

Course Scheduling and Time Management Tool

Plan a weekly schedule that includes dedicated study times:

1. Look at your program requirements in myPath or Program & Course Catalogue.
2. Find the course schedule on Course Scheduling Tool.
3. Make sure to read the Section Notes.
4. Record the essentials. E.g. eat, sleep, commute times, and family commitments.
5. Add work schedule (if applicable) .
6. Then enter your potential class times (use the Course Scheduling Tool).
7. Now input study times for each class (min 2 hours for each hour of class).
8. Finally – Look at your schedule and ask yourself, “Do I have enough time to take this many classes and dedicate the study time required to be successful?”
9. Give your schedule to someone you trust to hold you accountable to your study times.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
0030-0630							
0630-0730							
0730-0830							
0830-0930							
0930-1030							
1030-1130							
1130-1230							
1230-1330							
1330-1430							
1430-1530							
1530-1630							
1630-1730							
1730-1830							
1830-1930							
1930-2030							
2030-2130							
2130-2230							
2230-2330							
2330-0030							

Time Management

Class Time = 3 to 4 hours per week

Study Time is 2 to 3 hours for every hour in class.

I.e. For every 3-credit course, you should be spending approximately 6 to 12 hours per week studying outside of class.

So, on average:

One Course: 3 to 4 hours in class PLUS 6 to 12 hours studying = 9 to 16 hours per week

Two courses = 18 to 32 hours per week

Three courses = 27 to 48 hours per week

The above are estimates only. Every person studies differently and each week will vary for each course. Also, around midterm, paper, and final exam time, the amount of time studying outside of class increases.