



Student Success Resource Center
College of Humanities and Social Sciences

FALL 2023 WEEKLY PLANNER & MASTER SYLLABUS

GOAL SETTING WORKSHEET

UNC BUCKET LIST

RESOURCES & CONTACTS

[HOME PAGE](#)

[WELCOME](#)

[COURSE INFO](#)

[SEMESTER CALENDAR](#)

[WK 1](#)

[WK 2](#)

[WK 3](#)

[WK 4](#)

[WK 5](#)

[WK 6](#)

[WK 7](#)

[WK 8](#)

[WK 9](#)

[WK 10](#)

[WK 11](#)

[WK 12](#)

[WK 13](#)

[WK 14](#)

[WK 15](#)

[WK 16](#)

WELCOME TO UNC!



Hey Bears! Welcome to the fall 2023 semester. We are so glad to have you in our community and back on campus!

This **digital planner** has been designed to support your success at UNC. It will help you plan and work toward your goals and also keep track of your busy college schedule and personal life. This file **can be printed or downloaded** for use on your personal computer, whichever you prefer.

FALL 2023 COURSE INFORMATION

Use this page to document your advisor(s) and your professors' contact information and their office hours for easy access.

FALL 2023 SEMESTER AT A GLANCE

We have added important dates and events to remember throughout the semester. You can complete the rest of the page with your exam dates, assignment and project deadlines, and personal events.

CREATE A MASTER SYLLABUS

You can use the weekly planner in a variety of ways, including as a master syllabus. At the start of the semester, gather your syllabi from each course and transfer all of your assignments, projects, papers, and exam dates to this weekly planner. If you prefer being extra detail-oriented, you can add your weekly readings, too. When all of your due dates are combined, you can anticipate your busy weeks and plan ahead. Likewise, you can identify your lighter weeks and schedule in some fun and relaxation. Taking the time to get organized at the start of the semester will benefit you now and later! The planner can also be a great tool for tracking healthy habits, maintaining awareness of important university deadlines, and creating relevant to-do lists for your courses.

MONTHLY REFLECTIONS

At the end of every month, take a few minutes to reflect on the experiences you've had, the things you are looking forward to next month, and the steps you are taking toward your goals. At the end of the semester, you can review your entries and set new goals for the following semester!

The Student Success Resource Center (SSRC) is available to provide support and we hope this digital planner helps you reach your academic goals. Click below to schedule an appointment with one of our Success Coaches to discuss tips on setting goals, getting yourself organized, etc.

SCHEDULE AN APPOINTMENT WITH A SUCCESS COACH

[HOME PAGE](#)

[WELCOME](#)

[COURSE INFO](#)

[SEMESTER CALENDAR](#)

[WK 1](#)

[WK 2](#)

[WK 3](#)

[WK 4](#)

[WK 5](#)

[WK 6](#)

[WK 7](#)

[WK 8](#)

[WK 9](#)

[WK 10](#)

[WK 11](#)

[WK 12](#)

[WK 13](#)

[WK 14](#)

[WK 15](#)

[WK 16](#)

[GOAL SETTING WORKSHEET](#)

[UNC BUCKET LIST](#)

[RESOURCES & CONTACTS](#)

FALL 2023 COURSE INFORMATION

Major Advisor Name _____ Advisor Email _____

Office Location _____ Office Hours _____

To complete this information, find the syllabus your instructor(s) provided for each of your classes.

Use that information to fill in the days/time and location of the course, along with instructor name and email.

TIP: Maintaining good communication with your professors will be crucial throughout your college career.



Course Name
Day(s) & Time(s)
Location
Instructor(s)
Office Location
Email

Course Name
Day(s) & Time(s)
Location
Instructor(s)
Office Location
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Course Name
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Course Name
Day(s) & Time(s)
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Instructor(s)
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GOAL SETTING WORKSHEET

UNC BUCKET LIST

RESOURCES & CONTACTS

FALL 2023 SEMESTER

Developing a plan for your goals will increase your ability to meet your goals - See the Goal Setting Worksheet at the back of this planner to help make this happen.

AUGUST

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

ACADEMIC EVENT REMINDERS:

- | | |
|-------------------|------------------------------------|
| Monday, Aug 21 | First Day of Classes |
| Friday, Aug 25 | Add Deadline |
| Friday, Sept 1 | Drop Deadline |
| Monday, Sept 4 | Labor Day holiday (no classes) |
| Tuesday, Sept 5 | Interim/Spring Schedule on URSA |
| Thursday, Sept 28 | Commencement Fair |
| Sunday, Oct 1 | CAFSA application opens |
| Monday, Oct 2 | Interim, Spring Registration opens |
| Thursday, Oct 13 | Ind Course Withdraw Deadline |
| Wednesday, Nov 1 | Universal Scholarship Opens |
| Nov 22-24 | Thanksgiving Holiday (no classes) |
| Friday, Dec 1 | Complete Course Withdrawal |
| Dec 4 - 8 | Finals Week |
| Saturday, Dec 9 | Undergraduate Commencement |
| Wednesday, Dec 13 | Final Grade Deadline (at 5 p.m.) |

OCTOBER

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15	16	17	18	19	20	21
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29	30	31				

NOVEMBER

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GOALS FOR YOUR SEMESTER:

DECEMBER

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24	25	26	27	28	29	30
31						



WEEKLY PLANNER

WEEK 1 - DATES: Monday, August 21 - Friday, August 25

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Drinking water will be vital for your good health in our dry Colorado air. Track other healthy habits of your own in the block below.

HABIT TRACKER:

Water:

TO-DOs or NOTES:

BIG BEAR WELCOME EVENTS - Aug 21-Sept 22

DEADLINE TO ADD CLASSES - Fri, Aug 25

Use the start of a new semester to get organized & make new connections with fellow Bears.

WEEKLY PLANNER

WEEK 2 - DATES: Monday, August 28 - Friday, September 1

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Check out the UNC Bucket List at the end of this planner to explore some of our amazing resources, make new friends on campus, and get involved with the UNC campus life.



New suggestions for habit tracking: journaling, exercising, healthy eating, or getting a full eight hours of sleep every night.

HABIT TRACKER:

Water:

TO-DOs or NOTES:

DEADLINE TO DROP CLASSES ON URSA - *Fri, Sept 1*

BIG BEAR WELCOME EVENTS - *Aug 21-Sept 22*

GOAL SETTING WORKSHEET

UNC BUCKET LIST

RESOURCES & CONTACTS

WEEKLY PLANNER

WEEK 3 - DATES: Monday, September 4 - Friday, September 8

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You can use a habit tracker for anything. Come up with your own ideas of new healthy habits that you'd like to build for yourself.

HABIT TRACKER:

Water:

TO-DOs or NOTES:

LABOR DAY HOLIDAY - Mon, Sept. 4 UNC Closed

COURSE SCHEDULE ON URSA - Tues, Sept 5

BIG BEAR WELCOME EVENTS - Aug 21-Sept 22

UNC NIGHT @ FRIDAY FEST - Fri, Sept 8 at 9th Street Plaza

GOAL SETTING WORKSHEET

UNC BUCKET LIST

RESOURCES & CONTACTS

Designate time each week to empower yourself by creating a weekly to-do list. "To-Do lists help us break life into small steps." — Randy Pausch

WEEKLY PLANNER

WEEK 4 - DATES: Monday, September 11 - Friday, September 15

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Think about the many simple ways you can let people know you care. You will never know how that positive feedback can help sustain them through difficult moments.



Habit tracking suggestions: budgeting, hobbies, keeping your space clean.

HABIT TRACKER:

Water:

TO-DOs or NOTES:

BIG BEAR WELCOME EVENTS - Aug 21-Sept 22

GOAL SETTING WORKSHEET

UNC BUCKET LIST

RESOURCES & CONTACTS

WEEKLY PLANNER

WEEK 5 - DATES: Monday, September 18 - Friday, September 22

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Habit tracking fosters accountability and can change your life moving forward!

HABIT TRACKER:

Water:

TO-DOs or NOTES:

BIG BEAR WELCOME EVENTS - *Aug 22-Sept 23*

REMINDER: INTERIM & SPRING REGISTRATION

OPENS ON OCT 2 - MAKE AN APPOINTMENT

WITH YOUR ACADEMIC ADVISOR SOON!

UNC has so much to offer! Do ONE thing this week that your future self will thank you for.

WEEKLY PLANNER

WEEK 6 - DATES: Monday, September 25 - Friday, September 29

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*Habit tracking suggestion:
try something new at the dining hall.*

HABIT TRACKER:

Water:

TO-DOs or NOTES:

GRADUATION FAIR - Thurs, Sept 29

*Set aside time this week to answer a big question: what is valuable to you and why?
“The great aim of education is not knowledge but action.” – Herbert Spencer*

WEEKLY PLANNER

WEEK 7 - DATES: Monday, October 2 - Friday, October 6

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Don't be afraid to ask for help/advice when you need it from a professor, a mentor, a counselor, etc. You might find a new way to do things that will help you succeed.



Repetition can be especially rewarding when you're recording your success in keeping up a good habit.

HABIT TRACKER:

Water:

TO-DOs or NOTES:

CASFA APPLICATION OPENS -Sun Oct 1

SPRING COURSE REGISTRATION OPENS -

Mon, Oct 2 (see your advisor for your PIN)

WEEKLY PLANNER

WEEK 8 - DATES: Monday, October 9 - Friday, October 13

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Schedule an appointment with a Student Success Coach for some goal accountability:
BOOK AN APPOINTMENT TODAY!



*Habit tracking suggestion:
 Listen to music or read an interesting book*

HABIT TRACKER:

Water:

TO-DOs or NOTES:

FAMILY WEEK AND HOMECOMING WEEKEND - Oct 9-14

GOAL SETTING WORKSHEET

UNC BUCKET LIST

RESOURCES & CONTACTS

WEEKLY PLANNER

WEEK 9 - DATES: Monday, October 16 - Friday, October 20

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Choose a habit you care about doing regularly. Don't worry about whether others think it's important.

HABIT TRACKER:

Water:

TO-DOs or NOTES:

Write down THREE things that went well this week and TWO things that could have gone better (and what you learned from them).

WEEKLY PLANNER

WEEK 10 - DATES: Monday, October 23 - October 27

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*Make a list of the tasks you have been putting off.
This week, cross off everything on that list!*



*Habit tracking suggestion:
Get an early start to your day. You will have
more time in your day to get things done.*

HABIT TRACKER:

Water:

TO-DOs or NOTES:

GOAL-SETTING WORKSHEET

UNC BUCKET LIST

RESOURCES & CONTACTS

WEEKLY PLANNER

WEEK 11 - DATES: Monday, October 30 - Friday, November 3

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*Take time this week to clean and organize your room and study space.
A clean work area can help you focus on your projects and be more productive.*



*How are you doing with your habit tracker?
Research shows that people who use a tracker are
more likely to succeed with their goals.*

HABIT TRACKER:

Water:

TO-DOs or NOTES:

HALLOWEEN - Tue, Oct 31, BE SAFE

UNC SCHOLARSHIP OPENS - Wed, Nov 1

GOAL SETTING WORKSHEET

UNC BUCKET LIST

RESOURCES & CONTACTS

WEEKLY PLANNER

WEEK 12 - DATES: Monday, November 6 - Friday, November 10

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Get ahead by organizing a personal study plan for finals. Creating a plan will help you retain more and curb any tendencies to procrastinate.



*Habit tracking suggestion:
schedule regular study times in your day.*

HABIT TRACKER:

Water:

TO-DOs or NOTES:

GOAL SETTING WORKSHEET

UNC BUCKET LIST

RESOURCES & CONTACTS

WEEKLY PLANNER

WEEK 13 - DATES: Monday, November 13 - Friday, November 17

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Habit tracking helps you focus on your goals and the process rather than the result.

HABIT TRACKER:

Water:

TO-DOs or NOTES:

*Take time to write down THREE things you're proud of this week.
If you haven't done so already, visit our coaches for some great finals study tips.*

WEEKLY PLANNER

WEEK 14 - DATES: Monday, November 20 - Friday, November 24

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*Habit tracking suggestion:
Try something grounding like yoga,
meditation or deep breathing exercises.*

HABIT TRACKER:

Water:

TO-DOs or NOTES:

THANKSGIVING HOLIDAY - Nov 22-24 no classes

GOAL SETTING WORKSHEET

UNC BUCKET LIST

RESOURCES & CONTACTS

Check out this video for study tips to prepare for your final exams:
GIVE YOURSELF AN ADVANTAGE ON YOUR FINALS!

WEEKLY PLANNER

WEEK 15 - DATES: Monday, November 27 - Friday, December 1

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Finals can be stressful - remember to integrate self-care and wellness throughout your study plans. Use your habit tracker this week to make that happen.



Stack new habits by connecting them with ones you already do daily. (e.g. enjoy your daily coffee during a morning walk around campus before class).

HABIT TRACKER:

Water:

TO-DOs or NOTES:

GOAL SETTING WORKSHEET

UNC BUCKET LIST

RESOURCES & CONTACTS

WEEKLY PLANNER

WEEK 16 - DATES: Monday, December 4 - Friday, December 8

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Do well on your finals and have a great winter break - think of some new goals for next semester and keep in touch with your new UNC friends while you are gone.



*You've made it to the end of the semester!
Reflect on all the healthy habits you've worked toward!*

HABIT TRACKER:

Water:

TO-DOs or NOTES:

FINALS WEEK - - Dec 4-8 *We're rooting for you!*

UNDERGRADUATE COMMENCEMENT - Dec 9

GOAL SETTING WORKSHEET

UNC BUCKET LIST

RESOURCES & CONTACTS

IMPORTANT LINKS & PHONE NUMBERS



SOME OF OUR VALUABLE STUDENT RESOURCES:

- [Bursar](#)
- [Financial Aid](#)
- [Schedule of Classes](#)
- [Information Management & Technology](#)
- [Environmental Health & Safety](#)
- [Registrar](#)
- [Dining Services](#)
- [Housing & Residential Life](#)
- [UNC Bookstore](#)
- [University Libraries](#)
- [Student Legal Services](#)

- [UNC POLICE](#)
- [CAMPUS SAFETY](#)
- [PARKING SERVICES](#)

- [CAMPUS MAP](#)
- [CENTRAL CAMPUS MAP](#)
- [WEST CAMPUS MAP](#)

NEW PERSONAL CONTACTS INFO:

BEARS SELF-CARE BUCKET LIST

Nothing is more important to us than your success! UNC believes in providing strong academic, career, wellness, and cultural support for every Bear. We invite you to explore all of our programs and services available to help you reach your highest potential and make the most out of your experience at UNC.

[HSS Digital Planner](#) - Your first self-care step each semester should be to download this handy tool to help you be successful

[Bear Pantry](#) - Every UNC student is able to visit the pantry once per week and choose up to 10 items at no cost

[Campus Calendar](#) - Where you can find out about all the amazing student events going on around campus

[Campus Recreation](#) - Our facility provides many services and activities that support your health and wellness

[Campus Safety Tips](#) - UNC is committed to providing the safest possible living and learning environment for our students

[Center for Career Readiness](#) - We are your career connection, all the way from developing your resume to finding employment

[Clubs & Organizations](#) - Get involved, develop new relationships on campus by joining a club that engages your interests

[Counseling Center](#) - Our team provides a safe place for you to talk about issues or concerns that are important to you

[Cultural & Resource Centers](#) - We provide safe places and resources to all who identify with a specific population on our diverse campus

[Disability Resource Center](#) - Disability is a valued aspect of diversity and we provide access to services as a matter of equity

[Handshake](#) - This is UNC's job posting platform to help you discover professional opportunities on and off campus

[Math Study Center](#) - We offer free drop-in learning assistance to students enrolled in math classes at UNC

[Office of Equity & Inclusion](#) - We provide support to you by advocating for equity and inclusion throughout campus life

[Outdoor Pursuits](#) - Rent gear from our extensive collections for free or find opportunities for outdoor education or experiences

[Student Health Center](#) - All UNC students are eligible to use this on-site medical clinic while enrolled at UNC

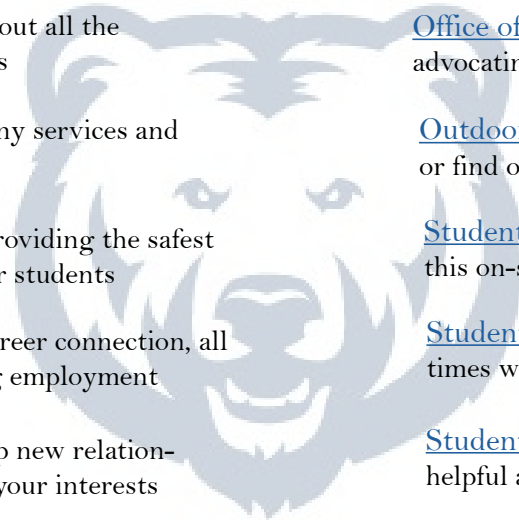
[Student Outreach & Support](#) - We assist students during difficult times which may include illness, injury, or personal/family crisis

[Student Success Center Advising](#) - Find caring support and helpful advice from a success coach to meet your goals

[Tutoring Center](#) - Build on your skills and knowledge with free individual or group tutoring sessions on many subjects

[Universal Scholarship](#) - Our application process opens on Nov 1st, apply quickly to see if you qualify for any funds

[Writing Center](#) - Strengthen and demystify the writing process and learn how to use styles and academic citations



BEARS SUCCESS GOAL WORKSHEET

Crafting a success goal allows you to set concrete actions in five steps to accomplish big things! When creating your success goal, be concise and clear in your language. Your Success Coach can work with you to design your goals with the following questions. Contact your success coach at HSS.StudentSuccess@unco.edu or Call 970-351-3140 for questions, resources, and support.

THE BIG PICTURE GOAL	Write down the goal you have in mind. What do YOU want? <i>Ex. Graduation from UNC!</i>
1 GET SMALL	What action steps should be your primary focus to reach your big picture? <i>Ex. maintain good grades and register for the correct courses.</i>
2 GET OPTIONS	Some is not a number. How will you track your progress towards your goal? <i>Ex. check DegreeWorks before and after registration, meet with my advisor, attend classes regularly.</i>
3 GET REAL	Break your options into doable chunks. Be real and honest: what will you DO to achieve your goal? <i>Ex. meet with my advisor TWICE per semester; visit the Writing Center 3 days before every paper; attend a tutoring session once a week, attend classes.</i>
4 GET FOCUSED	Why are you setting this goal? How will the options help you achieve your big picture? <i>Ex. Meeting regularly with my advisor and using my resources on campus will help me stay focused and on track for graduation.</i>
5 GET DEADLINES	Soon is not a time. What's the deadline and is it realistic? WHEN will you complete each action step to reach your big picture? <i>Ex. meet with my advisor by next week, mark in my planner the days to visit the Writing Center, schedule tutoring sessions on Wednesday afternoons.</i>
ADDITIONAL NOTES	What else could you have done? How does the thought of meeting your big picture goal make you feel?