

1:00-3:00 P.M., Wednesday, December 20

COURSE	NUMBER	TIME	EXAM. ROOM	PROFESSOR
Chemistry	102	8:00 MWF	C 319	Dewar, P.
Chemistry	102	8:00 TT	Tyler Aud.	Faile
Chemistry (Dewar, P.)	103	9:30 TT	C 302	Harris, J. P.
Chemistry (Faile)	275	8:00 MWF	Tyler Aud.	Hazelton
BM-Duplicating	106	3:00 Th	M 304-306	Self
Shorthand	112	1:00 MWF	M 313	Eason
Newswriting	104	2:00 MWF	M 211	Graham

3:00-5:00 P.M., Wednesday, December 20

Hygiene	101	9:30 TT	M 124	Ferguson
Hygiene	101	9:00 MWF	Tyler Aud.	Smith
Hygiene	101	12:00 MWF	Tyler Aud.	Smith
Hygiene	101	8:00 TT	Tyler Aud.	Smith
Hygiene	101	11:00 TT	M 124	Ferguson
Professional Dev.	100	8:00 TT	M 301-302	Francis
Professional Dev.	100	9:30 TT	M 301-302	Francis

8:00-10:00 A.M., Thursday, December 21

Biology	101	8:00 MWF	C 319	Dewar, J.
Biology	101	9:00 MWF	C 215	Tripp, G.
Biology	101	11:00 MWF	Tyler Aud.	Harris, J. P.
Biology	101	12:00 MWF	C 301	Tripp, L.

COURSE	NUMBER	TIME	EXAM. ROOM	PROFESSOR
Biology (Tripp, L.)	101	9:30 TT	C 302	Harden
Biology (Harris)	101	11:00 TT	Tyler Aud.	Shrewsbury
Biology (Tripp, G.)	121	11:00 MWF	C 210	Wooten
Biology	221	12:00 MWF	C 319	Dewar, J.

10:00 A.M.-12:00 Noon, Thursday, December 21

BM-Cal.	105	2:00 M	M 304	Jones
BM-Cal.	105	2:00 Tu	M 304	Jones
BM-Cal.	105	11:00 Th	M 304	Jones
Speech	210	ALL SECTIONS	MHA	Crouch

1:00-3:00 P.M., Thursday, December 21

MAKE-UP EXAMINATIONS M 124 Simmons

NOTE: Mathematics 111, Word Processing 167 examinations to be administered during the last class period.

**Good
Luck !!!**

Helpful Hints in the Taking and Reviewing of Lecture Notes

When you take lecture notes, leave rather wide margins on the left and the right sides of the page. Then, when you review your notes (if at all possible, within 24 hours after taking them), use these margins as described below:

The topic of the lecture should have been noted at the top of the page when you took the notes.

In the left-hand margin write the key words from each line.

KEY WORDS	TOPIC	SUMMARY
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In the right-hand margin, write 1 or 2 sentences that summarize the material on the page and relate it to the topic of the lecture.

Some Advantages of this Method:

- Helps you to retain the lecture material. (Studies show that the typical student forgets about 60% of new material within 24 hours after it is presented.)
- Forces you to think about the material in terms of its important ideas.
- Helps build the vocabulary you will need to perform well in the subject — in discussion, the writing of papers, exams, etc.
- Provides organized study material for final review before exams.
- Saves time.

If you have reading assignments that cover the same topic discussed in the lecture, you save time and study more effectively by co-ordinating the two.

Try This Method:

When you take notes, use only one side of the opened notebook for lecture notes. Save the other side for notes from the text. Then when you read the text, record only those points that are not covered by the lecture notes. (This method of notetaking can be used effectively with the SQ3R study method to save even more time. Survey the text, then question: "How is this material different from the lecture?" Then read to answer these questions, making notes as you read.)

KEY	NOTES	SUMMARY	READING NOTES
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- Review your notes as soon as possible after last lecture:
 - To add examples and facts which you did not have time to write down during the lecture, while the information is still fresh in your mind.
 - To note any parts that are not clear so that you can get further information from some other source: other students, the instructor, further reading.
 - To help with retention. Immediate review will result in better retention. Studies show that 24 hours after the lecture about 60% of the new material presented has been forgotten. Immediate review helps to offset this loss.

- Give visual emphasis to the important ideas in your notes.
 - Underline key statements or important concepts.
 - Use signal marks to indicate importance: asterisks, arrows, red marking ink, etc.
 - Coordinate lecture notes with notes from the text. Use margin, blank pages, or the key/summary method described above.

A Couple of Reminders About Taking Notes in Lecture Class:

Remember to listen aggressively, thinking about the material as you listen. Don't get so absorbed in taking notes that you forget to listen. In fact, some educators believe that it is better to take very skimpy notes. They advise the student to concentrate his efforts on listening accurately, jotting down only keywords that will help him remember what was said rather than trying to get down the content of the lecture. In any case, if you have to make the choice, effective listening is better than thoughtless notetaking.

Be flexible: Use different notetaking techniques for different situations.

My Present Weekly Study Schedule

Hours	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
6-7							
7-8							
8-9							
9-10							
10-11							
11-12							
12-1							
1-2							
2-3							
3-4							
4-5							
5-6							
6-7							
7-8							
8-9							
9-10							
10-11							
11-12							
12-1							

My Revised Weekly Study Schedule

Hours	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
6-7							
7-8							
8-9							
9-10							
10-11							
11-12							
12-1							
1-2							
2-3							
3-4							
4-5							
5-6							
6-7							
7-8							
8-9							
9-10							
10-11							
11-12							
12-1							

Make Your Schedule A Habit