



Student Success Resource Center
College of Humanities and Social Sciences

SPRING 2023 WEEKLY PLANNER & MASTER SYLLABUS

GOAL SETTING WORKSHEET

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WELCOME TO UNC!



Hey Bears! Welcome to the spring 2023 semester. We are so glad to have you in our community and back on campus!

This **digital planner** has been designed to support your success at UNC. It will help you plan and work toward your goals and also keep track of your busy college schedule and personal life. This file **can be printed or downloaded** for use on your personal computer, whichever you prefer.

SPRING 2023 COURSE INFORMATION

Use this page to document your advisor(s) and your professors' contact information and their office hours for easy access.

SPRING 2023 SEMESTER AT A GLANCE

We have added important dates and events to remember throughout the semester. You can complete the rest of the page with your exam dates, assignment and project deadlines, and personal events.

CREATE A MASTER SYLLABUS

You can use the weekly planner in a variety of ways, including as a master syllabus. At the start of the semester, gather your syllabi from each course and transfer all of your assignments, projects, papers, and exam dates to this weekly planner. If you prefer being extra detail-oriented, you can add your weekly readings, too. When all of your due dates are combined, you can anticipate your busy weeks and plan ahead. Likewise, you can identify your lighter weeks and schedule in some fun and relaxation. Taking the time to get organized at the start of the semester will benefit you now and later! The planner can also be a great tool for tracking healthy habits, maintaining awareness of important university deadlines, and creating relevant to-do lists for your courses.

MONTHLY REFLECTIONS

At the end of every month, take a few minutes to reflect on the experiences you've had, the things you are looking forward to next month, and the steps you are taking toward your goals. At the end of the semester, you can review your entries and set new goals for the following semester!

The Student Success Resource Center (SSRC) is available to provide support and we hope this digital planner helps you reach your academic goals. Click below to schedule an appointment with one of our Success Coaches to discuss tips on setting goals, getting yourself organized, etc.

[SCHEDULE AN APPOINTMENT WITH A SUCCESS COACH](#)

SPRING 2023 COURSE INFORMATION

Major Advisor Name _____ Advisor Email _____

Office Location _____ Office Hours _____

To complete this information, find the syllabus your instructor(s) provided for each of your classes.

Use that information to fill in the days/time and location of the course, along with instructor name and email.

TIP: Maintaining good communication with your professors will be crucial throughout your college career.



Course Name

Day(s) & Time(s)

Location

Instructor(s)

Office Location

Email

Course Name

Day(s) & Time(s)

Location

Instructor(s)

Office Location

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SPRING 2023 SEMESTER

Developing a plan for your goals will increase your ability to meet your goals - See the Goal Setting Worksheet at the back of this planner to help make this happen.

JANUARY

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29	30	31				

FEBRUARY

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ACADEMIC EVENT REMINDERS:

Monday, Jan 9	Classes Begin
Thursday, Jan 12	Start of Winter Welcome Activities
Friday, Jan 13	Deadline to Add Courses
Monday, Jan 16	MLK holiday, Campus Closed
Monday, Jan 23	Deadline to Drop Classes
Wednesday, Feb 1	Scholarship Priority Deadline
Wed Feb 15 - Thurs Feb 16	Spring Grad/Job/Internship Fairs
Tues, Feb 21	URSA Schedule on the Web
Sat, Mar 11-Sun, Mar 19	Spring Break
Saturday, April 1	FAFSA Application Deadline
Monday, April 3	Summer/Fall Registration Opens
Friday, April 28	Ind Course Withdraw Deadline
May 1 - 5	Finals Week
Saturday, May 6	Undergraduate Commencement
Wednesday, May 10	Final Grade Deadline (at 5 p.m.)

MARCH

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GOALS FOR YOUR SEMESTER:

MAY

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21	22	23	24	25	26	27
28	29	30	31			



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WEEK 1 - DATES: Monday, January 9 - Friday, January 13

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Drinking water will be vital for your good health in our Colorado air. Track other healthy habits of your own in the block below.

HABIT TRACKER:

Water:

TO-DOs or NOTES:

WINTER WELCOME EVENTS BEGIN - *Thur, Jan 12*

COURSE ADD DEADLINE - *Fri, Jan 13*

Use the start of a new semester to get organized & make new connections with fellow Bears.

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WEEK 2 - DATES: Monday, January 16 - Friday, January 20

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Check out the Academic Success Checklist at the end of this planner to explore some of our amazing resources, make new friends on campus, and get involved with the UNC campus life.



*New suggestions for habit tracking:
journaling, exercising, healthy eating, or getting
a full eight hours of sleep every night.*

HABIT TRACKER:

Water:

TO-DOs or NOTES:

MARTIN LUTHER KING DAY - Mon, Jan 16 UNC closed

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WEEKLY PLANNER

WEEK 3 - DATES: Monday, January 23 - Friday, January 27

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Designate time each week to empower yourself by creating a weekly to-do list.



*You can use a habit tracker for anything.
Come up with your own ideas of new healthy habits
that you'd like to build for yourself.*

HABIT TRACKER:

Water:

TO-DOs or NOTES:

DROP DEADLINE FOR FULL SEMESTER - Mon, Jan 23

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WEEKLY PLANNER

WEEK 4 - DATES: Monday, January 30 - Friday, February 3

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Think about the many simple ways you can let people know you care. You will never know how that positive feedback can help sustain them through difficult moments.



Habit tracking suggestions: budgeting, hobbies, keeping your space clean.

HABIT TRACKER:

Water:

TO-DOs or NOTES:

SCHOLARSHIP PRIORITY DEADLINE - Wed, Feb 1

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WEEKLY PLANNER

WEEK 5 - DATES: Monday, February 6 - Friday, February 10

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Habit tracking fosters accountability and can change your life moving forward!

HABIT TRACKER:

Water:

TO-DOs or NOTES:

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UNC has so much to offer! Do ONE thing this week that your future self will thank you for.

WEEKLY PLANNER

WEEK 6 - DATES: Monday, February 13 - Friday, February 17

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Set aside time this week to answer a big question: what gets you excited about life?



*Habit tracking suggestion:
try something new at the dining hall.*

HABIT TRACKER:

Water:

TO-DOs or NOTES:

SPRING GRADUATION FAIR - Thurs, Feb 15/16

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WEEKLY PLANNER

WEEK 7 - DATES: Monday, February 20 - Friday, February 24

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*MINDSET: the driving force in the quest for success and achievement.
 A powerful mind can achieve anything it sets its sights on.*



*Repetition can be especially rewarding
 when you're recording your success in
 keeping up a good habit.*

HABIT TRACKER:

Water:

TO-DOs or NOTES:

URSA SCHEDULE ON THE WEB - Tues, Feb 21

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WEEKLY PLANNER

WEEK 8 - DATES: Monday, February 27 - Friday, March 3

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Schedule an appointment with a Student Success Coach for some goal accountability:

BOOK AN APPOINTMENT TODAY!



*Habit tracking suggestion:
Listen to music or read an interesting book*

HABIT TRACKER:

Water:

TO-DOs or NOTES:

FAFSA APPLICATION DEADLINE - Mar 1

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WEEKLY PLANNER

WEEK 9 - DATES: Monday, March 6 - Friday, March 10

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Write down THREE things that went well this week and TWO things that could have gone better (and what you learned from them).



Choose a habit you care about doing regularly. Don't worry about whether others think it's important.

HABIT TRACKER:

Water:

TO-DOs or NOTES:

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WEEK 10 - DATES: Monday, March 13- Friday, March 17

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Thought-provoking question: What is the most desirable trait another person can possess and how can you grow that trait within yourself?



*Habit tracking suggestion:
 Get an early start to your day. You will have
 more time in your day to get things done.*

HABIT TRACKER:

Water:

TO-DOs or NOTES:

SPRING BREAK- Mar13-17 Have Fun!

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WEEKLY PLANNER

WEEK 11 - DATES: Monday, March 20 - Friday, March 24

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*Take time this week to clean and organize your room and study space.
A clean work area can help you focus on your projects and be more productive.*



*How are you doing with your habit tracker?
Research shows that people who use a tracker are
more likely to succeed with their goals.*

HABIT TRACKER:

Water:

TO-DOs or NOTES:

K-12 EDUCATOR EMPLOYMENT DAY - Mar 23/24

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WEEK 12 - DATES: Monday, March 27 - Friday, March 31

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Get ahead by organizing a personal study plan for finals. Creating a plan will help you retain more and curb any tendencies to procrastinate.



*Habit tracking suggestion:
schedule regular study times in your day.*

HABIT TRACKER:

Water:

TO-DOs or NOTES:

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WEEKLY PLANNER

WEEK 13 - DATES: Monday, April 3 - Friday, April 7

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*Take time to write down **THREE** things you're proud of this week.
If you haven't done so already, visit our coaches for some great finals study tips.*



Habit tracking helps you focus on your goals and the process rather than the result.

HABIT TRACKER:

Water:

TO-DOs or NOTES:

SUMMER & FALL REGISTRATION OPENS -

*Monday, April 3 (if you do not have a PIN,
schedule a meeting with your academic advisor)*

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WEEKLY PLANNER

WEEK 14 - DATES: Monday, April 10 - Friday, April 14

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Check out this video for study tips to prepare for your final exams:
GIVE YOURSELF AN ADVANTAGE ON YOUR FINALS!



*Habit tracking suggestion:
Try something grounding like yoga,
meditation or deep breathing exercises.*

HABIT TRACKER:

Water:

TO-DOs or NOTES:

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WEEKLY PLANNER

WEEK 15 - DATES: Monday, April 17 - Friday, April 21

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Stack new habits by connecting them with ones you already do daily. (e.g. enjoy your daily coffee during a morning walk around campus before class).

HABIT TRACKER:

Water:

TO-DOs or NOTES:

Thought-provoking question:

What can you do today that you were not capable of a year ago?

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WEEK 16 - DATES: Monday, April 24 - Friday, April 28

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Finals can be stressful – remember to integrate self-care and wellness throughout your study plans. Use your habit tracker this week to make that happen.



Keep track of your self care habits this week as we head into the final stretch of the semester!

HABIT TRACKER:

Water:

TO-DOs or NOTES:

FINAL COURSE WITHDRAWAL - Friday, April 28

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WEEK 16 - DATES: Monday, May 1 - Friday, May 5

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*Thought-provoking question:
 Describe how you see your life moving forward in a six-word sentence.*



*You've made it to the end of the semester!
 Reflect on all the healthy
 habits you've worked toward!*

HABIT TRACKER:

Water:

TO-DOs or NOTES:

FINALS WEEK - - May 1-5 *We're rooting for you!*

UNDERGRADUATE COMMENCEMENT - May 6

IMPORTANT LINKS & PHONE NUMBERS



SOME OF OUR VALUABLE STUDENT RESOURCES:

Bursar

Financial Aid

Schedule of Classes

Information Management & Technology

Environmental Health & Safety

Registrar

Dining Services

Housing & Residential Life

UNC Bookstore

University Libraries

Student Legal Services

UNC POLICE

CAMPUS SAFETY

PARKING SERVICES

CAMPUS MAP

CENTRAL CAMPUS MAP

WEST CAMPUS MAP

NEW PERSONAL CONTACTS INFO:[illegible]

BEARS ACADEMIC SUCCESS CHECKLIST

Nothing is more important to us than your success! UNC believes in providing strong academic, career, wellness, and cultural support for every Bear. We invite you to explore all of our programs and services available to help you reach your highest potential and make the most out of your experience at UNC.

[HSS Digital Planner](#) - Your first self-care step each semester should be to download this handy tool to help you to be successful

[Bear Pantry](#) - All UNC students are able to visit the pantry once per week and choose up to 10 items at no cost

[Campus Calendar](#) - Where you can find out about all the amazing student events going on around campus

[Campus Recreation](#) - Our facility provides many services and activities that support your health and wellness

[Campus Safety Tips](#) - UNC is committed to providing the safest possible living and learning environment for you

[Center for Career Readiness](#) - We are your career connection, all the way from developing your resume to finding employment

[Clubs & Organizations](#) - Get involved, develop new relationships on campus by joining a club that engages your interests

[Counseling Center](#) - Our team provides a safe place for you to talk about issues or concerns that are important to you

[Cultural & Resource Centers](#) - We provide safe places and resources to all who identify with a specific population on our diverse campus

[Disability Resource Center](#) - Disability is a valued aspect of diversity and we provide access to services as a matter of equity

[Handshake](#) - This is UNC's job posting platform to help you discover professional opportunities on and off campus

[Math Study Center](#) - We offer free drop-in learning assistance if you are enrolled in any of the math classes at UNC

[Office of Equity & Inclusion](#) - We provide support to you by advocating for equity and inclusion throughout your campus life

[Outdoor Pursuits](#) - Rent gear from our extensive collection for free or find opportunities for outdoor education or experiences

[Student Health Center](#) - All of our UNC students are eligible to use this on-site medical clinic while enrolled at UNC

[Student Outreach & Support](#) - We can assist you during difficult times which may include illness, injury, or personal/family crisis

[Student Success Center Advising](#) - Find caring support and helpful advice from a success coach to meet your goals

[Tutoring Center](#) - Build on your skills and knowledge with free individual or group tutoring sessions on many subjects

[Universal Scholarship](#) - Our application opens on Nov 1st, apply before March 1 to see if you qualify for any funds

[Writing Center](#) - Strengthen and demystify the writing process and learn how to use styles and academic citations

BEARS SUCCESS GOAL WORKSHEET

Crafting a success goal allows you to set concrete actions in five steps to accomplish big things! When creating your success goal, be concise and clear in your language. Your Success Coach can work with you to design your goals with the following questions. Contact your success coach at HSS.StudentSuccess@unco.edu or Call 970-351-3140 for questions, resources, and support.

THE BIG PICTURE GOAL	Write down the goal you have in mind. What do YOU want? <i>Ex. Graduation from UNC!</i>																
1 GET SMALL	What action steps should be your primary focus to reach your big picture? <i>Ex. maintain good grades and register for the correct courses.</i>																
2 GET OPTIONS	Some is not a number. How will you track your progress towards your goal? <i>Ex. check DegreeWorks before and after registration, meet with my advisor, attend classes regularly.</i>																
3 GET REAL	Break your options into doable chunks. Be real and honest: what will you DO to achieve your goal? <i>Ex. meet with my advisor TWICE per semester; visit the Writing Center 3 days before every paper; attend a tutoring session once a week, attend classes.</i>																
4 GET FOCUSED	Why are you setting this goal? How will the options help you achieve your big picture? <i>Ex. Meeting regularly with my advisor and using my resources on campus will help me stay focused and on track for graduation.</i>																
5 GET DEADLINES	Soon is not a time. What's the deadline and is it realistic? WHEN will you complete each action step to reach your big picture? <i>Ex. meet with my advisor by next week, mark in my planner the days to visit the Writing Center, schedule tutoring sessions on Wednesday afternoons.</i>																
ADDITIONAL NOTES	What else could you have done? How does the thought of meeting your big picture goal make you feel?																

GOAL SETTING WORKSHEET
ACADEMIC SUCCESS CHECKLIST
RESOURCES & CONTACTS

HOME PAGE	WELCOME	COURSE INFO	SEMESTER CALENDAR	WK 1	WK 2	WK 3	WK 4	WK 5	WK 6	WK 7	WK 8	WK 9	WK 10	WK 11	WK 12	WK 13	WK 14	WK 15	WK 16	WK 17
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