



# THE MONTHLY BULLETIN

HIGHER EDUCATION NEWSLETTER

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*do something today that your future self will thank you for.*

## ARRANGING YOUR CLASS SCHEDULE

BY SARAH-JOY SOMARRIBA | SARAHJOYSOMARRIBA@SEMTRIBE.COM

Setting up your class schedule for an upcoming term can often times be stressful with trying to arrange days and times that work for you, get the classes you need and/or want as well as making sure you are on track credit wise for graduation.

Here are some guidelines - decide at first the classes you NEED to have no matter what. These are your foundation. Then decide how flexible you are with days and times - for example if you only want to go to school Monday / Wednesday / Friday begin with those days and the classes you need and plug them in first. If the classes you need

are not available at that time reconsider 1. If those classes can be taken next term or 2. If you can be more flexible on the days to take them.

Your next step is to fill in the courses you may not need, but want (electives) as these are more flexible, you have more wiggle room in inputting them. Finally -make sure you have the minimum credits required for the scholarship.

A helpful tip - map out your schedule in a weekly planner (attached) that way you can visually see what your week will look like and if the schedule you are planning is feasible.



# TIPS TO HELP PREPARE FOR FINALS WEEK

BY ELIZABETH SHELBY | ELIZABETHSHELBY@SEMTRIBE.COM

Finals week can be stressful for the first year college student to the most seasoned graduate scholar. With preparation, finals week can be more manageable with a little planning on your part. Below are a few tips to assist with preparing for the week of CEREBRAL EXHAUSTION!

**Prepare a Study Schedule** - By now you should have a schedule as to when your semester finals are to occur. To help you get through the week, develop a schedule to include studying, eating, exercising, packing to go home, etc. Having a plan and sticking to it

can help relieve the feeling of being overwhelmed as you prepare to take those final assessments. Remember, a large part of your semester grade could be contingent upon how well you perform on the final! Don't let mismanagement of time be a reason you are not prepared to pass your classes.

**No Cramming** - Avoid the all night study sessions when preparing for finals. Attempting to memorize a whole semester of information in one night might not yield the positive grade you are looking for. Try to

study in increments and rest between study periods. For example, study for 30 - 40 minutes then take a 5-10 minute break. What would be the point of studying all night to fall asleep during the test, or have your brain collapse because you are too exhausted to retrieve the information from your short-term memory? Follow the antidote: plan, study, rest!

**Eat & Exercise** - Preparing for finals does not mean you have to neglect eating or working out. Staying nourished and energized helps with handling the stress finals week can bring. Consider eating foods such as: almonds, fruit, or yogurt to help keep you nourished. Also, don't forget to eat a balanced breakfast when you are studying and the day of the test, cold pizza does not count! Engage in some type of exercise to help clear your mind and increase your energy level. From taking a walk around campus; hitting the treadmill for 20 minutes; participating in that yoga class you've been avoiding all semester; or running the flights of stairs in your dorm; take the time to exercise - your brain and body will both need it.



## ESSENTIAL SCHOLARSHIP INFORMATION

BY: SARAH-JOY SOMARRIBA | SARAHSOMARRIBA@SEMTRIBE.COM

I want to take the time to congratulate all of our students who are finishing up their term and welcome all the new and incoming freshman and trade/tech students who are beginning their journey for 2018!

With all of the items on everyone's to do list it can be overwhelming to keep on top of the policy and procedures for the Billy L. Cypress program and we completely understand! Here are some often overlooked items to remind past students and to inform future students to help ease your transition.

1. Even if we have your login information - it is important that you personally send us your schedule and grades. Many times the login information given to us is outdated, or the school requires a 2 system authentication process and we can't login. This delays your authorization letter being sent out by quite a bit as we have to wait for you to update your information and try again.
2. The Higher Education Program does not have access to any official transcripts, diplomas or test scores. Since we only require a photocopy and we do not have the authority to request them on your behalf. If they are needed you will need to contact your school directly or sign on to the corresponding website. If you need help discovering which website you would need for which documents please reach out to your advisor. We are here to help!
3. If you need to make any changes to your schedule - make sure to inform your advisor ASAP so as not to lose your status on your scholarship. We will need to verify that you will remain at the minimum credit hours and it is not after the add/drop period for your school and we have not paid the tuition already.

# FAQ | FERPA

HIGHER EDUCATION STAFF

Ensure that we can call your school on your behalf to discuss issues pertaining to your account and records. This is done by filling out a FERPA with your school. Most schools can have this done online - if not the admissions office at your school should have the form. You will have to fill one out for each school you attend since they are unique to the particular school.

How can I ensure a smooth transition into my next semester/term?

There are several steps that must occur before a student is successfully entered into the next term. The first step is to create your schedule with a minimum of 9 credit hours (undergraduate) and 6 credit hours (graduate) and send us a copy. Even if we have your login information - many times that login info will not work correctly setting us back on moving forward. The next item we will need is a copy of your final grades. Once both are received we can send your authorization letter to your school and your scholarship letter to you.

## CONTACT INFORMATION

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**SUCCESS IS NO ACCIDENT.  
IT IS HARD WORK,  
PERSEVERANCE,  
LEARNING, STUDYING,  
SACRIFICE AND MOST OF  
ALL, LOVE OF WHAT YOU  
ARE DOING OR LEARNING  
TO DO. - PELE**

