

7 QUESTIONS TO ASK YOURSELF TO CREATE A GREAT SCHEDULE

1. How many credits do I want to take?

To be a full time student you must take a minimum of 12 credits. Part-time students may qualify for partial financial aid.

Helpful Hint: You need to be a fulltime student in order to be considered for full financial aid eligibility, to be eligible for most health insurance plans, to participate in SMCC in intercollegiate athletics, and to live in on-campus housing. You need to be a half-time student (minimum 6 credits) in order to be considered for most forms of financial aid and to be eligible to keep student loans deferred while you are in school.

2. How many hours should I plan to spend in class and for study time outside of class?

1 credit hour = 50 minute per week. 12 credit hours=10 hours per week.

1 credit hour=2-3 hours of study time per week. 12 credit hours= 24-36 hours per week.

So, 12 credit hours = 22-46 hours of class and study time.

Helpful Hint: Many students work or participate in other outside commitments. Put X's on the planner for all your outside commitments.

3. How do I know which classes to take?

1. Choose courses based on your placement test scores.

2. Choose classes from the recommended first semester on your degree plan.

a. Begin with program classes (ex. If in Culinary Arts, look at "CULA" courses).

b. Next choose core academic courses (English, Math, Science) to fill the rest of your schedule.

Helpful Hint: Some classes are only offered in the spring or fall semester.

4. Where are my courses being held?

Classes are offered on the South Portland campus, Midcoast campus, as well as at various off-site locations and online.

Helpful Hint: When looking at the schedule, it is important to pay attention to the location of the class.

5. How do I know if online classes are right for me?

Online classes offer flexibility.

There is no specific class time or day that you need to attend with the exception of some courses that require proctored examinations. You can do your coursework wherever you have access to the Internet. Online courses require students to be self-directed and committed to staying on track.

Helpful Hint: If you would like to take an online course, it's a good idea to start with a subject that you're comfortable with.

6. How much time do I need between my classes?

In general 10 minutes will give you enough time to get from one class to another.

Helpful Hint: How you go about scheduling your classes is a personal decision. Some students prefer to spread their classes out over the course of the week, while others like to have them on certain days only.

7. Now What?

Draw an "X" through days or times for which you are not available for classes. Map your course selection on the reverse side of this sheet.

Helpful Hint: Count up your total number of credits. If you want to be full-time, do you have at least 12 credits?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 am						
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8:00 am						
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9:00 am						
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