## MY SCHEDULE



## Organizing my time and getting my work done on schedule

Identification			Му	progress	1 <sup>st</sup> course	2 <sup>nd</sup> course	3 <sup>rd</sup> course	4 <sup>th</sup> course
Name:				I'm sending my 1st assignment on				
Permanent Code:				I'm sending my 2nd assignment on				
Term:	Term:			I'm sending my 3rd assignment on	L			
				I'm sending my 4th assignment* on				
I signed a success contr	Student success procedures (if applicable)   I signed a success contract. Yes No I   I submitted my schedule on . . .   I will phone an academic advisor on . . .   I will phone my tutor on . . .			I'm sending my 5 <sup>th</sup> assignment* on				
I will phone an academ				My oral presentation (exam) is on				
I will phone my tutor o				My invigilated exam is on				
			*Most cour	rses have 4 assignments, but some have just 3 and oth	er have 5. Adjust your schedule	e to suit the number of assignment	ients in your course(s).	
1 <sup>st</sup> month	2 <sup>nd</sup> month	3 <sup>rd</sup> month	4 <sup>th</sup> month	5 <sup>th</sup> month 6 <sup>th</sup> m	nonth 1s	<sup>t</sup> month	2 <sup>nd</sup> month	3 <sup>rd</sup> month
REGISTRATION DATE	l have 6	months to comp	plete all the assi	ignments.		have 3 months	to complete t	
(see welcome letter)						From the date my mark	on the final assignme	the exam(s).
		rse cancellation with tuition refund,	4th month Reminder if less than half of assignments submitted.	Invitation to take exam as soon as all assignment mar are recorded in student file.	rks	From the date my mark	COURSE PASS COURSE PASS the course is finished with 0% or more is received of If overall mark is 60% FAILURE If course is not finished with or If overall mark is 59%	ent is recorded.) SED hin the deadline on exam(s) and o or more. thin the deadline

The key to my success

