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COLLEGE

SUCCESS

GUIDE

A program of the Indiana Commission for Higher Education.



TABLE *OF* CONTENTS

| | |
|---|----|
| LETTER FROM THE COMMISSIONER | |
| COMMITTING TO COLLEGE SUCCESS | 3 |
| TIPS FOR COMPLETING 30 CREDIT HOURS EACH YEAR | 4 |
| BUDGETING FOR COLLEGE | 5 |
| KEYS TO SUCCESS IN THE COLLEGE CLASSROOM | 8 |
| HITTING THE BOOKS | 11 |
| FIRST-YEAR SUCCESS AND BEYOND | 13 |
| MAKING GOOD LIFESTYLE CHOICES | 15 |
| MAINTAINING HEALTHY HABITS | 16 |
| DECIDING WHERE TO LIVE | 17 |
| GETTING INVOLVED OUTSIDE THE CLASSROOM | 18 |
| MAXIMIZING YOUR COLLEGE EXPERIENCE | 19 |
| BALANCING WORK AND SCHOOL | 21 |
| GETTING ACADEMIC SUPPORT | 23 |
| RESOURCES AND CONTACT INFORMATION | 25 |

Dear Student,

CONGRATULATIONS! YOU ARE ON YOUR WAY TO COLLEGE AND CAREER SUCCESS.

Your college career is about to begin, and the road ahead will present many challenges and opportunities. It may take you some time to get used to the demands of college classes and studying, learn how to manage your time and money, and figure out how to balance work and extracurricular activities.

This guide is a resource with answers to many of the questions and concerns you might have as you transition to college. How much time should you devote to studying each day? What should you do if you're struggling in one of your classes? What can you do for fun? Where should you go if you have questions about financial aid?

The following pages will provide information to help you adjust to college. You'll learn about the many campus programs, resources and services your college may offer to support you academically, financially and personally.

But don't sit back and wait for others to come to you. Seek help when you need it, ask questions when you don't understand and always look for opportunities that will help you reach your goals.

Remember, the work you put in the next few years — inside and outside the classroom — will result in great payoffs in your life and career. Keep your graduation date in sight, know you can make it and stay committed to completing college.

Best of luck, and enjoy your college experience!



Teresa Lubbers

Indiana Commissioner for Higher Education

COMMITTING *TO* COLLEGE SUCCESS

While everyone's college experience is different, there are certain steps you can take to be successful. The resources in this guide will provide you with tools and information on how to:

1) ENROLL IN COLLEGE FULL TIME

Being a full-time student requires taking a minimum of 12 credit hours during the fall and spring semesters. But 12 credits per semester doesn't put you on track to complete the 30 credit hours per year it takes to graduate on time.

2) COMPLETE 30 CREDIT HOURS EACH YEAR

To stay on track for graduation, it's recommended you take at least 30 credit hours by the end of your first year in college, 60 hours by the end of your second year and 90 hours by the end of your third year.

3) MEET SATISFACTORY ACADEMIC PROGRESS STANDARDS

Be sure you are meeting the Satisfactory Academic Progress (SAP) standards set by your college. SAP includes maintaining a minimum cumulative grade point average (GPA), which is 2.0 at most institutions. Failing to meet SAP requirements may result in losing your eligibility to receive financial aid. Check with your college's financial aid office to learn more.

4) COMPLETE AND FILE YOUR FAFSA (FREE APPLICATION FOR FEDERAL STUDENT AID) EACH YEAR

If you have federal financial aid, you must file your FAFSA between October 1 and April 15 each year to receive financial aid for the next academic year. In addition, you must make any updates or corrections to your FAFSA as soon as possible. You can file online at [FAFSA.gov](https://fafsa.gov); to obtain your FSA ID, visit [FSAID.ed.gov](https://fsaid.ed.gov). If you have questions or need help, contact your financial aid office on campus.

5) REMAIN DRUG- AND CRIME-FREE

Do not use illegal drugs or commit a crime or delinquent act, and do not use alcohol if not of legal drinking age.

TIPS FOR STAYING COMMITTED AND ON TRACK:

- ✓ Stay in contact with your school's financial aid office.
- ✓ Create a ScholarTrack profile to track your state financial aid at [ScholarTrack.IN.gov](https://scholartrack.in.gov).
- ✓ Don't forget to check your college-issued email, online student account and online message boards.

NEED HELP FILING THE FAFSA?

Attend a College Goal Sunday event in your area. These events in the fall and spring provide students and their families FREE help completing the FAFSA at more than 40 sites across Indiana. Visit CollegeGoalSunday.org for details. You can also visit LearnMoreIndiana.org/cost for more tips on paying for college.

TIPS FOR COMPLETING 30 CREDIT HOURS EACH YEAR

By completing 30 credit hours each year, you're staying on track to complete your degree on time.

TAKE 15 TO FINISH

Completing 15 credits each semester is the simplest way to reach 30 credits a year. Just remember: "15 to finish!"

COMPLETE YOUR COURSES

Completed credits refer to classes in which you earn a passing letter grade of D or higher. Classes that you fail (F), withdraw from (W) or receive an incomplete in (I) do not count toward the credit completion requirements for completing your degree.

TAKE ADVANTAGE OF CREDITS EARNED IN HIGH SCHOOL

College credits completed in high school (through dual-credit or Advanced Placement courses) count toward the credit completion requirements at your college. Check with your academic advisor to make sure these credits have been applied to your credit total.

USE THE SUMMER

Credits completed during the summer term count toward the credit total. If you get off track, use the summer term to help catch up on your credits. Contact your college financial aid office for information on options for paying for summer classes.

PLAN REMEDIATION CAREFULLY

Some students may be required to take remedial courses during their first year of college. These courses review math and English skills you learned in high school to help you get ready for higher-level college courses. Remedial courses may not count toward your degree credit requirements, but will set you up for succeeding in future courses.

CATCH UP ON CREDITS IF YOU FALL BEHIND

If you don't complete 30 credit hours in a particular year, you should try to complete additional credits the following year. For example, if you only completed 27 credits your first year, you should aim to complete 33 credits your second year for a total of 60 credits. Then, you'd be back on track to graduate on time.

For more tips and information, visit [LearnMoreIndiana.org/college](https://www.learnmoreindiana.org/college).

BUDGETING FOR COLLEGE

When most people think about the cost of college, they think about tuition. But, there are several other expenses to consider.

HOUSING

Will you live in on-campus housing, your own apartment or at home with family? The decision will have a significant impact on your expenses. Check your college's website for information on housing options and costs.

SPENDING

You'll need to budget for any bills you're responsible for, such as a phone or Internet bill or car insurance. Plus, a little extra spending money allows you to see a movie or go out to dinner with friends every now and then.

MEALS

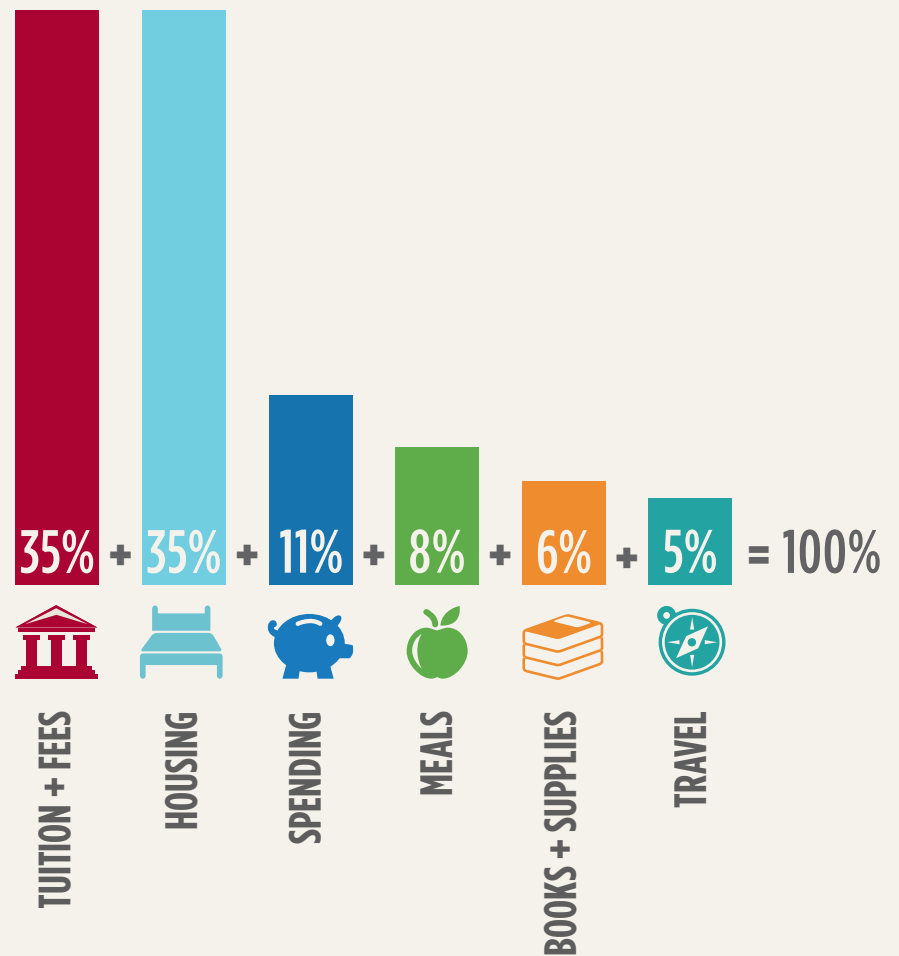
If you're living on campus, will you participate in a meal plan? If you have your own apartment, will you be responsible for your share of groceries? Your housing situation can determine how much money you spend on meals.

BOOKS AND SUPPLIES

How much money you need to spend on books and other class supplies will depend on your college, your major and other factors. Visit your college's online bookstore, if available, to get an idea of textbook fees.

TRAVEL

Travel costs depend on where you go to college, how far you'll be from home and how often you'll visit, and whether you'll be taking a car to campus.



*(Based on estimated college costs for in-state residents at a four-year public university. ABCnews.com via SayStudent.com.)

Budgeting for college

You may not yet know exactly what your financial aid package looks like, what wages you will earn or what expenses you will incur during college. But, you can start thinking now about how you will budget your money. Use the table below to estimate your budget. You may have to do some research to find out typical costs for room, board, books and other expenses. Visit IndianaCollegeCosts.org to access Indiana's College Costs Estimator and explore the cost of colleges in Indiana.

| INCOME | | Per semester | Per month | EXPENSES | | Per semester | Per month |
|--|--|--------------|----------------|--|--|--------------|-----------|
| FINANCIAL AID PAID DIRECTLY TO YOU <i>(grants, scholarships or student loans)</i> | | | | TUITION <i>(\$\$ not covered by grants and/or scholarships)</i> | | | |
| | | | | ROOM/HOUSING <i>(rent, plus utilities if living off campus)</i> | | | |
| WORK WAGES <i>(after taxes)</i> | | | | FOOD <i>(meal plan, groceries, coffee, dining out, etc.)</i> | | | |
| | | | | BOOKS | | | |
| SAVINGS | | | | SCHOOL SUPPLIES | | | |
| | | | | PHONE | | | |
| OTHER INCOME | | | | INSURANCE | | | |
| | | | | CLOTHES | | | |
| | | | | ENTERTAINMENT | | | |
| | | | | TRANSPORTATION | | | |
| | | | OTHER | | | | |
| TOTAL INCOME | | | TOTAL EXPENSES | | | | |

Budgeting for college (cont.)

Use your estimates from the previous page to determine if your income will be enough to cover your expenses. You may need to consider another source of income or identify what expenses you can possibly cut.

SUBTRACT YOUR
TOTAL EXPENSES
FROM YOUR
TOTAL INCOME.

*(Per semester totals
from page 6)*

SUBTRACT YOUR
TOTAL EXPENSES
FROM YOUR
TOTAL INCOME.

*(Per month totals
from page 6)*

DO YOUR EXPENSES
TOTAL MORE THAN
YOUR INCOME?

IF SO, WHAT
EXPENSES MIGHT YOU
CONSIDER CUTTING?

WHAT ARE SOME
ADDITIONAL SOURCES
OF INCOME YOU
MIGHT EXPLORE?

WHAT ARE SOME OTHER
WAYS YOU PLAN TO
SAVE MONEY AND CUT
DOWN ON YOUR COSTS
DURING COLLEGE?

KEYS TO SUCCESS IN THE COLLEGE CLASSROOM

Making the leap from high school to college is challenging. College classes are more rigorous and demand a higher level of thinking. But the biggest challenge students often face is the independence of college life and the expectations that come with it.

It's up to you (and only you) to go to class, complete assignments, ask questions, and spend adequate time studying and learning class material. These tips will help you start on the right track.

PLAN YOUR PATH TO GRADUATION

At Indiana public colleges, students should now receive a “degree map” that outlines the courses they need to take each semester to graduate college on time. Ask your academic advisor about your degree map and use it to help you schedule your courses each semester.

GO TO CLASS

The flexibility in college sometimes makes it seem like skipping class is okay, but most classes have an attendance policy. Plus, professors often cover information in class lectures and discussions that is not in the reading material but will likely show up on exams and assignments.

GET TO KNOW YOUR INSTRUCTORS

Your professors are there to help you succeed in class and in college overall. Introduce yourself; take advantage of office hours; say hello if you pass them on campus; and be an active, engaged participant in their classes.

KEEP TABS ON YOUR SYLLABI

Most professors will provide a class syllabus — an overview of what topics will be covered during the course and a list of assignments, exams and due dates, as well as class policies. Use the syllabus to help you plan ahead for studying, completing assignments and preparing for exams. Complete reading assignments before class so you can participate in discussion and ask questions.

SEEK HELP WHEN YOU NEED IT

If you find yourself struggling in a class, ask for help right away. Contact your professor to set up a meeting. Attend any review or help sessions your instructors offer. And most importantly, use your school's academic support services — writing center, math resource center, tutors, etc. That's why they're there!

MANAGE YOUR TIME OUTSIDE OF CLASS

In college, you'll spend much less time in class and more time studying than you did in high school. You must make the best use of those large chunks of time before, between and after classes. Dedicating time to studying every day should be a top priority.

Long-term goals: Career path

Thinking about your long-term goals — the type of career and lifestyle you eventually want for yourself — will help you decide what to study in college. To learn more about how your interests and skills may line up with careers, visit LearnMoreIndiana.org/career.

WHAT ARE YOUR INTERESTS?

WHAT ARE YOUR STRENGTHS?

WHAT ARE YOUR CAREER INTERESTS?

WHAT KIND OF LIFE AND CAREER WOULD YOU LIKE TO HAVE?

WHERE DO YOU SEE YOURSELF IN FIVE YEARS?

WHERE DO YOU SEE YOURSELF IN 10 YEARS?

WHAT TYPE OF EDUCATION DO YOU THINK YOU WILL NEED TO ACHIEVE YOUR LIFE AND CAREER GOALS?

(Examples: one-year workforce certificate, two-year associate degree, four-year bachelor's degree, etc.)

Short-term goals: College plan

It's important to start college with clear goals and a plan to graduate on time. Use the questions below to start a conversation with your academic advisor about what you hope to achieve in college. From there, you can develop a more detailed degree map that outlines the specific classes you need to take each semester.

**BASED ON YOUR CAREER
PATH, WHAT ARE YOUR
GOALS FOR COLLEGE?**

(Example: Graduate in four years with a bachelor's degree in computer science and a professional internship on my résumé.)

**WHAT STEPS DO
YOU NEED TO TAKE
TO COMPLETE
COLLEGE AND
PREPARE FOR YOUR
FUTURE CAREER?**

HITTING *THE* BOOKS

Between going to class and studying, being a full-time college student is a lot of work. A good rule to follow is to spend two hours of study time for every hour you spend in class per week. For instance, for a course that's two hours per week, plan for four hours of studying or working on assignments.

WHY STUDY?

In most college classes, the majority of your grade is determined by a handful of exams and assignments. Class participation and some homework may not count. It's up to you to study regularly and consistently so you're prepared for those exams.

WHEN TO STUDY?

Make a daily schedule and commit to it. A well-planned weekly routine will help you make the most of your time outside of class. The schedule shown is just one example of how you might balance class time with work and study time.

WHERE TO STUDY?

College campuses offer many quiet study spaces. If you don't want to study in your room, go to the campus library or an empty classroom. Many residence centers, academic departments and other campus buildings have common study areas. Pick a place that's free from distractions.

Also, silence your cell phone and set it aside during study time. Smartphones, tablets and other devices not being used for assignments can be the worst distractions of all.

| | MON. | TUES. | WED. | THUR. | FRI. | WEEKEND |
|-------|----------------|------------------|-----------------------|------------------|--------------|--------------|
| 8 AM | Breakfast | Breakfast | Breakfast | Breakfast | Breakfast | Sleep in |
| 9 AM | Biology 101 | Work | Biology 101 | Work | Biology 101 | Breakfast |
| 10 AM | Exercise | | Exercise | | Study | Intramurals |
| 11 AM | Eng Comp 101 | 1st-Year Seminar | Eng Comp 101 | 1st-Year Seminar | Eng Comp 101 | Work |
| NOON | Lunch | | Lunch | | Lunch | |
| 1 PM | Study | Lunch | Study | Lunch | Study | |
| 2 PM | Work | Sociology 101 | | Sociology 101 | Work | Lunch |
| 3 PM | | Study | | | | Study |
| 4 PM | Peer Mentoring | Study | Dinner | Study | Study | Study |
| 5 PM | | | | | | |
| 6 PM | Study | Study | Western Civilizations | Study | Fun! | |
| 7 PM | | | | | | Movie night! |
| 8 PM | Study | Study | Movie night! | Fun! | Fun! | |
| 9 PM | | | | | | |

Hitting the books

During college, you will spend less time in class than you did in high school, but you will spend a lot more time studying on your own. It will be up to you to develop good study habits. Use this worksheet to help plan your study routine.

| | | | | |
|--|--|--|--------------------|---------------------|
| <p>HOW HAVE YOUR STUDY HABITS BEEN IN HIGH SCHOOL?</p> | | <p>HOW DO YOU THINK STUDYING WILL BE DIFFERENT IN COLLEGE?</p> | | |
| <p>AT WHAT TIMES OF DAY ARE YOU MOST ALERT AND ABLE TO CONCENTRATE?</p> | | <p>YOUR MOST PRODUCTIVE STUDYING IN COLLEGE WILL PROBABLY TAKE PLACE...</p> | <p><i>When</i></p> | <p><i>Where</i></p> |
| <p>AT WHAT TIMES OF DAY ARE YOU LEAST ALERT AND ABLE TO CONCENTRATE?</p> | | <p>YOUR LEAST PRODUCTIVE STUDYING IN COLLEGE WILL PROBABLY TAKE PLACE...</p> | <p><i>When</i></p> | <p><i>Where</i></p> |
| <p>DESCRIBE YOUR IDEAL STUDY ENVIRONMENT.</p> | | | | |

FIRST-YEAR SUCCESS AND BEYOND

Research shows that students who successfully complete their first year of college are more likely to return for a second year and eventually graduate. Here are some programs your college or university may offer to help make your transition to college a success.

THE SUMMER BEFORE YOU START

Participate in a summer bridge program. If available at your college, this is a great way to prepare for life as a college student. You will get to explore campus, develop academic skills, connect with staff and fellow students, and adjust to college life.

BEFORE THE FIRST WEEK OF CLASSES

Participate in welcome week and orientation programs. Many schools pack a variety of activities, events and orientation programs into the days before the first week of classes to help freshman students meet people, learn their way around campus and experience all that college has to offer. Orientation programs often fill up quickly, so be sure to ask about this opportunity as soon as you enroll in college.

THE FIRST SEMESTER OF YOUR FIRST YEAR

Take a first-year seminar (FYS) course. Also known as a freshman seminar, this course helps prepare you for the challenges of college academics, including helping you improve your writing, critical-thinking and discussion skills. You will also be connected to campus resources and learn tips to help you succeed in college.

THE FIRST YEAR OF COLLEGE

Sign up for learning communities. This is a group of 20 to 30 students who share similar interests, majors or experiences and take several courses together. (At some schools, these students even live together in the same residence hall.) Instructors work together to relate assignments to one another and connect the ideas in each course.

Sign up for a career exploration course. If you have not decided on a major, this course can help you evaluate your interests and strengths, research career opportunities and develop an action plan for your future.

THE FIRST AND SECOND YEARS OF COLLEGE

Participate in a mentoring program. A mentor is someone with college experience who you can go to for advice, answers or even just to talk, such as a student peer or a faculty or staff member. Check with your academic advisor or student services office to see if a mentoring program is available at your school.

COLLEGE GRADUATES ARE LIKELY TO EARN **\$22,000** MORE PER YEAR THAN THOSE WITH ONLY A HIGH SCHOOL DIPLOMA¹

¹ Source: <http://youcango.collegeboard.org/why-go>

Setting up for success

The beginning of your college career is right around the corner. Use this checklist to start college on the right track and set yourself up for success!

SUMMER BEFORE COLLEGE

- Ask about first-year programs, including summer bridge programs,** orientation programming, first-year seminars, learning communities, career exploration courses and mentoring programs.
- Find out what resources and student support services are available** on your campus. Start at the student affairs office or ask your academic advisor.
- Meet with your academic advisor** to help you develop a class schedule and discuss your academic plan and educational goals.
- Learn how to access and navigate your online Scholartrack account,** so you can stay on top of your state financial aid package.
- Explore campus.** Find out where your classes will be held and the locations of student resources around campus, such as the library, computer labs, dining halls, health center and academic support centers.
- Investigate on-campus job opportunities.** Visit your school's student employment office or website, or ask your college advisor for assistance.

FIRST MONTH OF CLASSES

- Make a weekly schedule for yourself.** How will you best use your time before, between and after classes? Make sure you set aside at least two hours of study time for each hour you spend in class each week.
- Attend your instructors' office hours** to ask them any questions you might have.
- Visit or contact your school's financial aid office** if you have any questions about the status of your financial aid package.
- Explore all of your textbook options** to make sure you find the best deal on your class books.
- Create a budget for yourself.** Sit down and map out all of your income sources and monthly expenses. Figure out exactly how much money you can spend per week and per month. Then, stick to it!

FIRST SEMESTER

- Join a club or student organization.** Getting involved will help you meet new people and engage in your campus community.
- Attend special events** such as films, plays, presentations, athletic activities and cultural events. Many of these are free for students!
- Re-evaluate your weekly schedule** and make adjustments as needed.
- Seek out and use your school's academic support services.** Attend free workshops, tutoring and supplemental instruction (SI) sessions.
- Head to the campus career services office** to explore different majors and career opportunities if you are undecided.
- Maintain a healthy balance** of work, sleep, exercise, eating right and having fun. If you're feeling stressed, anxious or homesick, talk to someone at the school's counseling center.
- Go to class!** Missing class means you're missing discussions that may be on exams. Plus, many professors have attendance policies that impact grades.
- Revisit your budget** to see how you are managing your money and where you might be able to reduce some expenses.
- Meet with your academic advisor** to plan your class schedule for the following semester and to make sure you are staying on track to graduate.

SECOND SEMESTER

- Stay on track to reach 30 credit hours by the end of the school year.** Talk to your advisor if you're thinking about withdrawing from a course, so you can make a plan to catch up. Consider enrolling in summer classes, if needed.
- Keep up the good work by staying organized,** going to class and sticking to a study routine.
- Schedule a meeting with your academic advisor** to start planning for the next school year.

MAKING GOOD LIFESTYLE CHOICES

Succeeding in college requires more than just focusing in the classroom. Setting yourself up for success also means making good lifestyle choices, including establishing healthy habits and choosing the right living situation for you.

MAINTAINING HEALTHY HABITS

Taking care of your physical, mental and emotional well-being is necessary for college success. It's important that you get enough sleep, stay physically active, eat a balanced diet and manage stress. Consider these easy tips to help you take care of YOU:

Make nutritious food choices. Start with a healthy breakfast, eat plenty of fruits and vegetables, and drink lots of water. Pack healthy snacks for the day, and avoid junk food and fast food. Many campus cafeterias offer nutritious options, as well.

Stay physically active. Exercise is known to reduce stress and increase energy — both helpful benefits for busy college students. Many campuses offer fitness facilities that are included in the college's fees and exercise courses that you can take for credit. If you're having trouble getting motivated to exercise, partner with a friend or roommate. And, consider walking or biking to class for additional exercise.

Don't forget to pay attention to your mental and emotional health, as well. Many colleges offer free or low-cost counseling services. Check with your college's health center or your academic advisor for help finding wellness resources on your campus.

DECIDING WHERE TO LIVE

When deciding where to live, it's important to choose an environment that will be comfortable and convenient. For most college students, choosing to live on or off campus is the first step. If you're attending a community or technical college, there may not be on-campus living options, but you may still need to decide between living at home and renting an apartment.

If you're attending a college that provides housing, consider living on campus at least your freshman year. Living close to classes and campus resources can help ease the transition to college.

TYPES OF ON-CAMPUS HOUSING

Depending on where you attend college, the following options might be available to you:

- **Residence halls:** Students who live in residence halls, or dorms, most often share a double room with one other student. Single rooms or suites, usually containing a few bedrooms and a common living area, may be available.
- **Learning communities:** Some campuses offer learning communities, often called "special interest" or "theme" housing. Students have the opportunity to live with others who share their career interests, so they oftentimes have classes with their roommates.
- **Apartments:** Some colleges offer on-campus apartments, which are typically furnished and usually include multiple bedrooms and a common living area.
- **Cooperative housing:** These unique, collaborative communities are typically the least expensive on-campus housing option. Houses range in size and may offer double or single rooms, and students must maintain and clean the residences.

Maintaining healthy habits

Your health is vital to your academic success. You should be sure to take advantage of the different health and wellness services available to you on campus. Start thinking now about how you can establish healthy habits in college for your body and mind.

WHAT DO YOUR
HEALTH HABITS
LOOK LIKE NOW?

Nutrition

Exercise

Sleep

Dealing with stress and anxiety

Dealing with homesickness

HOW CAN YOU
IMPROVE OR
MAINTAIN YOUR
HEALTH HABITS
WHEN YOU GET
TO COLLEGE?

Nutrition

Exercise

Sleep

Dealing with stress and anxiety

Dealing with homesickness

Deciding where to live

Choosing where to live is another important step to set yourself up for success for your first year of college and beyond. Depending on the college you attend, you may have different living options available to you. Some colleges require freshmen to live on campus. Think about some of the pros and cons of each of the following on- and off-campus living options. While living on campus can be beneficial due to the proximity to classes and the ability to easily get involved, some circumstances may call for you to live off campus.

| ON CAMPUS | | Pros (+) | Cons (-) | Would you consider this option, if it's available to you? |
|--|--|----------|----------|---|
| RESIDENCE HALL <i>(single, double or suite)</i> | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe |
| LEARNING COMMUNITY OR SPECIAL INTEREST/THEME HOUSING | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe |
| APARTMENT OR SUITE | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe |
| COOPERATIVE HOUSING | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe |
| OFF CAMPUS | | Pros (+) | Cons (-) | Would you consider this option, if it's available to you? |
| LIVING AT HOME WITH FAMILY | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe |
| OFF-CAMPUS APARTMENT | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe |

GETTING INVOLVED OUTSIDE *THE* CLASSROOM

The more involved you are in your campus community, the more meaningful — and more fun — your college experience will be. There are plenty of reasons to make the most of your time outside the classroom. By getting involved, you:

- ✓ **Start off on the right path.** Studies show that students who are engaged inside and outside the classroom are more likely to stay in college and earn a degree.
- ✓ **Meet new people and pursue new interests.** You have an opportunity to create new circles of friends and discover new things you may enjoy.
- ✓ **Build a sense of community and connection to your school.** Participating in campus activities can quickly help you develop a sense of belonging at your school.
- ✓ **Carve yourself a niche.** Getting involved can help ease that sense of homesickness you might feel and make a new environment feel a bit cozier.
- ✓ **Boost your résumé.** You'll develop practical and interpersonal skills that show potential employers that you are a well-rounded person. Participate in extracurricular activities such as clubs and sports, and look for work, volunteer or internship opportunities.
- ✓ **Maintain balance.** Between studying, going to class and working, you'll need outlets for fun, healthy activities. But don't overextend yourself. Schoolwork should always be your first priority.

WAYS TO GET INVOLVED

Your school offers many ways for you to get involved. Be proactive. If you live and work off campus, you may have to work a little harder to get engaged, but it's well worth the effort. This is your college experience — make it count.

Join a club. Most schools have a web page dedicated to student activities and organizations. Also, look for fliers posted on bulletin boards and other campus communications about call-out meetings and events.

Volunteer. Participate in community service activities. Some colleges even offer academic credit for volunteer work (called service learning). Check with your advisor or your school's career services office to see how you can connect to volunteer opportunities.

Take part in recreational sports. Most colleges and universities offer a wide range of fitness classes, club sports and intramural sports. Visit your school's recreational sports center or its website to explore the variety of activities available.

Attend special events. Throughout the year, college campuses host a wide range of events, such as theatrical performances, special speakers, symposiums and more. Many of these events are free (or greatly discounted) for students. Check your campus events calendar for a schedule.

70% OF STUDENTS' TIME
IS SPENT OUTSIDE THE
COLLEGE CLASSROOM²

² Source: <http://www.chronicle.com>

MAXIMIZING YOUR COLLEGE EXPERIENCE

There will be many opportunities during college to enhance your experience both academically and socially.

TGIF — IT'S THE WEEKEND!

After you've set aside time for studying and completing assignments, weekends are a great time to explore the campus and surrounding community.

There will be many school-sponsored events (films, concerts and sports events), and clubs, organizations and residence centers often host get-togethers. If you are new to the city or town, venture off campus and check out local attractions and community hotspots. Ask upperclassmen and students from around the area about fun (and low- or no-cost!) things to do off campus.

THINKING ABOUT HEADING HOME ON THE WEEKEND? THINK AGAIN.

It can be tempting to go home on the weekends. While an occasional visit home is fine — healthy, even — making it a habit can prevent you from engaging in your campus community. Make plans ahead of time so you have something to look forward to. And you can always ask your family to come to campus to visit you.

EXPERIENTIAL-, IMMERSIVE- AND SERVICE-LEARNING COURSES

Many colleges and universities offer students an opportunity to extend their learning beyond the classroom. Contact your advisor to see what options might be available to you and how they fit into your academic plan.

STUDY ABROAD

Consider taking advantage of a study abroad program while you're in college. If you don't want or can't afford to spend an entire semester overseas, many schools also offer shorter summer- or winter-term study abroad trips.

If you're interested in studying abroad, first make an appointment with your school's study abroad office to see what programs are available and learn how to apply. Then, visit your school's financial aid office to discuss funding options.

STUDENTS WHO PARTICIPATE IN EXTRACURRICULAR ACTIVITIES HAVE A **15%** HIGHER CLASSROOM ATTENDANCE RATE³

³Source: <http://nces.ed.gov/pubs95/web/95741.asp>

Maximizing your college experience

Students who are involved and take advantage of opportunities to engage with their colleges and universities are more likely to graduate on time and have better grades. Answer the following questions to help you determine how you may want to get involved.

WHAT SORT OF
EXTRACURRICULAR
ACTIVITIES WERE
YOU INVOLVED IN DURING
HIGH SCHOOL?

Clubs and student organizations

Community service or volunteering

WHAT OPPORTUNITIES
WOULD YOU LIKE TO
GET INVOLVED IN
DURING COLLEGE?

Recreational sports

Experiential-, immersive- and service-learning courses

Study abroad

Other

BALANCING WORK AND SCHOOL

For many college students, juggling a job and a full course load is a necessity. Balancing the demands of both work and school is not easy. If you find yourself in this situation, consider the following:

WORK PART TIME RATHER THAN FULL TIME

Being a full-time student is a full-time job. Can you make ends meet by working less than 20 hours per week? Working while in college helps you organize your time and stay focused, but working too much takes away from valuable study time.

WORK ON CAMPUS RATHER THAN OFF CAMPUS

Working at a job on campus is a great way to help you manage your working-student role. Most colleges offer numerous on-campus employment and work-study opportunities. For assistance finding on-campus jobs, visit your school's student employment website or office.

It's important to create a budget and manage your money during college. For budgeting and saving tips, visit LearnMoreIndiana.org/cost.

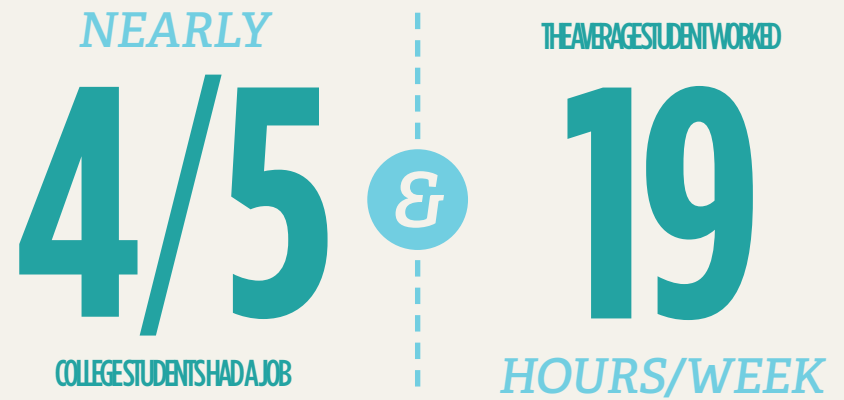
WORK OPPORTUNITY!

The EARN Indiana Program provides student with financial need access to paid internships that build résumés and offer valuable experience. Visit IndianaINTERN.net/earn_info for more information, a list of employers and directions for how to apply.

TALK WITH YOUR SUPERVISOR

If you're working on campus, chances are good your supervisor already understands you're a student first and an employee second. He or she should be willing to help you set up a work schedule that allows plenty of time for studying. Keep communicating with him or her around busier times of the year, such as midterms or final exams, so you can temporarily adjust your hours if needed. An on-campus job is ideal, but if you'll be working off campus, it is even more important to discuss your student status with your supervisor. Let him or her know up front what your class and study obligations are like so you can come up with a work schedule that allows you to prioritize school.

----- IN 2013 -----



Source: <http://www.citigroup.com/citi/news/2013/130807a.htm>

Balancing work and school

Many students must work while in college, and research shows that having a job benefits students academically, as well as financially. Students who work 10-15 hours per week tend to earn higher grades than their non-working peers. However, students who work more than 20 hours each week typically earn lower grades and are less likely to graduate. Schoolwork must be your number one priority.

HOW MANY HOURS PER WEEK DO YOU CURRENTLY WORK?

HOW MANY HOURS PER WEEK DO YOU PLAN TO WORK WHILE ATTENDING COLLEGE?

WHAT ARE SOME EXPENSES YOU ANTICIPATE HAVING TO COVER WITH WAGES FROM A JOB DURING COLLEGE?

(Refer to the budget worksheet you completed on page 6)

AMONG THE TYPES OF ON-CAMPUS JOBS LISTED HERE, WHAT ARE SOME THAT MIGHT INTEREST YOU?

This list includes common on-campus jobs. Before classes start, ask your school's student employment office about specific opportunities at your college.

- Tutor/teacher assistant
- Food service/wait staff
- Computer/IT services
- Recreational sports
- Maintenance/custodial
- Retail/sales
- Research/lab assistant
- Departmental aide
- Clerical/secretarial
- Libraries
- Residence hall programs

Off-campus employment is also an option; however, working on campus can help you stay focused on your studies and engage in your school community. If working off campus, be sure your employer understands that you are a student first and an employee second.

GETTING ACADEMIC SUPPORT

YOUR ADVISOR'S ROLE

At most schools, students are assigned an academic advisor. Your advisor will help you develop an academic plan that will keep you on track to meet your educational goals and earn your degree. Remember, though: You are responsible for knowing your options and degree requirements. Own your plan and follow it through.

Stay in regular contact with your advisor and seek him or her out when you have questions.

VISIT YOUR ADVISOR IMMEDIATELY IF YOU ARE CONSIDERING:

- Making course or schedule changes, such as adding, dropping or even switching classes;
- Changing your major;
- Transferring to another college; or
- Withdrawing from school all together.

These are big decisions that are not without consequences. Your advisor can help you navigate schedule-change deadlines (which often occur in the first two weeks of classes) and understand school policies so you don't jeopardize your academic record or your student status.

If you need additional support, seek assistance from the academic or student affairs office.

CAMPUS OFFICES AND DEPARTMENTS

As a first-year student, it will be helpful to familiarize yourself with the following campus offices and departments.

Admissions office: helps students apply for and enroll in the college.

Academic affairs: typically oversees all academic-related services, including academic advising.

Bursar's office: in charge of billing and collecting fees for the college.

Financial aid office: responsible for determining students' financial need and awarding financial aid.

Registrar's office: in charge of registering students; managing records, such as schedules, transcripts and student information for current and past students; as well as providing educational support services, including assistance with dropping or adding classes.

Student affairs: typically oversees a wide range of programs and services to support students in their college experience, including student activities, student government, housing, counseling services and more.

PEERS WHO CAN OFFER ASSISTANCE

Teaching assistant (TA): an upper-level or graduate student who assists an instructor with a course; TAs often help teach the course, lead discussion sections and grade papers.

Resident advisor or assistant (RA): an upper-level, trained student leader who supervises a specific residence hall or section of a residence hall; RAs are trained to counsel students, answer questions and offer advice about college.

Mentor: an upper-level student, faculty or staff member who is experienced at navigating college and who can provide support, answer questions and offer advice to first-year college students.

Getting academic support

There are many helpful resources on campus that you can turn to for support during college. A great place to start is your academic advisor. He or she can help you stay on track to graduate on time and point you to available resources for assistance in and out of the classroom. Use this worksheet to help you identify what resources you may need during college.

| | | |
|---|--|--|
| WHO IS YOUR ACADEMIC ADVISOR? | <i>Name</i> | <i>Contact information</i> |
| | | |
| WHAT TYPES OF SERVICES DO YOU THINK YOU MAY NEED ON CAMPUS? | <i>Academic (tutoring, study groups, writing center, etc.)</i> | <i>Financial (tuition assistance, budgeting, etc.)</i> |
| | | |
| | <i>Health and wellness</i> | <i>Student affairs (counseling, housing, etc.)</i> |
| | | |
| | <i>Career services</i> | <i>Faith-based services</i> |
| | | |

RESOURCES *AND* CONTACT INFO

LEARN MORE INDIANA

Learn More Indiana has answers to your questions about preparing for college and your career.

Website: LearnMoreIndiana.org

Helpline: **1-888-528-4719**

Facebook: [Facebook.com/LearnMoreIN](https://www.facebook.com/LearnMoreIN)

Instagram: [@LearnMoreIndiana](https://www.instagram.com/LearnMoreIndiana)

Twitter: [Twitter.com/LearnMoreIN](https://twitter.com/LearnMoreIN)

Youtube: [Youtube.com/LearnMoreIN](https://www.youtube.com/LearnMoreIN)

CAMPUS RESOURCES

Your college campus will have many resources available to help you succeed. Browse your college's website or talk to your academic advisor to find the help you need.

IMAGINE
WITH ALL YOUR MIND.

BELIEVE
WITH ALL YOUR HEART.

ACHIEVE
WITH ALL YOUR MIGHT.