk@bartonccc.edu

Hours: Monday - Thursday
8:00am to 8:00pm
Friday
8:00am to 4:30pm
Saturday - Closed
Sunday
5:00pm to 7:00pm

ACE Math Lab

Barton's ACE math program is a required supplemental service to assist students enrolled in College Prep Math (CPM) classes.

Location: Classroom Building, RM 107

Contact: Julie Peterson (Developmental Lab Coordinator)
petersonj@bartonccc.edu

Hours: Monday - Thursday
8:00am to 12:00pm
12:30pm to 5:00pm
Friday
8:00am to 12:00pm
12:30pm to 2:30pm
Saturday & Sunday - Closed

HOW TO CALCULATE YOUR GRADE POINT AVERAGE (GPA)

1. Know your instructor's grading scale. Most often it will follow this breakdown:

- 100 – 90% = A
- 89 – 80% = B
- 79 – 70% = C
- 69 – 60% = D
- 59% or below = F

2. Assign your letter grades grade points:

- A = 4 pts
- B = 3 pts
- C = 2 pts
- D = 1pt
- F = 0 pts

3. Review your course schedule or syllabus to identify the number of credit hours each course is worth.

4. Build a table like the example:

COURSE NAME	CREDIT HOURS	# GRADE	LETTER GRADE	GRADE POINTS
English	3	83	B	3
Math	3	92	A	4
Reading	3	87	B	3
Science	5	76	C	2
History	3	93	A	4

5. Multiply Grade Points for each class by Credit Hours of each class and find Totals(see example):

COURSE NAME	CREDIT HOURS	X	GRADE POINTS	=	TOTAL POINTS
English	3		3		9
Math	3		4		12
Reading	3		3		9
Science	5		2		10
History	3		4		10
Total	17				52

6. Divide Total Points by Total Credit Hours. In this example, **52/17 = 3.05 GPA**

5. To find your Cumulative GPA, you will divide the total number of Grade Points earned in all semesters by the total number of Credit Hours taken.

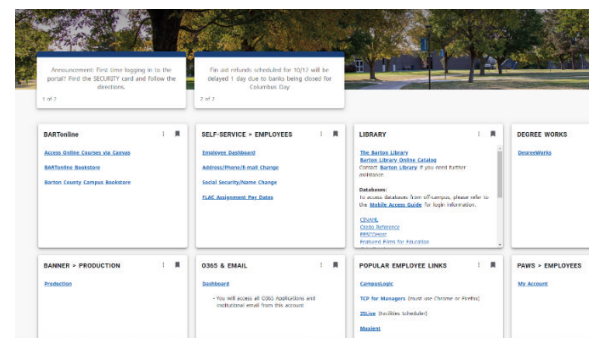
TALK LIKE A COUGAR

Barton ID – Student ID – Generally begins with 000 or 666. It is always 9 digits long. Students will use this number when communicating with Barton faculty and staff regularly.

Student Email – The official email account for Barton students is often firstname.lastname@cougar.bartonccc.edu. This email address can be access through the O365 card on the Portal Dashboard and is the main form of communication to students from staff. Students should check it daily!

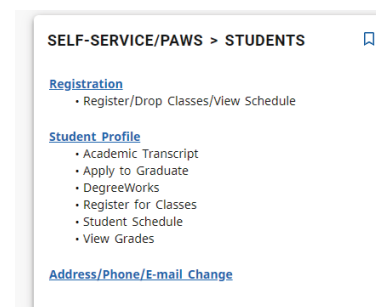
GPA – Grade Point Average. This is a number between 0 and 4 that indicates, on average, a student's grade while in college. A GPA of 4.0 indicates a student has all A's in completed classes. A GPA of 0.0 indicates a student has failed all completed classes.

Barton Portal – Main landing page for all protected software apps that utilize Barton security measures. Log in here first for access to Canvas, O365, DegreeWorks, Self-Service/PAWS. Most digital access can be found within one of the white cards on this dashboard. To log in, students will use the official student email address.



Watch out for Authentication Errors – this usually happens with a double-click happens at sign in, or hitting “Enter” and clicking sign-in button. You may need to clear your browsing history. Watch this short video for instructions: <https://app.vidgrid.com/view/plz9otjrjyug>

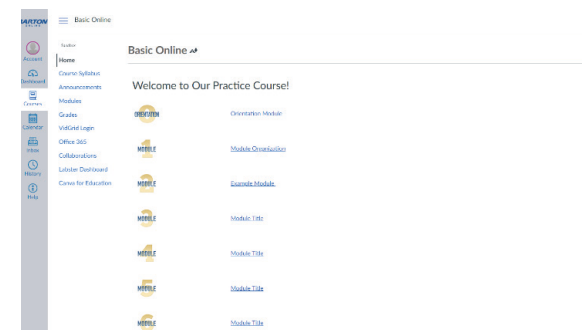
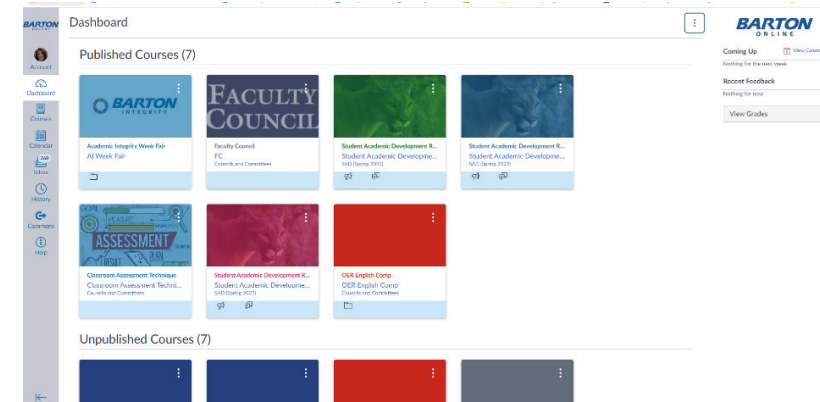
Self-Service/PAWS – Official Student Records are found on this this card – Students must use this location to register for or drop courses, print schedules, review unofficial transcripts, and review final grades.



DegreeWorks (Degree Audit) – Software that shows progress toward graduation. It will also list student's major emphasis (if applicable), classes completed and in progress, and student advisor.

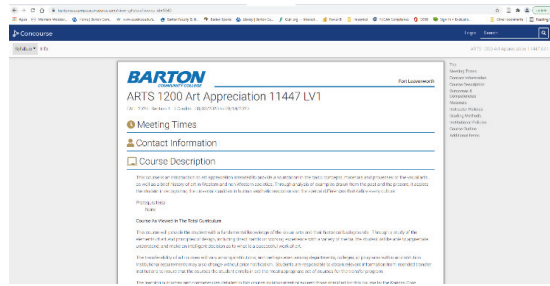
Canvas – Online Learning Management System (LMS) that holds “shells” for most classes. Canvas is like the digital school house. The **Dashboard** of Canvas is the landing page on which all information organizes.

Course Shells – The square that holds the digital “classroom” for each course is called the course shell. While many are organized in a similar fashion, use of Canvas for course content, grading, and attendance on-campus instructors.



Modules – Each course shell is organized through modules. For online courses, modules are generally organized by weeks within the course; thus an 8 week course will have 8 modules plus an orientation module. For face-to-face courses, the organization of modules is determined by the instructor.

O365 – All students by nature of enrollment have access to a free student Microsoft O365 account. The official student email (Outlook) is operated through this account. Access to Word, Excel, PowerPoint, and Access can be located through the O365 card on the Portal dashboard.



Course Syllabus (Concourse) – A syllabus is a document that defines an instructor’s expectations for a class. Items such as the Instructor’s contact information, grading processes, course outline, and required materials can be found on a syllabus. All course syllabi can be found in their course shells, through the concourse software on the website, or via the Course Syllabus card in the portal.

Clear Cache – When a student receives error messages while trying to access any Barton digital service, they can often be corrected if the student will clear their cache (internet history). Watch this short video for instructions: <https://app.vidgrid.com/view/plz9otjrjyug>.

FAFSA – Free Application for Federal Student Aid. This federal form must be submitted before a student can be considered for financial assistance.

Scholarship Universe - After applying for admissions to Barton, students will have access to Scholarship Universe on their Financial Aid card located in their Portal. Scholarship Universe houses all of our internal Barton Scholarships and external privately funded scholarships. Students can answer questions about themselves within Scholarship Universe and the system will narrow down a list of suggested scholarships to consider.

Course Search Tool –All courses scheduling can be found in the interactive search tool located here: <https://bartonccc.edu/enrollment/classes>. A search tool is also available as students are enrolling through the self-service card.

Academic Calendars – Multiple calendars for multiple campuses. Military-affiliated campuses operate in 6-week cycles (LSEC and College Programs) and are printed in .pdfs regularly. They can be found here: <https://fl.bartonccc.edu/programs-and-schedules> or <https://fr.bartonccc.edu/programs-and-schedules>. Online course calendars are shared in the regular academic calendar, but there is more information found here: <https://bartonccc.edu/online/programs/calendar>. The general academic calendar can be found here: <https://bartonccc.edu/calendar/academic>.

Academic Advisor – A faculty or staff member who provides information regarding a student’s plan of study and assists with course selection, degree requirements, and prerequisites. Advisors are great connectors to campus resources.

Academic Coach – A staff member from the Academic Development Center who works one-on-one with a student to develop academic skills and resources for finding success in the classroom.

Faculty and Staff Email – Faculty and staff email addresses are generally lastnameinitial@bartonccc.edu. An employee directory is available at: <https://bartonccc.edu/directory>.

Title IX – Title IX is federal law that applies to all in the US that protects students and employees from sexual harassment or discrimination based on sex or gender, or gender identity or orientation. Please contact Cheryl Brown (620.792.9441 or brown@bartonccc.edu) to ask questions, get help, or to report any concerns. Supportive measures and resources are available. See Title IX webpage: <https://bartonccc.edu/title-ix> for more information.

Use the Cornell Notes for organizing lecture notes and practicing new material.

Course:		Topic
Lecture Date:		Chapter/Module:
Key Terms & Questions	Notes from Lecture	
	<p style="text-align: center;">When Completing Cornell Notes:</p> <p>Use the top section for organization and study plans. This is a quick reference as you prep for quizzes and tests.</p> <p>Notes from Lecture (during class):</p> <ul style="list-style-type: none"> ○ Capture main ideas ○ Identify examples for better understanding ○ List information not posted elsewhere don't copy the PowerPoint slides or lecture notes verbatim. <p>Key Terms and Question (during or immediate after class):</p> <ul style="list-style-type: none"> ○ Identify the key terms connected to lecture notes ○ Create potential test questions connected to lecture notes. ○ Ask questions to make personal connections or to connect ideas from previous lectures. <p>Summary (at the end of each class):</p> <ul style="list-style-type: none"> ○ Summarize the main ideas covered in lecture. ○ Connect to previous lectures. ○ Use your own words – express your understanding of the material covered. 	
Summary of Content Covered		

3-COLUMN METHOD NOTES

Use the 3-Column Method for organizing lecture notes and practicing new material.

Course: Lecture Date:		Topic Chapter/Module:	
Key Terms or Problem	Example/Solution	Explanation of Steps	
<p>When Completing 3-Column Notes:</p> <p>Use the top section for organization and study plans. This is a quick reference as you prep for quizzes and tests.</p> <p>Key Terms or Problem:</p> <ul style="list-style-type: none"> ○ Write the question as it was presented in lecture, or written on homework. ○ Identify key terms and names of formulas. ○ When completing work outside of class, list problems you do not know how to solve and use this list to ask questions during lecture or tutoring sessions (leave other columns blank). <p>Solution:</p> <ul style="list-style-type: none"> ○ Work through the problem completely. ○ Be sure you write down each step of the problem. ○ Identify questions about specific steps with a question mark (?) and ask your instructor/tutor. <p>Explanation of Steps:</p> <ul style="list-style-type: none"> ○ In your own words, describe or explain what you are doing in each step. ○ Create helpful hints. 			

OUTLINE NOTE TAKING

i.	Key Terms, Examples, References
ii.	Key Terms, Examples, References
iii.	Key Terms, Examples, References
iv.	Key Terms, Examples, References
v.	Key Terms, Examples, References
II.	Section Heading
A.	Main Idea
i.	Key Terms, Examples, References
ii.	Key Terms, Examples, References
iii.	Key Terms, Examples, References
iv.	Key Terms, Examples, References
v.	Key Terms, Examples, References
B.	Main Idea
i.	Key Terms, Examples, References
ii.	Key Terms, Examples, References
iii.	Key Terms, Examples, References
iv.	Key Terms, Examples, References
v.	Key Terms, Examples, References
C.	Main Idea
i.	Key Terms, Examples, References
ii.	Key Terms, Examples, References
iii.	Key Terms, Examples, References
iv.	Key Terms, Examples, References
v.	Key Terms, Examples, References
Summary of Key Ideas/Personal Reflection/Potential Test Questions:	
<p>After reading for any period of time, it is important to review and reflect on the material covered.</p> <p>What do you think is most important in this reading? What are questions do you believe your instructor will ask about this material? Can you make connections from the reading to other activities/assignments/lectures in this course, or any other? What questions do you still have after reading this section?</p>	

OUTLINE NOTE TAKING

Use the Outline format to assist with organizing notes based on Reading

Course:		Chapter Title:	
Associated Lecture:		Chapter Location:	
I.	Section Heading		
A.	Main Idea		
i.	Key Terms, Examples, References		
ii.	Key Terms, Examples, References		
iii.	Key Terms, Examples, References		
iv.	Key Terms, Examples, References		
v.	Key Terms, Examples, References		
B.	Main Idea		
i.	Key Terms, Examples, References		
ii.	Key Terms, Examples, References		
iii.	Key Terms, Examples, References		
iv.	Key Terms, Examples, References		
v.	Key Terms, Examples, References		
C.	Main Idea		
i.	Key Terms, Examples, References		
ii.	Key Terms, Examples, References		
iii.	Key Terms, Examples, References		
iv.	Key Terms, Examples, References		
v.	Key Terms, Examples, References		
II.	Section Heading		
A.	Main Idea		
i.	Key Terms, Examples, References		
ii.	Key Terms, Examples, References		
iii.	Key Terms, Examples, References		
iv.	Key Terms, Examples, References		
v.	Key Terms, Examples, References		
B.	Main Idea		
i.	Key Terms, Examples, References		
ii.	Key Terms, Examples, References		
iii.	Key Terms, Examples, References		
iv.	Key Terms, Examples, References		
v.	Key Terms, Examples, References		
C.	Main Idea		

Tips for Outlining

- Don't outline as you go. Focus on reading sections entirely and then create the outline.
- Use your own words as much as you can.
- Technical language and exact definitions are sometimes required for key terms.
- Pay attention to the author's purpose when describing Main Ideas.
 - Describe a process?
 - Descriptions or details of an object?
 - Explain a concept?
 - Compare like elements?
- Key terms are the vocabulary needed for comprehension, and are often parts of quizzes.
- Track examples that you understand and that will help you to remember content.
- References could be to page numbers in the text, to images, to lecture notes, or to previous lessons/chapters

SQ3R - A READING SYSTEM FOR SKILLED READERS

Reading is an active process during which you draw information from the text to create meaning. When you understand what you've read, you've achieved comprehension of the material.

We all have a lot of information that we have learned throughout a lifetime of experience. This body of information is called prior knowledge. The more prior knowledge we have about a topic, the more likely we are to understand that topic.

Skilled readers break reading into a three step process.

1. Before reading, survey or look over the material to get an idea of what is about and think of questions to guide your reading.
2. During reading, look for the answers to the questions you developed and monitor your comprehension.
3. After reading, try to summarize the main points and what you learned from the reading and then go back over any sections that you aren't understanding or remembering.

One reading process that applies these steps is SQ3R. SQ3R stands for survey, question, read, recite, review.

When you **survey** a chapter, you skim the material looking at **titles, introductions, headings, pictures and graphs, and summaries**.

To help your comprehension, ask **questions** before you read.

Consider how the new information fits in with what you already know about the topic.

As you **read**, look for the answers to the questions you thought of before reading and continue to think of more questions. Look up new words, reread what you don't understand, and create pictures in your mind that can help you remember the information.

Make sure you understand the material you are reading by **reciting** [tell what you remember] the information.

After you have read the entire selection, go back over the material to review.

Summarize the most important parts.



Dear Students,

On behalf of the Board of Trustees, faculty, staff, and myself, welcome to Barton Community College. We are honored and pleased you have selected the finest community college in Kansas, if not the United States. We will do all we can to make your time with Barton the best learning experience possible. The educational success of our students is our most important goal.

Barton Community College has fostered the success of tens of thousands of students for over 50 years. The Barton Experience can benefit you throughout your life as you acquire the fundamental skills needed to succeed in the workplace or as you prepare to transfer to other colleges and universities. This experience is based on the belief that each individual in our diverse community is valued and the Barton faculty and staff are committed to helping you succeed in the achievement of your educational and personal goals.

Personal effort is key to your educational fulfillment; the College relies on your sincere efforts and willingness to learn and grow. Learning occurs not only in the classroom, but outside it as well. Please take advantage of all Barton has to offer.

Best wishes for your achievement, and welcome to Barton Community College!

Respectfully yours,

Carl R. Heilman, Ph.D.
President of Barton Community College

[College Mission - bartonccc.edu/missionandvision](https://bartonccc.edu/missionandvision)



[Accreditation - bartonccc.edu/enrollment/ferpa](https://bartonccc.edu/enrollment/ferpa)



Barton County Community College is accredited by The Higher Learning Commission (HLC) and has been continuously accredited since 1974 with the most recent affirmation of accreditation occurring in 2023.

Family Educational Rights and Privacy Act (FERPA) and student information – <https://www.bartonccc.edu/enrollment/ferpa>

In compliance with Section 438 of the "General Education Provisions Act" (as amended) entitled "Family Educational Rights and Privacy Act of 1974" (FERPA) the following constitutes the institution's policy on providing appropriate access to personal records, while protecting their confidentiality. Barton Community College accords all the rights under the law to students. Those rights are: 1) the right to inspect and review the student's education records; 2) the right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; 3) the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; 4) the right to file with the U.S. Department of Education a complaint concerning alleged failures by Barton Community College to comply with the requirements of FERPA; and 5) the right to obtain a copy of Barton Community College's student records policy. Students will be notified of their FERPA rights by publication in the Student Handbook and consumer information with the Financial Aid Office.

[Costs, Billing and Payment - bartonccc.edu/billing-payment](https://bartonccc.edu/billing-payment)



Financial Aid - bartonccc.edu/financialaid



Barton's Financial Aid Office provides exceptional service to support affordable learning.

Please contact Barton's Financial Aid Office staff for financial aid assistance by emailing financialaid@bartonccc.edu, calling the Financial Aid Helpdesk at 1 (866) 257-2574, or stopping by the Financial Aid Office located in Kirkman Student Services.

Office Hours:

Monday - Thursday

7:30 a.m. - 5:00 p.m. (CST)

Friday

7:30 a.m.- 4:00 p.m. (CST)

Please note: All communication regarding your Financial Aid Awards, Status, Missing Documents, etc. will be sent to you through your Cougar email address.* Visit your MyBarton Portal Login page to access this account.

Please remember to read Financial Aid Disbursement information.

Satisfactory Academic Progress (SAP) - bartonccc.edu/financialaid/receivingaid



If you are receiving financial aid through federal, state or institutional funding at Barton, you must meet Satisfactory Academic Progress (SAP) standards as determined by the college. At the end of each term you will be evaluated on two factors: 1) Qualitative Measure - Your term GPA must be at least 2.0; and, 2) Quantitative measure - You must complete at least 67% of your total attempted hours in the term. Your progress will be evaluated at the end of each term and your SAP status will be determined. You can view the full SAP policy or appeal your SAP status by accessing the QR.

Library - bartonccc.edu/library



The Barton Library offers a variety of research, information, and technology services to students, staff, and faculty, as well as to the residents of Barton County and Central Kansas. Currently, the Library has over 16,000 print books in its collection. The Library also provides access to 47 print periodicals, 92 database collections, nine electronic media collections delivering more than 48,000 streaming videos, and four eBook collections that furnish some 272,000 titles. See the Library's Overview webpage with the QR code below for more information.



Intellectual Freedom

The Library upholds the principles of intellectual freedom and diversity of thought as espoused by the American Library Association, the Association for College and Research Libraries, and the Kansas Library Association. For information on the Library's stance on intellectual freedom, as well as its practices for acquisitions and weeding, see the Collection Development Plan.



Copyright Policy

All patrons, whether they are students, employees, or the general public, are required to adhere to the College's copyright policy. A copyright notice and copyright flowchart are posted next to the Library's copier/printer/scanner. Patrons are solely responsible for their own actions and for any violations of copyright law, whether intentional or unintentional. The Library's staff will provide education on copyright as needed. For more on copyright permission, public domain, and fair use, see the Library's Copyright page.

Bookstore - bartonccc.edu/bookstore



Located on the upper level of the Student Union.

Regular hours:

Monday – Friday
8 a.m. to 4:30 p.m.

Summer hours:

Monday – Thursday
8 a.m. to 5 p.m.
Closed on Friday

Barton Online Bookstore - bartonline.ecampus.com



Students registered for a Barton Online course may purchase books from the online bookstore, hosted by eCampus.

Academic Activities, Clubs, and Organizations - bartonccc.edu/studentlife/clubs



Barton offers a variety of academic activities, clubs and organizations affording student the opportunity to become involved in campus, college, and community life. The clubs and organizations are sponsored by Barton faculty and/or staff and are active on an academic year basis.

Intramurals - bartonccc.edu/studentlife/intramurals



Throughout the academic year, intramural sports and activities are available on the Barton County campus to promote campus community engagement. Intramurals are designed to be student-centered, inclusive opportunities for healthy physical and social involvement. For more information contact: activities@bartonccc.edu.

STUDENT HANDBOOK

[Academic Advising - bartonccc.edu/academicadvising](https://bartonccc.edu/academicadvising)



Academic Advisors are available to assist students in reaching their educational goals. Advisors can answer questions about:

- » Barton courses, both online and face to face
- » Prerequisites and general educational requirements
- » Certificates and degrees offered by Barton
- » Selecting an area of study
- » Graduation requirements and more

Degree or certificate seeking students are assigned to an individual advisor. Non degree seeking students are assigned to The Advisement Center for advising. Email advisement@bartonccc.edu for assistance.

[Degree Works - bartonccc.edu/academicadvising/degreeworkshelp](https://bartonccc.edu/academicadvising/degreeworkshelp)



Degree Works is a web based degree audit program and academic advising tool designed to assist you and your advisor in tracking your degree or certificate progress 24/7. Degree Works is available in your MyBarton student portal.

[Career Center - bartonccc.edu/careercenter](https://bartonccc.edu/careercenter)



The Career Center provides information on career exploration, internships, and student employment opportunities, as well as resume assistance and information on transfer colleges.

[Disability Services - bartonccc.edu/supportservices/disabilityservices](https://bartonccc.edu/supportservices/disabilityservices)



Services are available to students (on-campus or online) with physical, mental or learning disabilities. Accommodations are modifications or adjustments that allow students with disabilities an equal opportunity to participate in and benefit from educational programs. Reasonable accommodations are provided on an individualized, as-needed basis. At the college level, students with disabilities must self-declare and provide recent and professional documentation regarding the disability. The student must take the first step of self-advocacy by making sure they contact a disability advocate, preferably prior to the start of classes, to allow adequate time for accommodations to be set in place.

Students may contact disabilityservices@bartonccc.edu.

[Health Services - bartonccc.edu/studentlife/health](https://bartonccc.edu/studentlife/health)



Barton Community College employs a Registered Nurse full time from August through May. Services include: routine health checks, first aid, referrals to outside resources and additional services outlined at the link. The clinic is located in the upper level of the Student Union on the Barton County Campus.

STUDENT HANDBOOK

[Counseling - bartonccc.edu/supportservices/counseling](https://bartonccc.edu/supportservices/counseling)



Professional counseling is available on the Barton County Campus to help students with personal issues or academic concerns that would ultimately affect the achievement of their academic goals. Counseling is also available to assist students in including exploring choices, recognizing consequences, and assuming personal responsibility. Referral services are available to community counseling resources in the Great Bend area and in students' own communities, when possible.

Additional resource information for mental health, addiction information and screening services, self help for test anxiety, study skills, stress and anxiety, adjustment to college life, relationships and other topics available at the link.

[Residence Halls and Cafeteria - bartonccc.edu/housing](https://bartonccc.edu/housing)



Residence Life is a melting pot of students with diverse backgrounds coming together to form a community as they advance their education. Over 400 students can be accommodated in the Barton Campus residence halls, with ADA compliant rooms available.

Residence hall contracts include a 19 meals per week meal plan. Commuter students may purchase meal cards from the cafeteria.



Campus Safety Department - bartonccc.edu/campussafety



At Barton Community College the safety and well-being of our students, faculty, staff and visitors are of utmost importance. With the support of other departments, we have many people involved in keeping this campus safe and secure; however, a truly safe campus can only be achieved with the cooperation of all students, faculty, staff and visitors.



Campus Safety Officers patrol the campus 24 hours a day and make periodic building checks as well as patrolling the housing facility area. The Barton County Campus Safety office is located in the Technical Building, Room 154, or they can be reached by calling (620) 792-9217.

Barton Community College offers a free mobile app that turns your smartphone into a personal safety device. We call this Barton Guardian.

TRIO Programs - bartonccc.edu/supportservices/sss



Barton Community College employs a Registered Nurse full time from August through May. Services include: routine health checks, first aid, referrals to outside resources and additional services outlined at the link. The clinic is located in the upper level of the Student Union on the Barton County Campus.

Student Support Services

The SSS Program provides academic support, workshops, activities, and cultural enrichment for approximately 200 eligible Barton students each year.



Central Kansas Educational Opportunity Center

The CKEOC Program provides information on educational options, college admissions assistance, financial aid application assistance, & career planning assistance for adults wishing to attend college or return to college or vocational training.

Veteran Services - bartonccc.edu/veteran-services



Barton Community College supports our veterans and veterans' family members in applying for and managing their VA Education Benefits/GI Bill®.

College Policies and Procedures - internal.bartonccc.edu/policy



Official Barton policies and procedures are listed and select policies and procedures are highlighted by area below.

College Operations Policies and Procedures - internal.bartonccc.edu/policy/college-operations



Weapons

In order to promote a safe and secure campus and learning environment, Barton Community College prohibits the possession or use of Weapons on Campus and at Off-Campus Activities, other than as set forth below.

College Closing

The President or the President's designee is authorized to close the College at all locations for inclement weather or other reasons as determined by the President or the President's designee.

Civil Rights Equity Resolution for Students, Employees, Guests, & Visitors

Barton is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, Barton has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of discrimination or harassment on the basis of protected class status, and for allegations of retaliation.

Facilities, Equipment, and Other Resources Policies and Procedures - internal.bartonccc.edu/policy/facilities



Security Monitoring System

The President or the President's designee is authorized to maintain a video monitoring and recording system to enhance facility security and the safety of students, employees, and the community-at-large. All monitoring is confidential and for the private use of the College.

Instruction Policies and Procedures - internal.bartonccc.edu/policy/instruction



Academic Integrity

The College is committed to the integrity, quality, and academic rigor of all its courses.

Grade and Attendance Reporting

The College is committed to maintaining accurate grade and attendance records.

Course Attendance

Barton has established procedures related to student course attendance.



Family Educational Rights and Privacy Act (FERPA) and Student Information

<https://www.bartonccc.edu/enrollment/ferpa>

In compliance with Section 438 of the "General Education Provisions Act" (as amended) entitled "Family Educational Rights and Privacy Act of 1974" (FERPA) the following constitutes the institution's policy on providing appropriate access to personal records, while protecting their confidentiality.

Barton Community College accords all the rights under the law to students. Those rights are: 1) the right to inspect and review the student's education records; 2) the right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; 3) the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; 4) the right to file with the U.S. Department of Education a complaint concerning alleged failures by Barton Community College to comply with the requirements of FERPA; and 5) the right to obtain a copy of Barton Community College's student records policy.

Students will be notified of their FERPA rights by publication in the Student Handbook and consumer information with the Financial Aid Office.



Code of Conduct

Barton County Community College will establish and maintain a fair and equitable procedure for addressing student disciplinary matters ensuring that the rights of the students, the College community, and the community-at-large are protected.

Problem Resolution

The College encourages an open and frank atmosphere in which problems, complaints, suggestions, or questions receive a timely response. If a student disagrees with established rules of conduct, policies, practices, or if they feel their rights have been infringed on, they may express their concern through the problem resolution procedure.



Academic Clemency

We acknowledge that there are circumstances that necessitate an academic "fresh start" and offer academic clemency as a means to make academic rehabilitation possible.

Academic Progress

Barton outlines procedures addressing a student's Academic Standing including Academic Warning and Academic Dismissal.

Honors

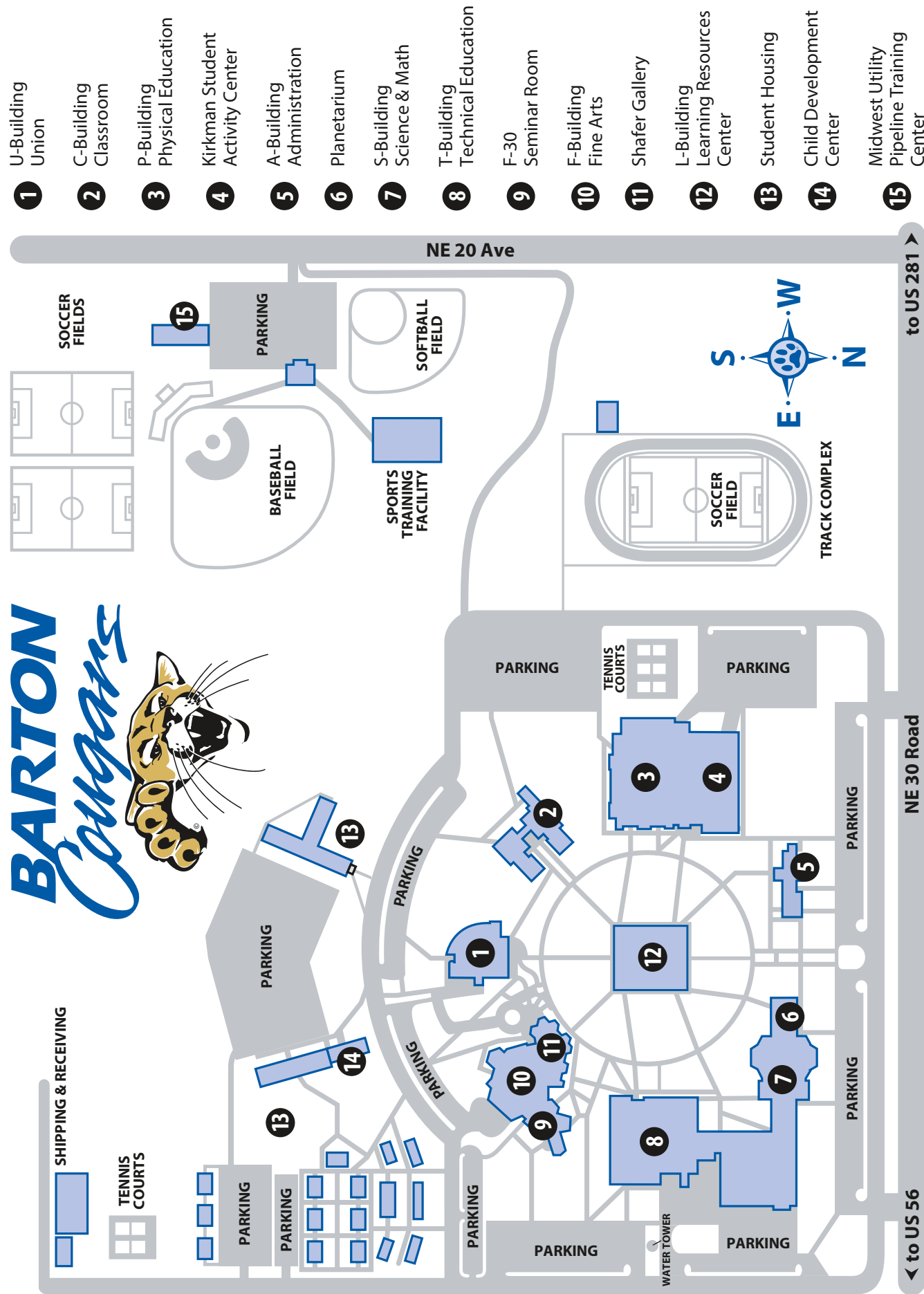
Honor designations including Dean's List, President's List, and graduation honors.



The Commencement Ceremony is held in May for the Barton County campus (Great Bend) and in May/June for the Fort Riley and Fort Leavenworth campuses. Those invited to participate in the ceremony at the Barton County campus are graduates (certificates and degrees) from the prior summer and fall semesters, as well as, the current spring applicants. Frequently asked questions about graduation are answered at the link.



Information on obtaining unofficial and official academic transcripts is provided.



BARTON
COMMUNITY COLLEGE

245 NE 30 RD • Great Bend, KS 67530
 bartonccc.edu • (800) 722-6842

Switchboard: (620) 792-2701
 Campus Safety: (620) 792-9217

BARTON

STUDENT ACADEMIC DEVELOPMENT



- Thursday, August 24th Outside Adventures
- Thursday, September 14th Puzzles, Riddles, and Brain Teasers
- Thursday, October 12th Game Nite (Board & Card Games)
- Thursday, November 9th Competition Nite
- Thursday, January 18th Puzzles, Riddles, and Brain Teasers
- Thursday, February 15th Game Nite (Board & Card Games)
- Thursday, March 21st Competition Nite
- Thursday, April 11th Outside Adventures

ADC @ NITE

SELECT TUESDAYS 6PM - 8PM

COME TO L-136 AND TAKE A STUDY BREAK WITH THE ACADEMIC DEVELOPMENT CENTER DURING ADC @ NITE! EACH SCHEDULED STUDY BREAK HAS A DIFFERENT THEME FOR MAXIMUM FUN IN ORDER TO GET YOU UP AND MOVING. STUDY BREAKS CAN ENHANCE YOUR FOCUS, PERFORMANCE, AND RESULTS.

BARTON

STUDENT ACADEMIC DEVELOPMENT

2023-2024 COUGAR CONVERSATIONS

Cougar Conversations take place every Tuesday at 7 pm, CST, (unless otherwise noted). Join us for directed discussions on topics that support students. All students are invited to attend, and all Conversations will be presented in the Academic Development Center (Great Bend Campus, L-136) and via Zoom.

Conversation Topics :

Th. August 17, and Tu. August 22	Get It Together!
August 29	Online Course Tips
September 5	Barton 101
September 12	How Do You Learn?
September 19	Grad Check
September 26	Study Skills and Test Taking
October 3	Taking Notes
October 10	Brainstorming
Tu. October 17 & Th. October 19	Academic Integrity
October 24	How You Doin'?
November 7	Finals Countdown
November 14	Organizing Study Materials
January 16	Get It Together!
January 23	Online Course Tips
January 30	Barton 101
February 6	How Do You Learn?
February 13	Transfer Checklist
February 20	Study Skills and Test Taking
February 27	Taking Notes
March 5	Brainstorming
Tu. March 19 & Th. March 21	Academic Integrity
March 26	How You Doin'?
April 2	Finals Countdown
April 16	Organizing Study Materials

GET IT TOGETHER!

Classes are beginning, are you ready? This conversation will help students prepare themselves for courses and identify key steps students can take to improve their chance for academic success.

GRAD CHECK

Graduation may seem far away, but May will be here before you know it. Come in and make sure that you are on track to graduate and are prepared for your next school or career! Not graduating this year? That's okay, we will help develop a graduation plan ensuring you are in the right courses.

ONLINE COURSE TIPS

Managing an online course is often about time management and course resource management. Students will be given actionable steps for staying organized and prepared for online courses.

HOW DO YOU LEARN?

Many students know their preferred learning style, but do you know how to develop deep learning that can be applied to assignments, tests, and future work? In this conversation, students will discuss how to learn for the long term with action steps that can be applied to any class.

BARTON 101

Want to learn tips and tricks to better navigate Barton? This session reviews how to navigate student employment, the mail room, and how to get Online and On-Campus textbooks. There will also be tips for some of the best studying spots on campus and businesses in Great Bend you may not know exist!

STUDY SKILLS & TEST TAKING

Need to learn some new methods for studying your course materials? This seminar will cover different study skills that can be used for most classes. Skills will focus on building memory and applying information critically. After learning important study skills we will learn how to apply this knowledge while taking tests.

FINAL COUNTDOWN PLANNING

A key to long-term learning is to practice the course material. This can feel difficult when you have so much material to study! This seminar will help you to map a 5-day plan that can be used to study for an exam - even comprehensive final exams!

TAKING NOTES

In this seminar, students will learn tips and tricks for taking notes in any class. Note templates will be shared and student discussion on "what works for me" will be encouraged.

ORGANIZING STUDY MATERIALS

Not sure where to begin when studying for a final exam? This seminar will assist students in identifying resources within their courses to prepare for final exams, assignments, and projects.

HOW YOU DOIN'?

Take a moment to reflect on your current academic goals, and join us for an honest conversation about how things are going. Are you progressing as you would like? What could you do to affect change? How can we help? This session will provide students with an opportunity to make positive changes in their courses.



To Join via Zoom, scan this QR Code, or use the following url: <https://CougarConversations.bartonccc.edu>.