

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>September 1</b> Opening Exercises	2 <b>Labor Day</b>	3 <b>Classes Begin</b>	4	5	6	7
8	9	10	11	12	13 <b>Add/Drop Ends</b>	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	<b>October 1</b>	2	3	4	5
6	7 <b>Midterms</b>	8 <b>Midterms</b>	9 <b>Midterms</b>	10 <b>Midterms</b>	11 <b>Midterms</b>	12 <b>Recess</b>
13 <b>Recess</b>	14 <b>Recess</b>	15 <b>Recess</b>	16 <b>Recess</b>	17 <b>Recess</b>	18 <b>Recess</b>	19 <b>Recess</b>
20 <b>Recess</b>	21 <b>Classes Resume</b>	22	23	24	25	26
27	28	29	30	31	<b>November 1</b>	2
3	4	5	6	7	8 <b>Drop &amp; P/D/F Deadline</b>	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26 <b>Friday Schedule</b>	27 <b>Holiday Recess</b>	28 <b>Holiday Recess</b>	29 <b>Holiday Recess</b>	30 <b>Holiday Recess</b>
<b>December 1</b> <b>Holiday Recess</b>	2 <b>Classes Resume</b>	3	4	5 <b>Last Day of Classes</b>	6 <b>Reading Period Begins</b>	7
8	9	10	11	12	13 <b>Reading Period Ends, Dean's Date</b>	14 <b>Final Exams Begin</b>
15	16	17	18	19 <b>Take-Home Exercises Due</b>	20 <b>Final Exams End,</b>	21

**READING PERIOD (December 6 – December 13) ~ DEAN'S DATE (December 13) ~ FINAL EXAMS (December 14 – December 20)**

Visit our Learning Library to download a write-in electronic version of this document, go to [mcgraw.princeton.edu/undergraduates/resources/resource-library](https://mcgraw.princeton.edu/undergraduates/resources/resource-library)



## Academic Planning Guidelines: Using the Course Syllabus to Organize Your Learning

1. Use the syllabus to familiarize yourself with the instructor's objectives and the key themes and concepts of the course in order to stimulate your prior knowledge. Use these to guide notetaking, reading, and studying.
2. Understand the expectations of the professor and how you will be evaluated. Tailor your learning methods to the kinds of knowledge and skills you are expected to demonstrate.
3. Put into your calendar the most crucial dates/deadlines for the course (i.e. midterms, papers, presentations, final projects, final exam) and other critical commitments.
4. If a number of crucial dates converge, set personal deadlines prior to actual due dates so that you can complete all assignments on time. Plan backwards from these dates and deadlines. Mark dates when you will BEGIN your tasks. Create your own intermediate "due dates" if possible.
5. Note course reading assignments and try to stay on schedule. Devote at least some time to each class on a regular basis—it is easier to keep up than it is to catch up. (Make personal deadlines to stay on top of the reading and other tasks. Consider utilizing the Weekly Planner Template located on our [Resources, Handouts, and Advice for Undergraduates](#)<sup>1</sup> webpage.
6. After methodically planning for success, follow your plan and continue to use the syllabus as a road map for the semester. Refer to the weekly topics in your course syllabi on a regular basis to guide your reading, notetaking and studying.
7. Attend an [Advanced Academic Strategies Workshop](#)<sup>2</sup> on time management, efficient reading and notetaking, exam prep, overcoming procrastination and other topics.
8. Meet with a McGraw Learning Consultant to adjust and improve your plan as needed and to develop a strategic approach to any one—or all of— your courses.
9. Visit our [Learning Strategies Consultations](#)<sup>3</sup> webpage for further information and to schedule a consultation.

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<sup>1</sup> <https://mcgraw.princeton.edu/undergraduates/resources/resource-library>

<sup>2</sup> <https://mcgraw.princeton.edu/undergraduates/programs/academic-strategies-workshops>

<sup>3</sup> <https://mcgraw.princeton.edu/undergraduates/programs/allc>