

CHECKLIST FOR GETTING READY FOR CEO CLASSES

o	Register for your classes before the term begins – CEO students are required to be registered for a MINIMUM of 7 credits and one class must be in a core academic subject area.
o	Obtain a printout of your classes – print from MyClackamas .
o	Create a class schedule to show all weekly classes, meetings, work schedule, study time, etc. (use Schedule Worksheet)
o	Become familiar with the campus and locations of key departments, services, and facilities BEFORE the first day of classes. Campus maps are available online . Visit the following areas: <ul style="list-style-type: none"> o Your classrooms (this is on your MyClackamas schedule) o Restrooms close to your classrooms o Convenient parking areas and bus stops o Library, Computer lab, Tutoring centers o Bookstore, Community Center/Cafeteria
o	Update your CMC counselor with your CCC username and password if you have changed it.
o	Obtain a student photo ID – This can be done at Harmony or Roger Rook Hall on the main campus.
o	Obtain your textbooks from Crystal at CMC - See steps for looking up textbooks at CCC . If you have questions, email eschweilerc@nclack.k12.or.us
o	If your required textbook is not available through CMC's library, purchase your book and SAVE YOUR ORIGINAL RECEIPT for reimbursement at the end of the term when you bring in your books. CEO students have \$450 for the year. Recommendations for where to purchase books: CCC Bookstore Amazon.com Chegg.com ecampus.com Half.com Textbooks.com ***Please note we cannot reimburse for rented textbooks, online access codes, or workbooks that cannot be reused.***
o	If you have any issues with your schedule, contact your counselor immediately. ALL ADDS OR DROPS MUST BE APPROVED BY CMC BEFORE YOU MAKE THEM. Please be aware of CCC's Important Dates to Remember for payment and add/drop dates.
o	Check your CCC account balance – You are responsible for any balance over \$800. This should be paid by the end of week 2 to avoid late fees . In your MyClackamas account, click on Payment Information, then Pay & Account Information. How to make a payment through Touchnet . See also Financial Matters for more info on paying for classes at CCC.

OTHER HELPFUL TIPS FOR GETTING STARTED THIS TERM!	
o	<p>Organize your notebooks. Use dividers to set up a three-ring notebook with sections for each of your classes. If you need more than one notebook, consider using one notebook for MWF classes and another for TTH classes. In each section of your notebook, organize the following materials:</p> <ul style="list-style-type: none"> o Your weekly schedule o The course syllabus you will receive the first day of class o A list of names and phone numbers of other students in the class whom you may want to call to discuss homework or meet for a study group o All your class notes, handouts, completed assignments, and test arranged in chronological order
o	<p>Create a long-term calendar. Locate a month-by-month planner or use a regular calendar to record the following:</p> <ul style="list-style-type: none"> o Scheduled tests and midterm exams as shown on your course syllabus o Due date for projects o Tutoring or study-group meetings o Holidays o Important deadlines on campus for adding or dropping classes, changing grade options, or paying fees o Final exams as shown on campus calendars
o	<p>Become familiar with your textbooks by surveying each book. Before you begin attending classes, get a head start by surveying your textbooks. Surveying is the process of previewing or looking through specific sections to get an overview. When you survey a new textbook, do the following:</p> <ul style="list-style-type: none"> o Read the introduction and the “To the Student” section of information o Examine the material in the back of the book. This often involves looking at the appendix, the glossary, and the index. The appendix may contain answer keys, additional exercises, practice tests, additional reading materials, charts, etc. o Glance through the chapters. Pay special attention to chapter features that will help you study and learn the chapter content. This may include objectives, outlines, notes, and chapter summaries.

<p>o</p>	<p>Show up the first day of class ready to learn:</p> <ul style="list-style-type: none"> o Be punctual. Arrive before class begins. o Sit toward the front of the classroom. You will be able to see better, will concentrate more easily, and will show that you are interested in the course. o Arrive prepared with your notebook, paper, pencil, pen and textbook. o Be attentive and listen carefully. o Use a highlighter to highlight important information discussed in the syllabus. o Take notes. Begin the habit of writing down information as it is presented.
<p>o</p>	<p>Make a commitment to dedicate sufficient time each week for studying. One of the most common mistakes students make involves allocating too little time for studying. The amount of time spent studying has a high correlation to academic success. Students who spend too little time reading, studying, memorizing, and reviewing struggle with the process of learning. Begin using the following strategies:</p> <ul style="list-style-type: none"> o Use the 2:1 ratio for studying. For most or all of your classes that involve textbook reading assignments and written work, plan to study two hours for every one hour in class. For example, most three-credit classes meet three hours per week, so you would plan to study nine hours a week for that class. o Study for each class at specific times during the week. Strive to create a routine that becomes habitual. Plan to study a few hours every day of the week.
<p>o</p>	<p>Ask questions. Becoming an active learner is important. Be willing to show your interest by asking questions. Student questions help promote interesting classroom interactions and discussions. If something is not clear, do not be shy; ask for details or clarification.</p>
<p>o</p>	<p>Monitor your stress levels. Some stress at the beginning of the term and as the term progresses is normal. Recognize that new situations and unfamiliar materials or expectations are commonly linked to feelings of self-doubt or uncertainty. Such feelings are a part of the natural learning cycle and dwindle as you become familiar with and settle into the new routine. If you sense that your stress level is hindering your progress, seek out counselors, support groups or other resources that can help you learn strategies to</p>

	reduce stress and ease through the transition process of a new term and new courses more smoothly.
o	Monitor your attitude. A positive, inquisitive, eager-to-learn attitude enhances the learning process. A negative, disagreeable, or complaining attitude hinders your performance and the learning process. Strive to display your positive side in class, with your instructor, and with your classmates from the very first day of class. Prepare yourself to enjoy the new class and the new opportunity to learn and expand your mind!