

FINALS



RESOURCE
P A C K E T



HEY, SHEPHERD RAM!

The Student Success Center put this packet together to help guide you through the rest of this semester. We hope you find these resources helpful and that you're able to make them your own.

Scan this QR code below or visit our website to schedule a Virtual Appointment with any of our Success Coaches! We can help you plan, prioritize, stay motivated, answer your questions, and end the semester as successfully as possible!



SHEPHERD.EDU/STUDENTSUCCESS



(304) 876-5214

MON-FRI, 8:00 AM - 4:30 PM



SCAN THIS CODE

FOR OUR VIRTUAL APPOINTMENT FORM



With our continued support,

Julia, Hannah, Maya, Matt, & Thomas

STUDENT SUCCESS CENTER, SHEPHERD UNIVERSITY

WHAT'S IN YOUR PACKET?

Checklists

Communication Tips

Monthly Calendar

Your Resources @ SU

Test-Taking Strategies

Sakai Tips: <https://www.shepherd.edu/sakai>

and more!

FINAL EXAM PREP: *Last Week of classes & Finals Week Checklist*

USE THIS CHECKLIST FOR EACH CLASS TO NOTE ALL IMPORTANT INFO, DATES, AND REMINDERS.

COURSE:

LAST WEEK OF CLASSES:

- Regular class Project/Paper Presentation Exam Review
 Exam No class Other:

FINALS WEEK:

- Exam Project/Paper Presentation Other:

Notes:

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YOUR TO-DO LIST



Prioritize tasks the way that works best for YOU: by deadline, time it will take to complete the project, etc!

Notes

Month:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Assignments/Homework

Quizzes/Exams

Essays/Projects

TO DO:



THE LEARNING AND MEMORY PROCESS:

These stages are similar to the way information is processed by a computer.

1. Information is typed onto the screen (*input*)
2. The information is saved in a file (*storage*)
3. The saved info is recalled and used when needed (*retrieval*)

To remember, you have to make it your own: understand it, desire it, and process it.

MANAGE REVIEW TIME:

Review daily and weekly depending upon the subject and project. Cramming systemically limits what you learn.

Recite instead of reread. Plan a strategy.

Create review tools:

- study checklists
- mind mapping
- create summary sheets
- flash cards

BATTLE THE MEMORY BLOCKS:

1. Mentally put yourself in the environment where you studied.
2. Think about anything related to the info you can't remember.
3. Turn to another question for a moment.
4. Review answers before turning in the test.
5. Breathe!

APPLY THE MEMORY PRINCIPLE:

1. **Interest:** You must be interested in the topic.
2. **Attitude:** Be positive that you will remember.
3. **Basic Background:** How much do you already know? Build on knowledge.
4. **Selectivity:** Determine what is most important to learn.
5. **Meaningful Organization:** Group ideas into meaningful categories.
6. **Recitation:** Say it aloud in your own words.
7. **Mental Visualization:** Make a mental picture of what needs to be remembered.
8. **Association:** Tie new info into something you already know.
9. **Consolidation:** Time for material to "soak in."
10. **Distributed Practice:** Study in shorter increments rather than for hours straight.

Hopper, Carolyn. *Practicing College Study Skills: Strategies for Success*. Boston: Houghton Mifflin, 1998. Print.

MEANINGFUL ORGANIZATION:

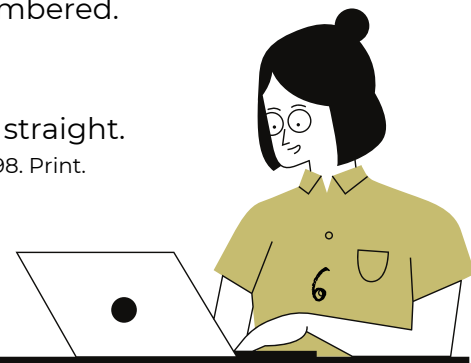
You probably can't remember:
aabceeeeeeeeeilmnnoorrstuy

But if you organize them in a meaningful way, as words, you can reduce the number of items, increasing your odds of remembering them. Try grouping items you need to memorize into groups of seven.

Pauk, Walter. *How to Study in College*, 6th Ed. Boston: Houghton Mifflin. 1997. Print.

BRAIN DUMP:

Before the Exam, create a personal reference sheet with concepts and formulas you are worried about forgetting. Practice writing it from memory. At the start of the exam, re-create the reference sheet on a piece of scrap paper from memory to refer to during the exam if permitted.





TALK TO YOUR PROFESSORS:

While **email** works for quick questions, don't hesitate to **request a Zoom meeting** or phone call if you need to discuss anything in depth (e.g. your **course grade**, the final exam, or feedback on a final assignment). Even if you have never visited **office hours** or talked with your instructors very much, now is the time to give it a try. *It can make all the difference.*

No matter what Flex Week looks like for each of your classes, it's important to keep **communication lines open!** Make sure you know how your **finals are being administered** (SAKAI? Remote Proctoring?), where you can **access them**, and **how long you have to complete** the exam.

USE YOUR TIME PURPOSEFULLY:

Do you have an **exam review session** on Zoom for class, but it's optional? *Go anyway!* Time spent **focused on the content**, especially with the benefit of the professor leading the review, can help you feel even **more prepared**.

Schedule a **FaceTime review** with a classmate or a friend who can help **quiz you on terms** or talk through potential **essay questions**. Even a **30 minute review session** with someone else can help make the content more dynamic and **increase your chances** for retaining information you'll need.

SAKAI TIPS FROM SAKAI'S FAQ PAGE:

Mac users should use the Mozilla Firefox browser for better performance. There have been known **issues**, when using the **Safari browser**, such as the **Test & Quizzes tool** that will close during the taking of a Test/Quiz. The Safari browser is not compatible with Sakai.

Sakai works best in the following web browsers:

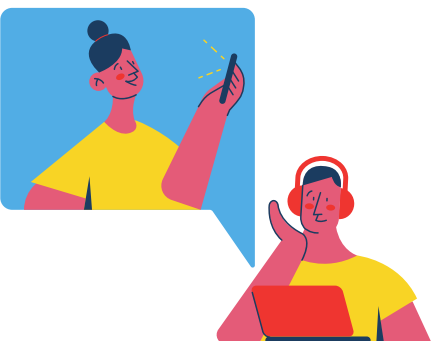
- Firefox Updated (Windows, Macintosh, or Linux)
- Updated Google Chrome
- Internet Explorer version 11 for Windows

HAVING TROUBLE WITH SAKAI?

Email itworkorder@shepherd.edu

AND CHECK THE F.A.Q. PAGE:

<https://www.shepherd.edu/sakai/sakai-faqs-getting-started/>



Read the fine print, and read it ahead of time! Check for announcements, updates, your syllabus, and any other communication that specifies expectations for the final and where you can locate everything you'll need.


YOUR CAMPUS RESOURCES




These are just *some* examples of the campus resources available to you in the upcoming weeks and beyond. Browse [shepherd.edu](https://www.shepherd.edu) to connect with other amazing resources at Shepherd.

ACADEMIC SUPPORT CENTER

 egross@shepherd.edu


 (304) 876-5221

 <https://www.shepherd.edu/academic-support/>

The Academic Support Center is committed to enhancing your academic potential through peer tutoring, learning skills instruction, and academic advising. Visit their site for tutoring availability.

ACCESSIBILITY SERVICES

 accessibility@shepherd.edu


 304-876-5122

 <https://www.shepherd.edu/accessibility>

The mission at Accessibility Services is to assist you with diverse needs to achieve your academic and social potential by facilitating the use of reasonable and documented accommodations.

ADVISING ASSISTANCE CENTER


 advising@shepherd.edu

 304-876-5317

 <https://www.shepherd.edu/aac-students>

The AAC provides information about adding or dropping classes, answering catalog questions, completing Satisfactory Academic Progress (SAP) appeal forms, planning class schedules, navigating RAIL, requesting exceptions to academic regulations, and reading degree evaluations.

COUNSELING SERVICES


 304-876-5161

 <https://www.shepherd.edu/counseling>

Counseling Services is staffed with licensed professional counselors available for appointments Monday-Friday 9:00 AM-3:00 PM.

FINANCIAL AID

 faoweb@shepherd.edu


 304-876-5470

 <https://www.shepherd.edu/financialaid>

The Office of Financial Aid can help you learn to minimize your debt and teach you about being financially responsible. You can visit the office to discuss unexpected financial dilemmas, identify your realistic earning potential based on your major, and become aware of many other resources for your future.

REGISTRAR


 register@shepherd.edu

 304-876-5463

 <https://www.shepherd.edu/registrar>

The Registrar's office can assist with academic change forms, course substitutions, transfer approval forms, transcripts requests, course withdrawals, and full semester withdrawals.

STUDENT SUCCESS CENTER

 304-876-5214

 <https://www.shepherd.edu/studentssuccess>

The Student Success Center can provide you with support and resources that will empower you to realize your potential as self-directed learners and professionals. Schedule a virtual one-to-one meeting with a Success Coach!



DOODLE PLAN MAP NOTES

This is your free space!
