

7 QUESTIONS to ask YOURSELF

When creating a great schedule

1. How many credits do I want to take per semester?

Full time students: 12 credits or more

Part-time students: 1-11 credits

You need to be a full-time student in order to be considered to:

- be eligible for full financial aid & most health insurance plans
- to participate in SMCC intercollegiate athletics
- to live in on-campus housing

As a part-time student you are eligible:

- For most forms of financial aid, including Pell grants
- To keep student loans deferred while you are in school

Helpful Hint: Make sure to check the total number of credits required for your degree program in the college catalog and plan how many credits you can take each semester. This will tell you how many semesters it will take you to complete your degree program.

2. How much time should I set aside for each course?

- **3 credit hour =**
 - 3 hours of class time per week
 - 6-9 hours of study time per week
 - **12 credit hours (minimum full-time course load) =**
 - 10 hours of class time per week
 - 24-36 hours of study time per week
-
- 34-46 hours of class and study time per week

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

3. How do I know which classes to take?

- Choose courses based on your placement test scores.
- Choose classes from the recommended first semester on your Advising Worksheet.
 1. Begin with program classes (ex. If in Culinary Arts, look at "CULA" courses).
 2. 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.

4. Where will my classes be held?

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

Helpful Hint: When looking at the schedule, it is important to pay attention to both the location of the class and the start/end dates.

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

Online classes require students to be self-directed and committed to staying on track. Online classes offer flexibility because there is no specific class time or day that you need to attend. Please note that some online classes require proctored examinations. Hybrid courses offer flexibility as well, and require some on campus class time.

Helpful Hint: Although online courses offer much flexibility, it is still important to pay attention to deadlines. Be sure to review the course syllabus carefully and create a schedule to complete your classwork. A good way to try out online learning is to take a hybrid class which is split between the classroom and online.

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 if you going to another building on the same campus.

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

7. Now what?

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

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



Start planning!

We are here to help!

Contact the Advising Office with any questions at **207-741-5835**, advising@smccME.edu or drop by the Advising Office, A.S.K. or the L.L.Bean Learning Commons during regular business hours.

SEMESTER: _____

ADVISOR: _____

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