

AWC Timeline for Student Success



Before First Semester

- Familiarize yourself with AWC and **attend "Discover AWC"**
- Enroll in . . .**

ORI 101 - Success Strategies: This three credit course is designed for students to develop and enhance their academic and personal skills. Emphasis is placed upon promoting a successful college experience through improved study skills, critical thinking skills, and general life skills.

AWC 104: Career Exploration: This two credit course covers such topics as career development theories, the role of self-knowledge in career planning, use of the Internet in career research, college majors and related occupations, today's rapidly changing workplace as well as latest employment trends and their implications. Coursework includes a major career research project.

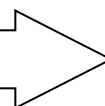
Every Semester

- Find a good location to study and make it a Habit: **Do Coursework Every Day!**
- Plan Ahead:** Use a day planner or wall calendar. Plan time for reading text and coursework. Plan ahead for assignments and exam periods.
- Take care of yourself:** Fatigue and stress weaken memory and comprehension. Eat properly, exercise regularly, and get adequate sleep.
- Use all your resources:** Speak to your instructor outside of class, take advantage of the Success Center and tutorial assistants. Use study guides and study with others in your class in study groups.
- Study Smart:** College learning requires understanding how pieces of information fit together to form a "big picture." Use course outlines, tables of content, headings and subheadings to organize information. Generate examples, create mnemonics, make summary notes, identify key words, highlight textbooks, or add margin notes. Improve your memory by being creative and interested. No matter how well you understand something, without practice forgetting will occur. Before a test, recall information without looking at notes or textbooks and by doing practice questions.
- Add/Drop period:** The add/drop period ends at 5 p.m. Thursday of the first week of each semester.
- Course withdrawals:** Withdrawal dates are published on the AWC academic calendar. Students who stop attending a class for which they are enrolled and do not submit an official withdrawal form at the Registrar's Office may receive a failing grade.
- Meet with your academic advisor early in the semester:** Before registering for each semester you should schedule an appointment to meet with your advisor to review your academic plan.
- Know when you can begin registering for next semester's courses – **take advantage of Priority Registration** which is mid-November for spring registration and mid-April for summer and/or fall registration. www.azwestern.edu/advisement.

Every January

- Apply and/or update your **(FAFSA) Financial Aid** for the upcoming academic year.

semester by semester timeline



First Semester

Know Yourself: Start identifying your interests, abilities, and values to help you determine your major/career focus.



- Attend “AWC Majors Fair”** – Learn about all of the degrees and certificates available at AWC, and from our university partners in Yuma. Meet instructors in each of the academic areas and become familiar with your academic choices at AWC.
- Register with “Jobs 4 Matador”**. This is the AWC Career Services job placement software program designed to assist student with on and off campus jobs while they are enrolled at AWC and with job placement after graduation. www.azwestern.edu/careerservices
- Attend one of the monthly “Career Expos”**. Opportunities for jobs, internships and volunteering will be presented in monthly themed Expos held in various locations around campus.
- Take a wide variety of courses** to broaden your exposure to potential areas of interest.
- Focus on earning good grades**. It can be difficult to recover from a bad start.
- Get involved!** Join a campus club or organization.

Second Semester - Career Exploration: Narrow your choices of a major and/or career.



- Continue to focus on good grades**. Your college transcript is a permanent record.
- Continue to explore and define your career goals**. If you are having difficulty deciding on a career or major, see a career coordinator or academic advisor to discuss your interests, values, skills and personality. They can assist you in researching specific information about your career goal, your job search, and transfer institution options.
- Begin to focus more on required (general education) core courses** while continuing to take courses that allow you to explore or that are in your intended field of study.
- See an academic advisor and **develop an (EAP) Education Academic Plan** for each of your semesters reflecting your requirements of your program of study (major). A program evaluation can be run from a student’s WebAdvisor menu.
- Visit the “Transfer Fair”** held each spring semester. Various four year colleges and universities representatives are available to speak with during the fair.
- Get involved!** Join a campus club or organization.

Third Semester - Gain Experience: Relate interests, skills, and values to possible career/major choices and gain experience through work, internships, campus activities and/or volunteering.



- Begin looking **at potential transfer institutions** by gathering information relevant to choosing the most appropriate college or university to transfer to after AWC.
- Log on to “Jobs 4 Matadors” and **create a profile and develop and post your resume**.
- Consider working, internships or volunteering** with organizations or companies related to your chosen field of study (major).
- Possibly apply for graduation** if you plan on graduating within the next semester. See the Admissions and Registration web site for more details, application form and deadlines.
- Pursue opportunities to **become a leader** in campus or community groups.

Fourth Semester - Career/Transfer Search: Identify and apply for career opportunities or decide on a transfer option.

- Continue to focus on good grades and **finish strong**.
- Complete all application materials** for potential transfer colleges/universities and be sure that they’re submitted by the priority deadlines.
- Pursue **summer employment and consider working, internships or volunteering** with organizations or companies related to your chosen field of study (major).
- If you are finishing an occupational program, see a career coordinator for help in developing your resume, discuss interview techniques, and to begin researching job opportunities . . . or,
- Enroll in AWC 202: Job Search Strategies (2 credits)**: Thorough review of the job search process including traditional and non-traditional approaches to job hunting. Course will examine the role of networking, as well as preparation of cover letters, resumes, job applications, development of interviewing skills, and building employment references. Coursework will also focus on workplace survival skills, including employer expectations, work attitudes and ethics, customer service, working well with others, appropriate attire.