

# TIPS ON HOW TO BUILD A SCHEDULE

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## **When do you plan to attend class?**

Only day or evening classes? Or a combination of both? Are you going to enroll full-time (12 or more credit hours) or on a part-time basis (less than 12 credit hours)?

## **What courses are you going to enroll in?**

Find out what is required for your Bachelor of General Studies degree. What are the core requirements? What courses are required for your Area of Concentration? Check out the UNO catalog, DCS website and talk it over with your advisor.

## **Make a list of the courses you would like to take.**

Check the Class Schedule for times and days these classes are offered. Make out a trial class schedule.

## **Think about these points as you make your choices:**

- Are there any classes that are offered at only one time? Is this a course that is required of your area of concentration or one that you really want to take? Block the time for these classes first.
- Look for possible time conflicts between the classes you have already scheduled and classes that are offered at more than one time. Choose the sections that do not conflict with the classes that you have already blocked into your schedule
- Check the location of the classes. Do they meet on-campus or off-campus? Using the building abbreviation, identify where your classes will meet. Will you have time to travel between classes?
- Are labs or discussions required? Be sure to include them in your schedule if they are.
- Once you've completed your preliminary schedule, include the department abbreviation, the course number, the section number, the call number and the building abbreviation and room number.
- Consult with your advisor in the Division of Continuing Studies.

## **What happens if your class is closed?**

Plan some alternatives in case this happens. Some alternatives include scheduling the same course at different times, scheduling different courses at the same time, or scheduling different courses at different times. In most cases, you'll have many possibilities. Explore them!

## **Hours Spent Per Week on Schoolwork Based on Credit Hours Attempted**

<b>Credit Hours Attempted</b>	<b>Hours in Class</b>	<b>Average Hours of Homework</b>	<b>Total</b>
3	3	9	12
6	6	18	24
9	9	27	36
12	12	36	48
15	15	45	60

# Some Things to Think About as You Choose Your Classes

## **Type of Class: DAILY DISCIPLINE**

Example: Math, English Composition, Accounting, Foreign Language

### Characteristics

- Constant pressures
- Taught in sequence
- Time consuming

### Difficulties in this Type of Course

- If you fall behind you may not be able to catch up
- Knowledge builds from one session to the next—if you miss one you may fall behind
- The pace is fast, be alert

### Strategy for Success

- Study 1-3 hours a day
- Study as soon as possible after the class

## **Type of Class: DELAYED ACTION**

Example: Psychology, Sociology, Political Science

### Characteristics

- Requires reading
- Class attendance required
- Lower level classes primarily lecture

### Difficulties in the Type of Course

- No pressure to read—so may get behind on reading
- Poor notes make for poor test preparation
- Usually 2-3 exams—based on class notes, lectures, and reading

### Strategy for Success

- Attend all classes
- Take good notes
- Read on a regular basis
- Think about the material
- Make up study questions
- Participate in classroom discussion

## **Type of Class: CREATIVE/LAB**

Example: Art, Science

### Characteristics

- Odd schedules
- Special demands
- Unusual standards
- Different learning

### Difficulties in this Type of Course

- Talent is important in art, music
- Lab courses demand extra time and effort
- Need to focus effort

### Strategy for Success

- Know what is expected
- Be positive
- Limit time involvement
- Complete daily assignments