



# 2024 2025

C O U G A R  
K E E P E R

# 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

Do you have a Concentration? \_\_\_\_\_

Credits Required: \_\_\_\_\_ Grade Point Average Required: \_\_\_\_\_

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

General Education:

Electives:



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.

Additional Courses Needed:	Hours:
Integrated Reading and Writing (3 hours)	+ _____
ESOL I (3 hours)	+ _____
ESOL II (3 hours)	+ _____
ESOL III (3 hours)	+ _____
Basic Algebra (3 hours)	+ _____
Total Additional Hours Needed to Graduate	= _____
	+60
Totals Hours Needed to Graduate	= _____
	/4
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?

# SYLLABUS SUMMARY

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

**WEEK AT A GLANCE:** Use this schedule 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

# 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
4	5	6	7
• Coast Guard Birthday (Observance)			• Purple Heart Day (Observance)
11	12	13	14
• Barton Online Summer Session 3 (8 weeks) Ends • Barton Online Summer Session 4 (6 weeks) Ends • Barton Online Summer Extended Session (12 weeks) Ends			
18	19	20	21
• National Senior Citizens Day (Observance) • Barton Online Fall Session 1 (8 weeks) Last Day to Add • Barton Online Fall Session 2 (16 weeks) Last Day to Add	• National Aviation Day (Observance) • Barton Online Fall Session 1 (8 weeks) Classes Begin • Barton Online Fall Session 2 (16 weeks) Classes Begin • CP Cycle 5: Aug 19 - Oct 11		• Barton Classes Begin – Full Term & 1st 8-Week Session • LSEC Cycle 6: Last Day to Withdraw with a W
25	26	27	28
• 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	• Women's Equality Day (Observance) • 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 • Barton Online Fall Session 1 (8 weeks) Activity/Attendance Drops • Barton Online Fall Session 2 (16 weeks) Activity/Attendance Drops		• Barton Registration Ends

THURSDAY	FRIDAY	SATURDAY	NOTES
1	2	3	
• Barton Term Begins • Barton Online Summer Session 3 (8 weeks) Last Day to Drop with a Grade of W • Barton Online Summer Session 4 (6 weeks) Last Day to Drop with a Grade of W • Barton Online Summer Extended Session (12 weeks) Last Day to Drop with a Grade of W • LSEC Cycle 6: Aug 1 - Sep 12			
8	9	10	
15	16	17	
22	23	24	
29	30	31	
• ADC @ Nite 6pm-10pm	• Barton Last Day for Refund – Full Term & 1st 8-Week Session	• International Overdose Awareness Day (Worldwide Observance)	

**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

**1**

FRIDAY

**2**

SATURDAY

**3**

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**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**

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**SELF-REFLECTION:**

What is going well? \_\_\_\_\_  
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What do I want to change? \_\_\_\_\_  
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## 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**

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## 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**

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## SELF-REFLECTION:

What is going well? \_\_\_\_\_

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What do I want to change? \_\_\_\_\_

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# SEPTEMBER

# 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
1    • Barton Priority Deadline to Apply for Fall 2024 Graduation • Barton Online Fall Session 3 (6 weeks) Last Day to Add	2    • Labor Day (Federal Holiday) • Barton Labor Day (Campus Closed) • Barton Online Fall Session 3 (6 weeks) Classes Begin	3    • Cougar Conversation 8pm	4    • World Sexual Health Day (Worldwide Observance)
8    • National Grandparents' Day (Observance) • Barton Online Fall Session 3 (6 weeks) Last Day to Drop with 100% Refund	9    • Barton Online Fall Session 3 (6 weeks) Accounts with Past Due Payment Drops • Barton Online Fall Session 3 (6 weeks) Activity/Attendance Drops	10    • World Suicide Prevention Day (Worldwide Observance) • Cougar Conversation 8pm	11    • Patriot Day (Observance)
15    • First Day of National Hispanic Heritage Month (Annual Monthly Observance)	16    • International Celebrate Bisexuality Day (Worldwide Observance)	17    • Constitution Day & Citizenship Day (Observance) • Cougar Conversation 8pm	18    • Air Force Birthday (Observance)
22    • September Equinox (Season)	23    • International Celebrate Bisexuality Day (Worldwide Observance)	24    • Cougar Conversation 8pm	25    
29    • Gold Star Mother's Day (Observance) • World Heart Day (Worldwide Observance)	30    • 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		

THURSDAY	FRIDAY	SATURDAY	NOTES
5    	6    	7    • Carl Garner Federal Lands Cleanup Day (Observance) • Still's Disease Awareness Day (Worldwide Observance)	• •
12    	13    • Friday the 13th (Worldwide Observance)	14    	• •
19    • LSEC Cycle 7: Sep 19 - Oct 29 • ADC @ Nite 6pm-10pm	20    • National POW/MIA Recognition Day (Observance)	21    	• •
26    	27    • Barton Last Day to Drop Courses Recorded as W on Transcript – 1st 8-Week Session • CP Cycle 5: Last Day to Withdraw with a W	28    • National Public Lands Day (Observance) • World Rabies Day (Worldwide Observance)	• •
			• •

**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

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**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**

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**SELF-REFLECTION:**

What is going well? \_\_\_\_\_  
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What do I want to change? \_\_\_\_\_  
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# OCTOBER

# 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		1	2
		<ul style="list-style-type: none"> <li>World Vegetarian Day (Worldwide Observance)</li> <li>Cougar Conversation 8pm</li> </ul>	
6	7	8	9
<ul style="list-style-type: none"> <li>German American Day (Observance)</li> <li>World Cerebral Palsy Day (Worldwide Observance)</li> </ul>	<ul style="list-style-type: none"> <li>Child Health Day (Observance)</li> </ul>	<ul style="list-style-type: none"> <li>Cougar Conversation 8pm</li> </ul>	<ul style="list-style-type: none"> <li>LSEC Cycle 7: Last Day to Withdraw with a W</li> </ul>
13	14	15	16
<ul style="list-style-type: none"> <li>Barton Online Fall Session 1 (8 weeks) Ends</li> <li>Barton Online Fall Session 3 (6 weeks) Ends</li> <li>Barton Online Fall Session 4 (8 weeks) Last Day to Add</li> </ul>	<ul style="list-style-type: none"> <li>Indigenous People's Day (Observance)</li> <li>Columbus Day (Federal Holiday)</li> <li>Barton Classes Begin – 2nd 8-Week Session</li> <li>Barton Online Fall Session 4 (8 weeks) Classes Begin</li> <li>CP Cycle 1: Oct 14 - Dec 13</li> </ul>	<ul style="list-style-type: none"> <li>White Cane Safety Day (Observance)</li> <li>Cougar Conversation 8pm</li> </ul>	<ul style="list-style-type: none"> <li>Boss's Day (Observance)</li> </ul>
20	21	22	23
<ul style="list-style-type: none"> <li>Barton Online Fall Session 4 (8 weeks) Last Day to Drop with 100% Refund</li> <li>Barton Online Fall Session 5 (6 weeks) Last Day to Add</li> </ul>	<ul style="list-style-type: none"> <li>Barton Online Fall Session 4 (8 weeks) Accounts with Past Due Payment Drops</li> <li>Barton Online Fall Session 5 (6 weeks) Classes Begin</li> <li>Barton Online Fall Session 4 (8 weeks) Activity/Attendance Drops</li> </ul>	<ul style="list-style-type: none"> <li>Cougar Conversation 8pm</li> </ul>	
27	28	29	30
<ul style="list-style-type: none"> <li>Barton Online Fall Session 5 (6 weeks) Last Day to Drop with 100% Refund</li> </ul>	<ul style="list-style-type: none"> <li>Barton Spring 2025 Registration Begins (New Students)</li> <li>Barton Online Fall Session 5 (6 weeks) Accounts with Past Due Payment Drops</li> <li>Barton Online Fall Session 5 (6 weeks) Activity/Attendance Drops</li> </ul>	<ul style="list-style-type: none"> <li>World Stroke Day (Worldwide Observance)</li> <li>Cougar Conversation 8pm</li> </ul>	

THURSDAY	FRIDAY	SATURDAY	NOTES
3	4	5	
10	11	12	
<ul style="list-style-type: none"> <li>World Sight Day (Worldwide Observance)</li> </ul>	<ul style="list-style-type: none"> <li>Barton Last Day – 1st 8-Week Session</li> </ul>		
17	18	19	
<ul style="list-style-type: none"> <li>ADC @ Nite 6pm-10pm</li> </ul>	<ul style="list-style-type: none"> <li>Barton Last Day for Refund – 2nd 8-Week Session</li> </ul>		
24	25	26	
	<ul style="list-style-type: none"> <li>Barton Advisement Day (Barton County Campus Day Classes Cancelled; Night Classes Held)</li> <li>Barton Spring 2025 Registration Begins (Current Students)</li> </ul>		
31			
<ul style="list-style-type: none"> <li>Halloween (Observance)</li> </ul>			

**WEEKLY OVERVIEW:**

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

SUNDAY

**29**

MONDAY

**30**

TUESDAY

**1**

WEDNESDAY

**2**

THURSDAY

**3**

FRIDAY

**4**

SATURDAY

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**WEEKLY OVERVIEW:**

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

SUNDAY

**6**

MONDAY

**7**

TUESDAY

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WEDNESDAY

**9**

THURSDAY

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FRIDAY

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**SELF-REFLECTION:**

What is going well? \_\_\_\_\_

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What do I want to change? \_\_\_\_\_

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**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**

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**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**

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**SELF-REFLECTION:**

What is going well? \_\_\_\_\_

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What do I want to change? \_\_\_\_\_

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# NOVEMBER

# 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>			
3	4	5	6
<ul style="list-style-type: none"> <li>Daylight Saving Time Ends (Clock Change)</li> </ul>	<ul style="list-style-type: none"> <li>LSEC Cycle 1: Nov 4 - Dec 17</li> </ul>	<ul style="list-style-type: none"> <li>Election Day (Observance)</li> <li>Cougar Conversation 8pm</li> </ul>	
10	11	12	13
<ul style="list-style-type: none"> <li>Marine Corps Birthday (Observance)</li> </ul>	<ul style="list-style-type: none"> <li>Veterans Day (Federal Holiday)</li> </ul>	<ul style="list-style-type: none"> <li>World Pneumonia Day (Worldwide Observance)</li> </ul>	
17	18	19	20
<ul style="list-style-type: none"> <li>World Prematurity Day (Worldwide Observance)</li> </ul>		<ul style="list-style-type: none"> <li>International Men's Day (Worldwide Observance)</li> </ul>	<ul style="list-style-type: none"> <li>Transgender Day of Remembrance (Worldwide Observance)</li> </ul>
24	25	26	27
	<ul style="list-style-type: none"> <li>Barton Summer 2025 Registration Begins</li> <li>Barton Thanksgiving Break (No Classes, Campus Open)</li> <li>LSEC Cycle 1: Last Day to Withdraw with a W</li> </ul>	<ul style="list-style-type: none"> <li>Barton Thanksgiving Break (No Classes, Campus Open)</li> <li>Barton Online Fall Session 2 (16 weeks) Last Day to Drop with a Grade of W</li> <li>Barton Online Fall Session 4 (8 weeks) Last Day to Drop with a Grade of W</li> <li>Barton Online Fall Session 5 (6 weeks) Last Day to Drop with a Grade of W</li> </ul>	<ul style="list-style-type: none"> <li>Barton Thanksgiving Break (Campus Closed)</li> </ul>

THURSDAY	FRIDAY	SATURDAY	NOTES
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>			
	1	2	
	<ul style="list-style-type: none"> <li>First Day of Native American Heritage Month (Annual Monthly Observance)</li> <li>World Vegan Day (Worldwide Observance)</li> </ul>		
7	8	9	
14	15	16	
<ul style="list-style-type: none"> <li>ADC @ Nite 6pm-10pm</li> </ul>			
21	22	23	
<ul style="list-style-type: none"> <li>Barton Last Day to Drop Courses Recorded as W on Transcript - Full Term &amp; 2nd 8-Week Session</li> </ul>			
28	29	30	
<ul style="list-style-type: none"> <li>Thanksgiving Day (Federal Holiday)</li> <li>Barton Thanksgiving Break (Campus Closed)</li> </ul>	<ul style="list-style-type: none"> <li>Native American Heritage Day (Observance)</li> <li>Barton Thanksgiving Break (Campus Closed)</li> <li>CP Cycle 1: Last Day to Withdraw with a W</li> </ul>		



**WEEKLY OVERVIEW:**

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

SUNDAY

**3**

MONDAY

**4**

TUESDAY

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WEDNESDAY

**6**

THURSDAY

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FRIDAY

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**TO DO LIST:**

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**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:**

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**SELF-REFLECTION:**

What is going well? \_\_\_\_\_

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What do I want to change? \_\_\_\_\_

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## NOVEMBER 2024 - WEEKLY FOCUS

### 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:

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### TO DO LIST:

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## NOVEMBER 2024 - WEEKLY FOCUS

### 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:

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### MONTHLY REVIEW:

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## 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 2024 FINAL EXAM SCHEDULE

Class Meeting Schedule Time Frame		Monday, December 9 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 10 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 11 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 12 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

# 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
• Barton Online Fall Session 5 (6 weeks) Ends		• Giving Tuesday (Observance)	
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
• 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 First Day of Finals • Barton Online Fall Intercession (4 weeks) Classes Begin		
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
• Bill of Rights Day (Observance) • 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	• Pan American Aviation Day (Observance) • Wright Brothers Day (Observance)	
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
• Barton Christmas/New Year Break (Campus Closed)	• Barton Christmas/New Year Break (Campus Closed)	• Christmas Eve (Observance) • Barton Christmas/New Year Break (Campus Closed)	• Christmas Day (Federal Holiday) • Barton Christmas/New Year Break (Campus Closed)
<b>29</b>	<b>30</b>	<b>31</b>	• • • • •
• Barton Christmas/New Year Break (Campus Closed)	• Barton Christmas/New Year Break (Campus Closed)	• New Year's Eve (Observance) • Barton Christmas/New Year Break (Campus Closed) • Barton Term Ends	• • • • •

THURSDAY	FRIDAY	SATURDAY	NOTES
<b>5</b>	<b>6</b>	<b>7</b>	• • • • •
		• Pearl Harbor Remembrance Day (Observance)	• • • • •
<b>12</b>	<b>13</b>	<b>14</b>	• • • • •
• Barton Last Day of Finals • Barton Last Day - Full Term & 2nd 8-Week Session	• National Guard Birthday (Observance) • Friday the 13th (Worldwide Observance)	• Barton Fall Term Account Charges Due	• • • • •
<b>19</b>	<b>20</b>	<b>21</b>	• • • • •
• Barton Christmas/New Year Break (Campus Closed)	• Barton Christmas/New Year Break (Campus Closed)	• December Solstice (Season) • Barton Christmas/New Year Break (Campus Closed)	• • • • •
<b>26</b>	<b>27</b>	<b>28</b>	• • • • •
• First Day of Kwanzaa (Observance) • Barton Christmas/New Year Break (Campus Closed) • 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)	• • • • •
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**WEEKLY OVERVIEW:**

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

SUNDAY

**1**

MONDAY

**2**

TUESDAY

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WEDNESDAY

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**TO DO LIST:**

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**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**

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**SELF-REFLECTION:**

What is going well? \_\_\_\_\_

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What do I want to change? \_\_\_\_\_

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**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**

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**TO DO LIST:**

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**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:**

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**MONTHLY REVIEW:**

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# SYLLABUS SUMMARY

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

**WEEK AT A GLANCE:** Use this schedule 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							
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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

# 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
			1 • New Year's Day (Federal Holiday) • Barton Christmas/New Year Break (Campus Closed) • Barton Term Begins
5 • Barton Online Fall Intersession (4 weeks) Ends	6	7 • International Programmers' Day (Worldwide Observance) • Barton Classes Begin – Full Term & 1st 8-Week Session	8
12 • Barton Online Spring Session 1 (8 weeks) Last Day to Add • Barton Online Spring Session 2 (16 weeks) Last Day to Add	13 • CP Cycle 2: Jan 13 - Mar 7	14 • Barton Registration Ends	15
19 • World Religion Day (Worldwide Observance) • Barton Online Spring Session 1 (8 weeks) Last Day to Add • Barton Online Spring Session 2 (16 weeks) Last Day to Add	20 • Martin Luther King Jr. Day (Federal Holiday) • Inauguration Day (Federal Holiday) • Barton Martin Luther King Jr. Day (Campus Closed) • Barton Online Spring Session 1 (8 weeks) Classes Begin • Barton Online Spring Session 2 (16 weeks) Classes Begin	21	22
26 • International Customs Day (Worldwide Observance) • World Leprosy Day (Worldwide Observance) • 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	27 • 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	28 • Cougar Conversation 8pm	29 • Lunar New Year (Observance) • Kansas Day (State Observance)

THURSDAY	FRIDAY	SATURDAY	NOTES
2 • Barton Offices Open	3	4	
9 • LSEC Cycle 2: Jan 9 - Feb 20	10	11	
16 • ADC @ Nite 6pm-10pm	17 • Barton Last Day for Refund – Full Term & 1st 8-Week Session	18	
23	24	25	
30	31		



JANUARY 2025 - WEEKLY FOCUS 

**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:**

Lined writing area for notes, containing 10 horizontal lines.

**TO DO LIST:**

To-do list area with three checkboxes and corresponding lines:  \_\_\_\_\_,  \_\_\_\_\_,  \_\_\_\_\_.

JANUARY 2025 - WEEKLY FOCUS 

**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:**

Lined writing area for notes, containing 10 horizontal lines.

**SELF-REFLECTION:**

Self-reflection area with three checkboxes and corresponding lines:  What is going well? \_\_\_\_\_,  What do I want to change? \_\_\_\_\_,  \_\_\_\_\_.

# JANUARY 2025 - WEEKLY FOCUS

## WEEKLY OVERVIEW:

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

SUNDAY

12

MONDAY

13

TUESDAY

14

WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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## NOTES:

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# JANUARY 2025 - WEEKLY FOCUS

## WEEKLY OVERVIEW:

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

SUNDAY

19

MONDAY

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TUESDAY

21

WEDNESDAY

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THURSDAY

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FRIDAY

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SATURDAY

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## NOTES:

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## SELF-REFLECTION:

What is going well? \_\_\_\_\_

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What do I want to change? \_\_\_\_\_

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# FEBRUARY

# 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
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<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<ul style="list-style-type: none"> <li>• Groundhog Day (Observance)</li> <li>• World Wetlands Day (Worldwide Observance)</li> </ul>	<ul style="list-style-type: none"> <li>• Barton Online Spring Session 3 (6 weeks) Classes Begin</li> </ul>	<ul style="list-style-type: none"> <li>• World Cancer Day (Worldwide Observance)</li> <li>• Cougar Conversation 8pm</li> </ul>	<ul style="list-style-type: none"> <li>• National Girls &amp; Women in Sports Day (Observance)</li> </ul>

<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
<ul style="list-style-type: none"> <li>• Barton Online Spring Session 3 (6 weeks) Last Day to Drop with 100% Refund</li> </ul>	<ul style="list-style-type: none"> <li>• Barton Online Spring Session 3 (6 weeks) Accounts with Past Due Payment Drops</li> <li>• Barton Online Spring Session 3 (6 weeks) Activity/Attendance Drops</li> </ul>	<ul style="list-style-type: none"> <li>• World Day of the Sick (Worldwide Observance)</li> <li>• Cougar Conversation 8pm</li> </ul>	

<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>
	<ul style="list-style-type: none"> <li>• Presidents' Day (Federal Holiday)</li> </ul>	<ul style="list-style-type: none"> <li>• Cougar Conversation 8pm</li> </ul>	

<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
		<ul style="list-style-type: none"> <li>• Cougar Conversation 8pm</li> </ul>	

THURSDAY	FRIDAY	SATURDAY	NOTES
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<b>6</b>	<b>7</b>	<b>8</b>	
	<ul style="list-style-type: none"> <li>• National Wear Red Day (Observance)</li> </ul>		

<b>13</b>	<b>14</b>	<b>15</b>	
	<ul style="list-style-type: none"> <li>• Valentine's Day (Observance)</li> <li>• Barton Last Day to Drop Courses Recorded as W on Transcript - 1st 8-Week Session</li> </ul>		

<b>20</b>	<b>21</b>	<b>22</b>	
<ul style="list-style-type: none"> <li>• ADC @ Nite 6pm-10pm</li> </ul>			

<b>27</b>	<b>28</b>		
<ul style="list-style-type: none"> <li>• LSEC Cycle 3: Feb 27 - Apr 15</li> </ul>	<ul style="list-style-type: none"> <li>• Barton Last Day - 1st 8-Week Session</li> </ul>		

# FEBRUARY 2025 - 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**

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## TO DO LIST:

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# FEBRUARY 2025 - 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:

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## SELF-REFLECTION:

What is going well? \_\_\_\_\_

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What do I want to change? \_\_\_\_\_

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WEEKLY OVERVIEW:	NOTES:
Use this space to track assignments and personal tasks you need to complete this week.	
<b>SUNDAY</b> <b>16</b>	
<b>MONDAY</b> <b>17</b>	
<b>TUESDAY</b> <b>18</b>	
<b>WEDNESDAY</b> <b>19</b>	
<b>THURSDAY</b> <b>20</b>	
<b>FRIDAY</b> <b>21</b>	
<b>SATURDAY</b> <b>22</b>	

**TO DO LIST:**

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WEEKLY OVERVIEW:	NOTES:
Use this space to track assignments and personal tasks you need to complete this week.	
<b>SUNDAY</b> <b>23</b>	
<b>MONDAY</b> <b>24</b>	
<b>TUESDAY</b> <b>25</b>	
<b>WEDNESDAY</b> <b>26</b>	
<b>THURSDAY</b> <b>27</b>	
<b>FRIDAY</b> <b>28</b>	
<b>SATURDAY</b> <b>1</b>	

**MONTHLY REVIEW:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

# MARCH

# 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
2	3	4	5
	<ul style="list-style-type: none"> <li>• Read Across America Day (Observance)</li> <li>• <b>Barton</b> Classes Begin – 2nd 8-Week Session</li> <li>• <b>Barton Online</b> Spring Session 1 (8 weeks) Last Day to Drop with a Grade of W</li> <li>• <b>Barton Online</b> Spring Session 3 (6 weeks) Last Day to Drop with a Grade of W</li> </ul>	<ul style="list-style-type: none"> <li>• Mardi Gras (Observance)</li> <li>• <b>Cougar Conversation</b> 8pm</li> </ul>	
9	10	11	12
<ul style="list-style-type: none"> <li>• Daylight Saving Time Starts (Clock Change)</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Cougar Conversation</b> 8pm</li> </ul>	
16	17	18	19
<ul style="list-style-type: none"> <li>• <b>Barton Online</b> Spring Session 1 (8 weeks) Ends</li> <li>• <b>Barton Online</b> Spring Session 3 (6 weeks) Ends</li> <li>• <b>Barton Online</b> Spring Session 4 (8 weeks) Last Day to Add</li> </ul>	<ul style="list-style-type: none"> <li>• St. Patrick's Day (Observance)</li> <li>• <b>Barton</b> Spring Break (No Classes, Campus Open)</li> <li>• <b>Barton Online</b> Spring Session 4 (8 weeks) Classes Begin</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Barton</b> Spring Break (No Classes, Campus Open)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Barton</b> Spring Break (No Classes, Campus Open)</li> </ul>
23	24	25	26
<ul style="list-style-type: none"> <li>• <b>Barton Online</b> Spring Session 4 (8 weeks) Last Day to Drop with 100% Refund</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Barton Online</b> Spring Session 4 (8 weeks) Accounts with Past Due Payment Drops</li> <li>• <b>Barton Online</b> Spring Session 4 (8 weeks) Activity/Attendance Drops</li> <li>• <b>CP</b> Cycle 3: Mar 24 - May 16</li> </ul>		
30	31		
<ul style="list-style-type: none"> <li>• Doctors' Day (Observance)</li> <li>• <b>Barton Online</b> Spring Session 5 (6 weeks) Last Day to Add</li> </ul>	<ul style="list-style-type: none"> <li>• International Transgender Day of Visibility (Worldwide Observance)</li> <li>• <b>Barton Online</b> Spring Session 5 (6 weeks) Classes Begin</li> </ul>		

THURSDAY	FRIDAY	SATURDAY	NOTES
		1	
			<ul style="list-style-type: none"> <li>• First Day of Women's History Month (Annual Monthly Observance)</li> <li>• First Day of Irish American Heritage Month (Annual Monthly Observance)</li> <li>• Self-Injury Awareness Day (Worldwide Observance)</li> </ul>
6	7	8	
	<ul style="list-style-type: none"> <li>• Employee Appreciation Day (Observance)</li> <li>• <b>Barton</b> Last Day for Refund – 2nd 8-Week Session</li> </ul>		
13	14	15	
<ul style="list-style-type: none"> <li>• World Kidney Day (Worldwide Observance)</li> </ul>		<ul style="list-style-type: none"> <li>• Long Covid Awareness Day (Worldwide Observance)</li> </ul>	
20	21	22	
<ul style="list-style-type: none"> <li>• March Equinox (Season)</li> <li>• <b>Barton</b> Spring Break (Campus Closed)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Barton</b> Spring Break (Campus Closed)</li> </ul>		
27	28	29	
<ul style="list-style-type: none"> <li>• <b>ADC @ Nite</b> 6pm-10pm</li> </ul>		<ul style="list-style-type: none"> <li>• National Vietnam War Veterans Day (Observance)</li> <li>• Earth Hour (Worldwide Observance)</li> </ul>	

**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:**

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**TO DO LIST:**

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**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**

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**SELF-REFLECTION:**

What is going well? \_\_\_\_\_

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What do I want to change? \_\_\_\_\_

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**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:**

Notes section with horizontal lines for writing.

**TO DO LIST:**

Three checklist items with checkboxes and lines for text.

**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:**

Notes section with horizontal lines for writing.

**MONTHLY REVIEW:**

Three checklist items with checkboxes and lines for text.

# APRIL

# 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		1	2
		<ul style="list-style-type: none"> <li>• April Fool's Day (Worldwide Observance)</li> <li>• <b>Cougar Conversation</b> 8pm</li> </ul>	
6	7	8	9
<ul style="list-style-type: none"> <li>• National Tartan Day (Observance)</li> <li>• <b>Barton Online</b> Spring Session 5 (6 weeks) Last Day to Drop with 100% Refund</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Barton Online</b> Spring Session 5 (6 weeks) Accounts with Past Due Payment Drops</li> <li>• <b>Barton Online</b> Spring Session 5 (6 weeks) Activity/Attendance Drops</li> </ul>	<ul style="list-style-type: none"> <li>• National Library Workers' Day (Observance)</li> <li>• <b>Barton</b> Advisement Day (Barton County Campus Day Classes Cancelled; Night Classes Held)</li> <li>• <b>Barton</b> Fall 2025 Registration Begins (Current Students)</li> <li>• <b>Cougar Conversation</b> 8pm</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Barton</b> Fall 2025 Registration Begins (New Students)</li> </ul>
13	14	15	16
<ul style="list-style-type: none"> <li>• <b>Barton Online</b> Spring Intersession (4 weeks) Last Day to Add</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Barton</b> Online Spring Intersession (4 weeks) Classes Begin</li> </ul>	<ul style="list-style-type: none"> <li>• World Art Day (Worldwide Observance)</li> <li>• <b>Cougar Conversation</b> 8pm</li> </ul>	
20	21	22	23
<ul style="list-style-type: none"> <li>• Easter Sunday (Observance)</li> <li>• <b>Barton Online</b> Spring Intersession (4 weeks) Last Day to Drop with 100% Refund</li> </ul>	<ul style="list-style-type: none"> <li>• Easter Monday (Observance)</li> <li>• <b>Barton</b> Easter Monday (Campus Closed)</li> <li>• <b>Barton Online</b> Spring Intersession (4 weeks) Accounts with Past Due Payment Drops</li> <li>• <b>Barton Online</b> Spring Intersession (4 weeks) Activity/Attendance Drops</li> <li>• <b>LSEC</b> Cycle 4: Apr 21 - Jun 3</li> </ul>	<ul style="list-style-type: none"> <li>• Earth Day (Worldwide Observance)</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Professionals Day (Observance)</li> </ul>
27	28	29	30
	<ul style="list-style-type: none"> <li>• <b>Barton Online</b> Spring Session 2 (16 weeks) Last Day to Drop with a Grade of W</li> <li>• <b>Barton Online</b> Spring Session 4 (8 weeks) Last Day to Drop with a Grade of W</li> <li>• <b>Barton Online</b> Spring Session 5 (6 weeks) Last Day to Drop with a Grade of W</li> </ul>		

THURSDAY	FRIDAY	SATURDAY	NOTES
3	4	5	
		<ul style="list-style-type: none"> <li>• Tax Day (Observance)</li> </ul>	
10	11	12	
17	18	19	
	<ul style="list-style-type: none"> <li>• International Day for Monuments &amp; Sites (Worldwide Observance)</li> <li>• <b>Barton</b> Good Friday (Campus Closed)</li> </ul>		
24	25	26	
<ul style="list-style-type: none"> <li>• Take your Daughters &amp; Sons to Work Day (Observance)</li> <li>• <b>Barton</b> Last Day to Drop Courses Recorded as W on transcript - Full Term &amp; 2nd 8-Week Session</li> </ul>			

**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**

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**TO DO LIST:**

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**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**

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**SELF-REFLECTION:**

What is going well? \_\_\_\_\_

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What do I want to change? \_\_\_\_\_

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**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**

**NOTES:**

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**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**

**NOTES:**

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**SELF-REFLECTION:**

What is going well? \_\_\_\_\_  
\_\_\_\_\_  
 What do I want to change? \_\_\_\_\_  
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## 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.

## SPRING 2025 FINAL EXAM SCHEDULE

Class Meeting Schedule Time Frame		Monday, May 5 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, May 6 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, May 7 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, May 8 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.

# MAY

# 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
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• • • • •	• • • • •	• • • • •	• • • • •
• • • • •	• • • • •	• • • • •	• • • • •
• • • • •	• • • • •	• • • • •	• • • • •
• • • • •	• • • • •	• • • • •	• • • • •
4	5	6	7
• International Family Equality Day (Worldwide Observance)	• Cinco de Mayo (Observance) • Barton First Day of Finals	• National Nurses Day (Observance) • National Teacher Appreciation Day (Observance)	
11	12	13	14
• Mother's Day (Observance) • Barton Online Spring Session 2 (16 weeks) Ends • Barton Online Spring Session 4 (8 weeks) Ends • Barton Online Spring Session 5 (6 weeks) Ends • Barton Online Spring Intersession (4 weeks) Ends	• International Nurses Day (Worldwide Observance) • Barton Summer Hours Begin	• Barton Spring Term Account Charges Due	
18	19	20	21
• 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	• World Autoimmune / Autoinflammatory Arthritis Day (Worldwide Observance)	• Emergency Medical Services for Children Day (Observance)
25	26	27	28
• National Missing Children's Day (Observance) • African Liberation Day (Worldwide Observance) • 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	• Memorial Day (Federal Holiday) • 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
1	2	3	• • • • •
• First Day of Military Appreciation Month (Annual Monthly Observance) • First Day of Asian Pacific American Heritage Month (Annual Monthly Observance) • First Day of Jewish American Heritage Month (Annual Monthly Observance) • Law Day (Observance) • Loyalty Day (Observance) • National Day of Prayer (Observance) • Barton Online Spring Intersession (4 weeks) Last Day to Drop with a Grade of W		• National Explosive Ordnance Disposal (EOD) Day (Observance)	• • • • •
8	9	10	• • • • •
• Victory in Europe Day (Observance) • World Ovarian Cancer Day (Worldwide Observance) • World Red Cross & Red Crescent Day (Worldwide Observance) • Barton Last Day of Finals • Barton Last Day – Full Term & 2nd 8-Week Session	• Military Spouse Appreciation Day (Observance) • Barton Commencement		• • • • •
15	16	17	• • • • •
• Peace Officers Memorial Day (Observance)	• National Defense Transportation Day (Observance)	• Armed Forces Day (Observance)	• • • • •
22	23	24	• • • • •
• National Maritime Day (Observance) • Barton Summer 2025 Registration Ends			• • • • •
29	30	31	• • • • •
		• Barton Term Ends	• • • • •

**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**

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**TO DO LIST:**

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**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**

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**SELF-REFLECTION:**

What is going well? \_\_\_\_\_  
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What do I want to change? \_\_\_\_\_  
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**MAY 2025 - WEEKLY FOCUS** 

**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:**

Lined area for notes on page 80.

**TO DO LIST:**

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- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

**MAY 2025 - WEEKLY FOCUS** 

**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

**30**

SATURDAY

**31**

**NOTES:**

Lined area for notes on page 81.

**MONTHLY REVIEW:**

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

# SYLLABUS SUMMARY

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

**WEEK AT A GLANCE:** Use this schedule 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

# 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• First Day of Pride Month (Annual Monthly Observance)</li> <li>• First Day of Caribbean-American Heritage Month (Annual Monthly Observance)</li> <li>• <b>Barton</b> Term Begins</li> <li>• <b>Barton</b> Priority Deadline to Apply for Summer 2025 Graduation</li> <li>• <b>Barton Online</b> Summer Session 2 (8 weeks) Last Day to Add</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Barton</b> Classes Begin – Full Term &amp; 1st 4-Week Session</li> <li>• <b>Barton Online</b> Summer Session 2 (8 weeks) Classes Begin</li> <li>• <b>CP</b> Cycle 4: Jun 2 - Jul 25</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Barton</b> Last Day for Enrollment – Full Term &amp; 1st 4-Week Session</li> <li>• <b>Barton</b> Last Day for Refund – Full Term &amp; 1st 4-Week Session</li> </ul>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>
<ul style="list-style-type: none"> <li>• <b>Barton Online</b> Summer Session 2 (8 weeks) Last Day to Drop with 100% Refund</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Barton Online</b> Summer Session 2 (8 weeks) Accounts with Past Due Payment Drops</li> <li>• <b>Barton Online</b> Summer Session 2 (8 weeks) Activity/Attendance Drops</li> </ul>		<ul style="list-style-type: none"> <li>• <b>LSEC</b> Cycle 5: Jun 11 - Jul 24</li> </ul>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<ul style="list-style-type: none"> <li>• Father's Day (Observance)</li> <li>• <b>Barton Online</b> Summer Session 3 (8 weeks) Last Day to Add</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Barton Online</b> Summer Session 1 (6 weeks) Last Day to Drop with a Grade of W</li> <li>• <b>Barton Online</b> Summer Session 3 (8 weeks) Classes Begin</li> </ul>		
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>
<ul style="list-style-type: none"> <li>• <b>Barton Online</b> Summer Session 3 (8 weeks) Last Day to Drop with 100% Refund</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Barton Online</b> Summer Session 3 (8 weeks) Accounts with Past Due Payment Drops</li> <li>• <b>Barton Online</b> Summer Session 3 (8 weeks) Activity/Attendance Drops</li> </ul>		
<b>29</b>	<b>30</b>		
<ul style="list-style-type: none"> <li>• <b>Barton Online</b> Summer Session 1 (6 weeks) Ends</li> <li>• <b>Barton Online</b> Summer Session 4 (6 weeks) Last Day to Add</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Barton</b> Classes Begin – 2nd 4-Week Session</li> <li>• <b>Barton Online</b> Summer Session 4 (6 weeks) Classes Begin</li> </ul>		

THURSDAY	FRIDAY	SATURDAY	NOTES
<b>5</b>	<b>6</b>	<b>7</b>	
	<ul style="list-style-type: none"> <li>• D-Day (Observance)</li> </ul>		
<b>12</b>	<b>13</b>	<b>14</b>	
<ul style="list-style-type: none"> <li>• Loving Day (Observance)</li> </ul>	<ul style="list-style-type: none"> <li>• Friday the 13th (Worldwide Observance)</li> </ul>	<ul style="list-style-type: none"> <li>• Flag Day (Observance)</li> <li>• Army Birthday (Observance)</li> </ul>	
<b>19</b>	<b>20</b>	<b>21</b>	
<ul style="list-style-type: none"> <li>• Juneteenth (Federal Holiday)</li> <li>• <b>Barton</b> Last Day to Drop Courses Recorded as W on Transcript – 1st 4-Week Session</li> </ul>	<ul style="list-style-type: none"> <li>• American Eagle Day (Observance)</li> <li>• June Solstice (Season)</li> </ul>		
<b>26</b>	<b>27</b>	<b>28</b>	
<ul style="list-style-type: none"> <li>• <b>Barton</b> Last Day – 1st 4-week Session</li> </ul>		<ul style="list-style-type: none"> <li>• <b>Barton Online</b> Summer Session 3 (8 weeks) Last Day to Drop with a Grade of W</li> </ul>	

**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**

**NOTES:**

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**TO DO LIST:**

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**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**

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**SELF-REFLECTION:**

- What is going well? \_\_\_\_\_
- \_\_\_\_\_
- What do I want to change? \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

JUNE 2025 - WEEKLY FOCUS

**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:**

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**TO DO LIST:**

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JUNE 2025 - WEEKLY FOCUS

**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:**

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**MONTHLY REVIEW:**

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# JULY

# 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY
		1	2
			<ul style="list-style-type: none"> <li>• Barton Last Day for Enrollment – 2nd 4-Week Session</li> <li>• Barton Last Day for Refund – 2nd 4-Week Session</li> </ul>
6	7	8	9
<ul style="list-style-type: none"> <li>• Barton Online Summer Session 4 (6 weeks) Last Day to Drop with 100% Refund</li> </ul>	<ul style="list-style-type: none"> <li>• Barton Online Summer Session 4 (6 weeks) Accounts with Past Due Payment Drops</li> <li>• Barton Online Summer Session 4 (6 weeks) Activity/Attendance Drops</li> </ul>		<ul style="list-style-type: none"> <li>• Barton Last Day to Drop Courses Recorded as W on Transcript – Full Term Session</li> </ul>
13	14	15	16
	<ul style="list-style-type: none"> <li>• Bastille Day (Observance)</li> <li>• Barton Online Summer Session 2 (8 weeks) Last Day to Drop with a Grade of W</li> </ul>		<ul style="list-style-type: none"> <li>• Rural Transit Day (Observance)</li> </ul>
20	21	22	23
27	28	29	30
<ul style="list-style-type: none"> <li>• National Korean War Veterans Armistice Day (Observance)</li> <li>• Barton Online Summer Session 2 (8 weeks) Ends</li> </ul>	<ul style="list-style-type: none"> <li>• Parents' Day (Observance)</li> <li>• Barton Online Summer Session 2 (8 weeks) Ends</li> <li>• Barton Online Summer Session 4 (6 weeks) Last Day to Drop with a Grade of W</li> </ul>		

THURSDAY	FRIDAY	SATURDAY	NOTES
3	4	5	
	<ul style="list-style-type: none"> <li>• Independence Day (Federal Holiday)</li> <li>• Barton Independence Day (Campus Closed)</li> </ul>		
10	11	12	
17	18	19	
<ul style="list-style-type: none"> <li>• Barton Last Day to Drop Courses Recorded as W on Transcript – 2nd 4-Week Session</li> </ul>			
24	25	26	
<ul style="list-style-type: none"> <li>• Barton Last Day – Full Term &amp; 2nd 4-Week Session</li> </ul>	<ul style="list-style-type: none"> <li>• Barton Summer Hours End</li> </ul>		
31			
<ul style="list-style-type: none"> <li>• Barton Term Ends</li> </ul>			



## JULY 2025 - WEEKLY FOCUS

### 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**

### NOTES:

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### TO DO LIST:

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## JULY 2025 - WEEKLY FOCUS

### 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**

### NOTES:

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### SELF-REFLECTION:

- What is going well? \_\_\_\_\_
- What do I want to change? \_\_\_\_\_
- \_\_\_\_\_



**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**

**NOTES:**

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**MONTHLY REVIEW:**

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Use this page to identify the people that can provide support and resources to you as a student. While personal supporters are important and should be included, it is just as important to identify Barton-specific resources for this list. A few areas of guidance have been listed to assist you.

Name	Email/Phone	Area of Guidance
		Academic Advisor
		Academic Coach
		Financial Aid
		Personal Mentor

**NOTES:**

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## FREE ACADEMIC SUPPORT & TUTORING FOR BARTON STUDENTS

All students can email [adc@bartonccc.edu](mailto:adc@bartonccc.edu) for information and support.

### Academic Development Center

Barton's **Academic Development Center** (ADC) assists all Barton Community College students in cultivating essential classroom skills. Services include Academic Coaching, Cougar Conversations, Independent Study Spaces, and Computer Access Hub.

**Location:** Great Bend Campus, L-136  
**Contact:** Nolan Esfeld (Director of Student Academic Development)  
[esfeldn@bartonccc.edu](mailto:esfeldn@bartonccc.edu)

Kelley Scott (Academic Mentor)  
[scottk@bartonccc.edu](mailto:scottk@bartonccc.edu)

🕒 **Monday - Thursday:** 8:00 a.m. to 8:00 p.m.  
**Friday:** 8:00 a.m. to 4:30 p.m.  
**Saturday:** Closed  
**Sunday:** 5:00 p.m. to 7:00 p.m.

### Free Tutoring Services – Great Bend Campus

**Location:** Learning Resource Center, Room 115  
**Contact:** Samuel Kline-Martin (Coordinator)  
[klinemartins@bartonccc.edu](mailto:klinemartins@bartonccc.edu)

🕒 **Monday - Thursday:** 8:00 a.m. to 8:00 p.m.  
**Friday:** 8:00 a.m. to 4:30 p.m.  
**Sunday:** 1:00 p.m. to 7:00 p.m.

### Free Tutoring Services – Fort Riley & Fort Leavenworth Students

**Location:** 211 Custer Ave, Fort Riley, KS 66442  
**Contact:** [frrtutorcenter@bartonccc.edu](mailto:frrtutorcenter@bartonccc.edu)

🕒 **Tuesday:** 9:00 a.m. to 5:00 p.m.  
**Wednesday:** 9:00 a.m. to 6:00 p.m.

For online tutoring assistance, members of the military should visit: <http://military.tutor.com/home>

### Free Tutoring Services – Barton Online Students

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

## TESTING SERVICES FOR BARTON STUDENTS

### Great Bend Campus



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

**Location:** Testing Center, LRC Room 130  
**Contact:** Mollie McReynolds  
[placementtesting@bartonccc.edu](mailto:placementtesting@bartonccc.edu)

### Ft. Riley Campus

**Location:** 211 Custer Ave, Fort Riley, KS 66442  
**Contact:** Janet Balk  
[frrtutorcenter@bartonccc.edu](mailto:frrtutorcenter@bartonccc.edu)

### Ft. Leavenworth Campus

**Location:** Army Ed Building, 120 Dickman Ave  
**Contact:** Erika Jenkins-Moss  
[flofficestaff@bartonccc.edu](mailto:flofficestaff@bartonccc.edu)

## BARTON INTEGRITY

Barton is committed to integrity, and as a student, you are expected to exhibit integrity. This page shares important details about Barton's Integrity policies and procedures.

### Pillars of Integrity

**Honesty** – Barton advances the quest for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research, and service. The student is the original author of submitted work and properly acknowledges outside resources, and authors work or ideas.

**Trust** – Barton fosters a climate of mutual trust, encourages the free exchange of ideas, and enables all to reach their highest potential. The student produces their best work to ensure trust is preserved.

**Respect** – Barton recognizes the participatory nature of the learning process and respects a wide range of opinions and ideas. The student shows respect by attending class prepared to participate, which includes listening to classmates' and instructors' opinions, while working to the highest level of their competence.

**Responsibility** – Barton upholds personal responsibility in the face of wrongdoing. The student upholds personal responsibility in the face of wrongdoing.

**Fairness** – Barton fosters an environment of fairness and consistency by establishing clear standards, practices, and procedures and expects cooperation in the interaction of students, faculty, and administrators. The student acts in the spirit of fairness of all established standards, practices, and procedures and will take the initiative to seek out further information when unsure of said standards, practices, and procedures.

**Courage** – Barton supports its expectations, standards, and practices with action. The student acts courageously despite the concern of repercussions and in accordance with personal and institutional values.

### Commitment to Integrity

**Honor Code** – On my honor, I am acting with integrity, upholding personal and institutional values in academics, and will not tolerate the academic dishonesty of others.

**Types of Violations** – Violations can be categorized as Basic or Capital. Basic violations are committed to obtain an unfair advantage in the completion of coursework. Capital violations are either repeated basic violations and/or committed in conjunction with multiple violations of integrity or the Student Code of Conduct.

**Types of Sanctions** – Individual faculty members may elect to address episodes of Basic academic integrity violations on a case-by-case basis. Capital sanctions will be determined by the Vice President of Instruction in consultation with instructional administration. Sanctions can range from an informal conversation through a grade of an XF or expulsion.

**XF** – Barton defines an XF grade as Failure as a result of a violation of Academic Integrity. If a student receives an XF grade in a course, they may retake the course in most instances to improve their academic standing. The XF will remain on the student's transcript; however, the grade earned from retaking the course will be calculated into the student's GPA



**BARTON**  
INTEGRITY

# 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
<b>Total</b>	<b>17</b>				<b>52</b>

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

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

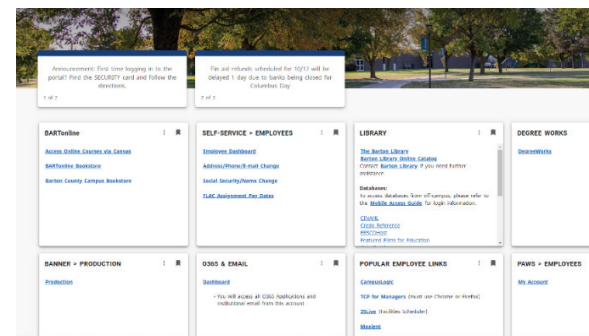
# TALK LIKE A COUGAR

**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](mailto: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!

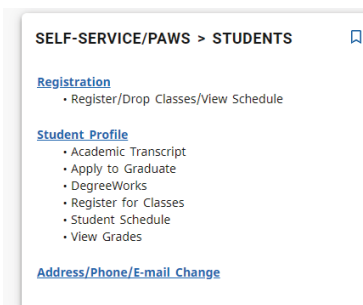
**GPA** – Grade Point Average. This is a number between 0 and 4 that indicates, on average, a student's grade while in college. A GPA of 4.0 indicates a student has all A's in completed classes. A GPA of 0.0 indicates a student has failed all completed classes.

**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>

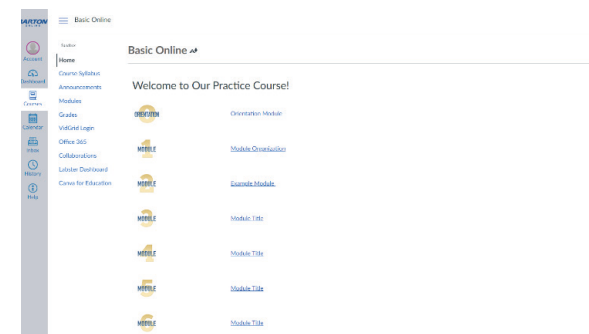
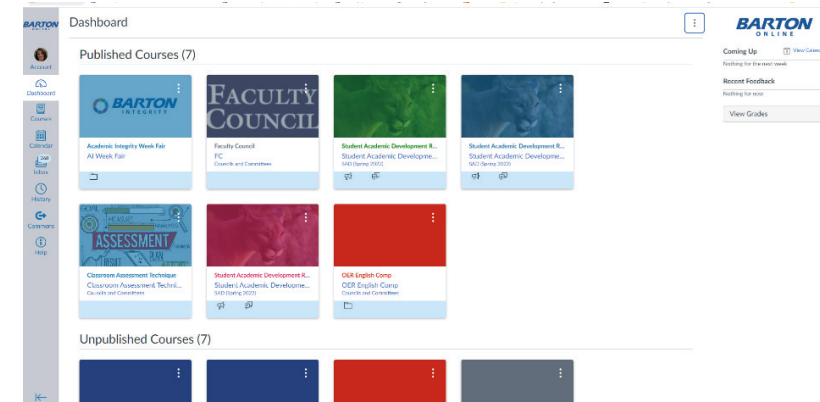
**Self-Service/PAWS** – Official Student Records are found on this this card – Students must use this location to register for or drop courses, print schedules, review unofficial transcripts, and review final grades.



**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.

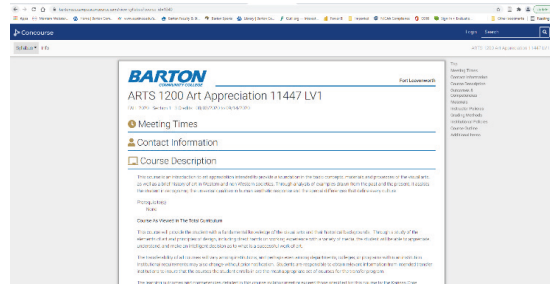
**Canvas** – Online Learning Management System (LMS) that holds “shells” for most classes. Canvas is like the digital school house. The **Dashboard** of Canvas is the landing page on which all information organizes.

**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.

**M365** – 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.

**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](mailto: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 [brownc@bartonccc.edu](mailto:brownc@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.

**Undergraduate** – Student that is pursuing their first degree (bachelor’s) at a college or university.

**Degree Map** – List of courses needed to fulfill the requirements for graduation.

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><b>When Completing Cornell Notes:</b></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"> <li>○ Capture main ideas</li> <li>○ Identify examples for better understanding</li> <li>○ List information not posted elsewhere don’t copy the PowerPoint slides or lecture notes verbatim.</li> </ul> <p>Key Terms and Question (during or immediate after class):</p> <ul style="list-style-type: none"> <li>○ Identify the key terms connected to lecture notes</li> <li>○ Create potential test questions connected to lecture notes.</li> <li>○ Ask questions to make personal connections or to connect ideas from previous lectures.</li> </ul> <p>Summary (at the end of each class):</p> <ul style="list-style-type: none"> <li>○ Summarize the main ideas covered in lecture.</li> <li>○ Connect to previous lectures.</li> <li>○ Use your own words – express your understanding of the material covered.</li> </ul>	
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><b>When Completing 3-Column Notes:</b></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><b>Key Terms or Problem:</b></p> <ul style="list-style-type: none"> <li>○ Write the question as it was presented in lecture, or written on homework.</li> <li>○ Identify key terms and names of formulas.</li> <li>○ 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).</li> </ul> <p><b>Solution:</b></p> <ul style="list-style-type: none"> <li>○ Work through the problem completely.</li> <li>○ Be sure you write down each step of the problem.</li> <li>○ Identify questions about specific steps with a question mark (?) and ask your instructor/tutor.</li> </ul> <p><b>Explanation of Steps:</b></p> <ul style="list-style-type: none"> <li>○ In your own words, describe or explain what you are doing in each step.</li> <li>○ Create helpful hints.</li> </ul>			

## 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 Cougars,

I am excited to welcome you to the 2024-2025 academic year at Barton Community College! The Board of Trustees, faculty, and staff are excited to assist you and guide you through your educational journey this year.

I am starting my first year as President here at Barton and I could not be more excited to share my new journey alongside all of you. We will all learn a lot together this year! From my first introduction to Barton, I knew it was a special place. One thing that I have learned in my short time with the Barton family is just how much the faculty and staff care about our students. They will go that extra mile to help you succeed.

As you go through the year, please reach out to a faculty or staff member if you have any questions or concerns that we can assist you with. Your academic and personal success is our number one priority, and we take that very seriously. For those of you taking classes at the Barton County campus in Great Bend or at our other physical

locations, I look forward to seeing each of you at campus events, in the classroom, or just strolling across our campuses this year. For those taking class through Barton Online, don't hesitate to reach out to let us know how we can support you from across the miles. Best of luck and Go Cougars!

Sincerely,  
Marcus Garstecki, Ph.D.  
Barton Community College President

[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](http://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](mailto: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.

**Monday - Thursday:** 7:30 a.m. to 5:00 p.m. (CST)  
**Friday:** 7:30 a.m. to 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](http://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](http://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](http://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.  
Friday: Closed

## Barton Online Bookstore – [bartonline.ecampus.com](http://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](http://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](http://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](mailto:activities@bartonccc.edu).



# STUDENT HANDBOOK

## Academic Advising – [bartonccc.edu/academicadvising](http://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](mailto:advisement@bartonccc.edu) for assistance.

## Degree Works – [bartonccc.edu/academicadvising/degreeworkshelp](http://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](http://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](http://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](mailto:disabilityservices@bartonccc.edu).

## Health Services – [bartonccc.edu/studentlife/health](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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](http://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

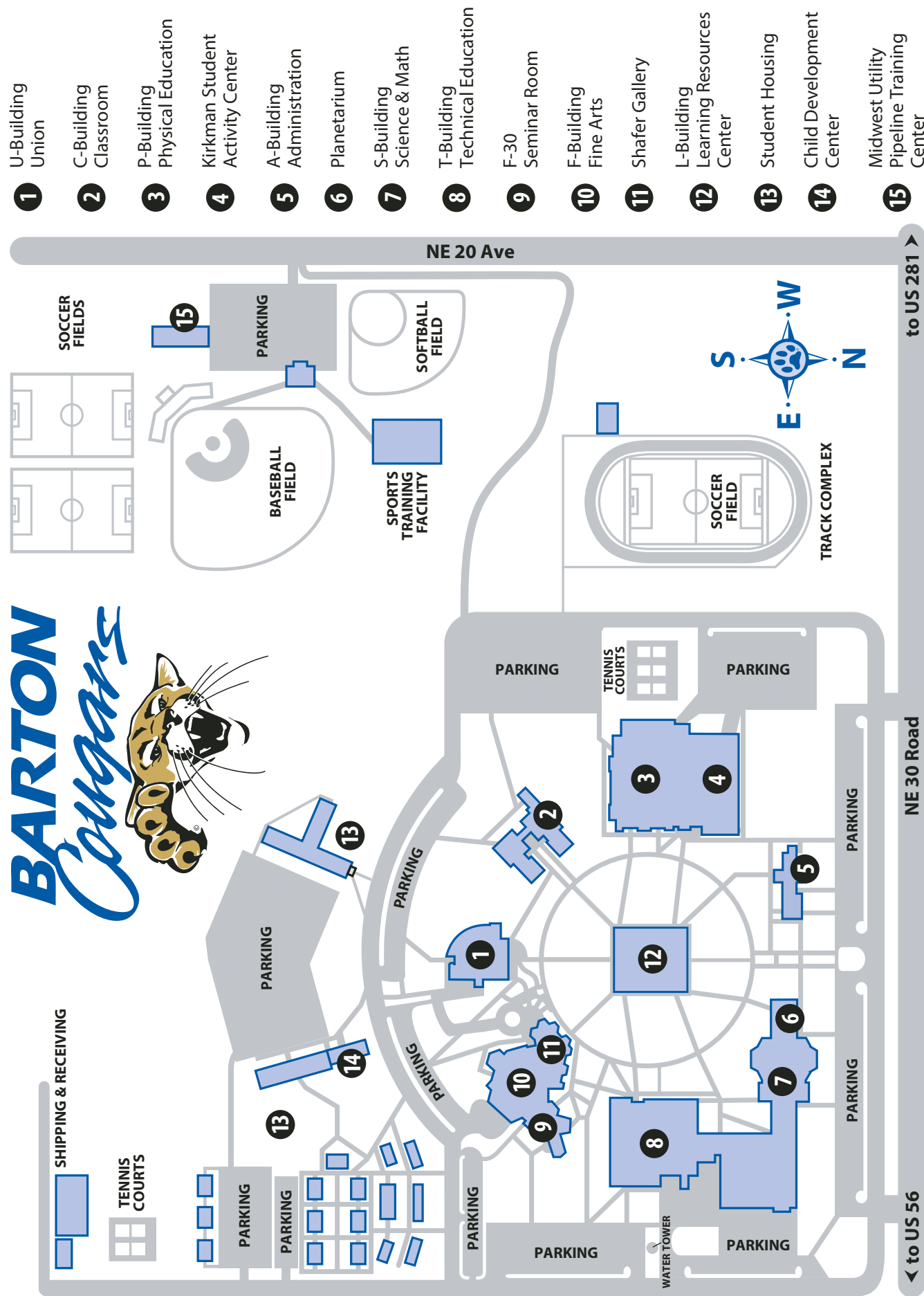
Honor designations including Dean’s List, President’s List, and graduation honors.



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 29th  
 Thursday, September 19th  
 Thursday, October 17th  
 Thursday, November 14th  
 Thursday, January 16th  
 Thursday, February 20th  
 Thursday, March 27th  
 Thursday, April 24th

**ADC @ NITE**  
 SELECT THURSDAYS 6PM - 10PM

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

### 2024-2025 COUGAR CONVERSATIONS

Cougar Conversations take place every Tuesday at 8 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 :

September 3	Online Course Tips
September 10	Barton 101
September 17	Study Skills and Test Taking
September 24	Taking Notes
October 1	Back on Track
October 8	How Do You Learn?
October 15	Research Rescue
October 22	Academic Integrity
October 29	Grad Check
November 5	How You Doin'?
January 28	Online Course Tips
February 4	Barton 101
February 11	Study Skills and Test Taking
February 18	Taking Notes
February 25	Back on Track
March 4	Research Rescue
March 11	Academic Integrity
April 1	Choose Your Own Semester
April 8	How Do You Learn?
April 15	How You Doin'?

### 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>.

### RESEARCH RESCUE

This conversation will help you learn how to properly research. We will be covering how to use the Barton Library Page, Google, interlibrary loans, and more.

### 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.

### CHOOSE YOUR OWN SEMESTER

Learn how to be better prepared for your meeting with your advisor. You will also learn how to search for courses and find degree plans at your future institutions.

