Creating a Semester Schedule

A semester schedule is something that will certainly serve as a road map for you throughout the entire semester and will keep you from getting lost. Often times, students will have projects that last throughout the semester, so being able to schedule them over the course of the semester is crucial for successful completion. Being proactive from the start of the semester is key.

Steps in Completing a Semester Calendar

1. Find a month-to-month calendar
   - Binder-style calendar – If you prefer a durable planner that you can write in, try looking for one of these at your local shopping center, or even in the campus bookstore.
   - Online template – If you’re looking for a quick, free calendar, try an online template. These can be found on the web and on word processing programs. Simply print them off each month and staple them together.
   - Electronic calendar – If you are electronically savvy, you might be interested in utilizing electronic calendar from a smart phone or tablet. If choosing this option, make sure you will have access to this often throughout the day.

*Make sure that your calendar has large enough spaces each day so that you have plenty of room to write in each square.*

2. Start by recording the following dates:
   - Holidays, school vacation breaks, and any known social, family, and friend commitments
   - Midterm and final exam weeks
   - Final dates for dropping and adding courses

3. Obtain course syllabi for each course in which you are enrolled and record the following dates:
   - Test dates
   - Due dates for papers, reports, or other projects
   - Other deadlines you set as part of completing a lengthy project

**You might think that this step takes too long, but taking the hour or two required to complete this part will certainly pay off as the semester goes on. It is convenient to have all due dates in one spot.**

4. Note all work commitments:
   - Set schedule? If your work schedule does not change, add those dates and times
   - Fluid schedule? Add and update your work schedule as it becomes available