Final Exam Survival Tips

Follow these simple guidelines to make your first college finals week successful!

Mark Your Deadlines. First, mark deadlines like paper due dates and test times. Next, check for conflicts if you have two tests that overlap, or if you’re scheduled for work during a test time, you need to resolve that as quickly as possible.

Set a Study Schedule. While you have your calendar out, mark out your study plan for the days ahead - you don’t want to be studying for a history test on Friday if you have a Math test tomorrow. Schedule time for the nearest deadlines first, and break your time into hours and subjects. Don’t try to spend all day studying one thing or you will burn out. Also, remember that it will probably take you longer than you think to write a paper.

Take Care of Your Body. If you don’t take care of your body, you could hit a slump right when you need the most energy. Take time to eat healthy meals (that means fruits and veggies, carbs and proteins, not just a Snickers bar and a Gatorade) and schedule time for sleep. If you are having trouble sleeping, check out these tips about how to fall asleep even when you’re stressed.

Gather Your Supplies. Get your supplies: Blue Books, Scantrons, pens, pencils—well before the test starts. You don’t want to have to ask your professor if he or she has a spare Scantron.

Make Outlines. One of the best ways to keep focused on what you’re studying is to make an outline (I’ve even made outlines of outlines for really hard classes). It helps if you pick out the key points which can serve as a study tool for later. Sydney at That College Kid has a great post about the basics of creating a successful outline.

Rewrite Notes. Having a hard time making your lecture notes stick? Rewriting your notes takes longer than skimming them. The extra time you spend rewriting can help engrain the information in your mind.

Get Creative. Everyone has a different studying style - some people are visual learners, others are better at listening. Find out what works for you, and do it. This can be anything from putting sticky notes with hard-to-remember facts on your computer monitor, to listening to podcasts of lectures while you eat breakfast.

Be Honest. With all the stress and tension that goes on during this time, some students are tempted to get someone else to write their paper, to sneak an answer from the person next to them, or to plagiarize. It definitely isn’t worth it. Professors check for plagiarism, and the consequences of cheating on just one test could cost you your GPA.

Take Breaks. Your mind needs time to rest and refresh, so taking breaks can help you feel more alert (as I mentioned when I wrote about how to stay awake when you’re studying). Make time to go for a walk, hit the gym, call a friend, or even watch some TV - it will help you refresh your mind.

Finesse. For final papers, get someone to proof read! This is especially critical if you’ve done the whole paper all in one sitting. I did a lot of writing in college, and I can tell you from experience that you will almost definitely make some mistakes, especially during finals week. Also, make sure you staple your paper. You’d be surprised how many people turn in paper clipped or dog-eared final papers - it makes you look unprepared, and that could affect your grade. (www.survivingcollegelife.com)
During the month of October, parents received copies of the 2011 Fall check-out procedures and Fall 2012-Spring 2013 and Summer 2012 reapplication information. Fall 2011 Check-out procedures were intended to inform parents of the proper check-out procedures. To instruct students, specific check-out instructions have been mailed to each resident’s MTSU post office box and email address. To reinforce check-out information, these instructions are also posted in the residence halls and apartments. Remember - an improper check-out or a check-out during or after winter break for students not returning to MTSU can be costly (cost between $700 and $1,000). Check-out during winter break is conducted at Scarlett Commons Desk.

Fall 2012-Spring 2013 and Summer 2012 reapplication information has also been mailed to the parents at the student’s permanent address and mailed to the MTSU post office box and email address of all Fall 2011 on-campus residents. Current residents have the opportunity to receive PREFERRED RESIDENT STATUS. To receive PREFERRED RESIDENT STATUS students must reapply for the Fall 2012-Spring 2013 academic year and/or for Summer 2012 by the February 10, 2012, 4:00 p.m. deadline. Remember reapplying early increases the probability of assignment to prime locations. Students may reapply on-line for the Fall 2012-Spring 2013 academic year by going to www.mtsu.edu/~housing and following the HOW TO APPLY instructions. (Summer applications are not available on-line.) Students may also reapply for Fall 2012-Spring 2013 and Summer 2012 by submitting the Residential Life Applications and appropriate prepayment by mail or in-person at the Housing and Residential Life Office in KUC 300.

If you have questions concerning proper check-out for end of term for 2011 Fall semester or Fall 2012-Spring 2013 and Summer 2012 reapplication procedures, you may contact us at www.mtsu.edu/~housing or call (615)898-2971, Monday-Friday, from 8:00 a.m. to 4:30 p.m. We look forward to hearing from you.

Love Living On Campus? Make It Your Job!

Housing and Residential Life will begin accepting applications on January 12th, 2012 for the RESIDENT ASSISTANT and LEARNING COMMUNITY ADVISOR positions!!! These life-changing experiences are some of the most coveted leadership positions on campus! RAs act as a role model, mentor, motivator and LCAs focus on the academic success of on-campus residents.

Applications will be available in the KUC Room 303.

Fee Payment Deadlines

As the semester comes to a close and all of your classes are wrapping up, we encourage everyone to take a well needed break! However, don’t forget about your commitments in the upcoming semester while you’re relaxing!

Students can begin paying or confirming (if your financial aid covers tuition and fees in their entirety) via RaiderNet on December 1, 2010. The deadline for Spring 2012 fee payment is January 5, 2012 at 4:30 pm in person at the Business Office, OR 6:00pm via RaiderNet. Don’t wait around until the last minute to take care of your fees for next semester!
"Workout" all the Finals Stress- A Word from Campus Rec

As every college student has come to find, finals are a stressful time of the year. Remember, Campus Rec is here to help you de-stress and take a moment away from the crazy time that comes every semester.

Campus Rec will be open Dec. 9 from 6 a.m. to 7 p.m., Dec. 10 from 9 a.m. to 5 p.m., Dec. 11 from 2 p.m. to 7 p.m., and Dec. 12-16 from 7 a.m. to 7 p.m. We will be closed Dec. 17-Jan. 2 but will re-open with limited hours Jan. 3. From Jan. 3-11, the hours Monday-Friday are 7 a.m. until 7 p.m., Saturday 9 a.m.-7 p.m. and Sunday 2 p.m.-10 p.m. We open with our regular spring hours Jan. 12. Look for that schedule to be posted after the holidays. Don’t forget if you’re ever feeling stressed, Campus Rec might have just the right solution. In the spring, try our fitness programs such as Couch to 5K, Half-Marathon Training Program, or Boot Camp. Also, there are many new and exciting intramural sports, MTOP Outdoor trips, aquatics and fitness classes. All of these fun programs can help calm your nerves and keep you right on track!

February 3-4, 2012, MTSU students will be following the theme "iLEAD: Shuffle Your Leadership Style". Students can expect an eti-quette dinner and numerous educational sessions with emerging leadership topics. Come join 100 other student leaders for an overnight conference of fun-filled learning about leadership and what it means for you.

Cost: Early Bird Fee $25 due by January 20, 2012

Late Application Deadline: $30 due by February 1, 2012

** Registration fee includes transportation, lodging, all meals, and conference materials.

For more information visit www.mtsu.edu/leadandserve. The application is listed under the tab Blue Raider Leadership Summit.
Policy Specifics

• The policy will restrict the use of all forms of tobacco products including, but not limited to, cigarettes, pipes, cigars, chewing tobacco, and snuff, as well as smokeless electronic cigarettes and other similar devices.

• It allows the use of tobacco products in private vehicles on campus.

• The policy went into effect July 1, 2011, but implementation is delayed until Jan. 1, 2012, to allow a transition period and to provide support to those wishing to cease tobacco usage.

• Tennessee law already prohibits smoking in all buildings owned or operated by the state, which includes any University-owned or leased facilities, vehicles, and athletic venues.

• Previous policy previously allowed smoking 20 feet away from doorways, windows, ventilation systems, walkways, and gates.

Why is MTSU Tobacco-Free?

• We at MTSU are not alone in making such a move. More than 400 colleges and universities across the nation are completely smoke-free on campus.

• Across the state, universities like Austin Peay, Tennessee Tech, and East Tennessee State have enacted similar policies.

• We feel this policy is not about denying rights; it’s about promoting and creating a healthy environment for all.

• We are not focusing on tobacco users as much as we are focusing on a behavior in public spaces we all share. Individuals can still use tobacco in their cars and at off-campus locations.

• Student Health Services has reported treating students with asthma and other respiratory illnesses whose conditions are triggered by outdoor exposure to second-hand smoke.
Important Lottery Scholarship Reminders
Do you have a Tennessee Education Lottery Scholarship (TELS)? You will need to meet enrollment and GPA requirements to continue to receive the award:

Continuous Enrollment: You must be enrolled in at least one class every fall and spring.

Enrollment Status: You must maintain your enrollment status each semester. If you are enrolled in full-time hours as of the Census Date (two weeks after the start of the semester), you must finish the semester with 12 or more hours. Dropping classes or changing them to audits after that time will affect your eligibility.

GPA: You must have a TELS GPA of at least 2.75 after 24 and 48 TELS attempted hours, and at least 3.0 for each 24-hour bracket after that. You can retain provisional eligibility with 2.75 GPA, if you have a semester GPA of at least 3.0 and enroll full-time every fall and spring.

Please visit our website at www.mtsu.edu/scholarships/telsprogram_scholarships.shtml for more information about how the TELS GPA and attempted hours are calculated, how a student can regain GPA eligibility, what types of appeals are allowed, and other important information.

If you are receiving a lottery scholarship, you will receive an email in mid-December with reminders of the continuing eligibility requirements and information about how to view your lottery scholarship status after the fall semester. Please remember to check your MTSU email account after fall grades are posted. We encourage you to discuss this important email with your parents!

File Your FAFSA
We recommend that students with financial need file the FAFSA as early as possible, due to the limited funding available in some aid programs. If you are currently receiving a Pell Grant of $1750 or more per semester, you may be eligible for a state grant and should therefore file her 2012-2013 FAFSA in early January 2012. Christmas break is a great time to work with your parents to gather all the necessary info and estimate 2011 income and taxes, so that you and your parent can file the FAFSA as soon as it becomes available on January 1.

December 15 Scholarship Deadline
MTSU offers a variety of scholarships to currently enrolled students. Three scholarships are awarded through the Financial Aid Office: Enrichment, Vision, and MT Diversity. You may qualify if you have a GPA of at least 3.0 after the Fall 2011 semester, or if you have a GPA of at least 2.5 and meet diversity requirements. To be considered, you must submit an online scholarship application by the December 15 deadline, must meet GPA requirements after the Fall 2011 semester, and must be enrolled in at least 6 hours each semester for the Fall 2011 and Spring 2012 semesters. Information about these and other scholarships is available online at http://www.mtsu.edu/scholarships/current.shtml. Additional scholarship applications (such as an application for Foundation Scholarships awarded by the Financial Aid and Scholarship Office) will become available in mid-December and must be submitted by February 15.

Staying Eligible for Financial Aid
A student who is receiving financial aid from MTSU, such as grants, loans, and most types of scholarships, must meet Satisfactory Academic Progress (SAP) requirements:

GPA: Your GPA must meet the minimum requirements established by the University, as indicated in the undergraduate catalog.

Completion Rate: You must pass at least 67% of all attempted hours. Failure to meet this requirement will result in financial aid warning, followed by suspension and the loss of financial aid eligibility for one or more terms.

Time Limits: You may attempt up to 150% of the hours required for your degree program. Generally, this means that you will not receive aid after you have attempted 180 hours.

Notification: You can view your SAP status in the financial aid section of RaiderNet. For some types of ineligibility factors, you will also be notified of the status via your MTSU email address.

If I lose eligibility for financial aid, can I get it back?
A student may appeal if he or she didn’t meet the Completion Rate requirement because of extenuating circumstances; visit www.mtsu.edu/financialaid/SAPFAQ.shtml for more information. You may be able to receive an extension on the time limit in certain cases. If you lose eligibility for aid, please read any ineligibility notification emails carefully. You can contact your Financial Aid counselor for additional information about your options; contact information is available at http://www.mtsu.edu/financialaid/staff_finaid.shtml.
Winter Break Food Services Hours

Thursday, December 15, 2011:
Mass Comm POD Express closes at 1:00 p.m.
BAS Buy ’N Fly closes at 3:00 p.m.
Peck Hall POD closes at 8:00 p.m.
All other venues open regular hours

Friday, December 16, 2011:
BAS Buy ’N Fly closes at 2:00 p.m.
JUB RaiderZone closes at 3:00 p.m.
KUC Grill closes at 3:00 p.m.
Starbucks in the Walker Library closes at 3:00 p.m.
McCallie Dining Hall closes at 6:00 p.m.
Cyber Café closes at 6:00 p.m.
Peck Hall POD and Mass Comm POD Express closed

Saturday, December 17, 2011:
Subway in the KUC Grill open 11:00 a.m. – 2:00 p.m.

Sunday, December 18, 2011:
All venues closed

Monday, December 19, 2011 - Friday, December 23, 2011:
Complimentary coffee and donuts (while they last) in the KUC Grill from 8:00 a.m. - 10:00 a.m.
Subway in the KUC Grill open 11:00 a.m. – 1:00 p.m.
All other venues closed

Saturday, December 24, 2011 – Monday, January 2, 2012:
All venues closed

Need a tutor on campus?
Visit www.mtsu.edu/tutoring for more information!

Need something to do on campus?
Check out the Student Affairs Event Calendar at www.mtsu.edu/whatsup!
## Final Exam Schedule

### Monday, Wednesday, Friday

<table>
<thead>
<tr>
<th>Class time</th>
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<td>7:00 - 9:00 a.m.</td>
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### Classes Meeting One Day a Week

**Monday, Dec 12; Tuesday, Dec 13; Wednesday, Dec 14; Thursday, Dec 15**

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