

# First Generation



## Mentor Handbook

2010-2011

*"From here, it's possible."*



**MULTICULTURAL CENTER**

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[http://www.angelo.edu/dept/multicultural\\_center/rams.html](http://www.angelo.edu/dept/multicultural_center/rams.html)

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## Welcome

Congratulations! You are now a mentor for the First Generation RAMS (Raising and Meeting Standards) Program. We would like to take this opportunity to welcome you to the FG RAMS Program, and share with you the excitement of the coming school year. You have taken the first step towards being a good mentor, and that is to willingly giving your time to help another first generation student feel welcome and find success at Angelo State University.

The FG RAMS program was started in 2008 as a way to reach out to first generation students and give them the opportunity to connect with other first generation students on campus, and provide them with resources and tools to help them persist to graduation with a four-year degree from ASU. Housed in the Multicultural Center, the FG RAMS Program strives to fulfill its original purpose, while continuing to expand programming, resources, and opportunities for all student participants.

Being a mentor can be a challenging and rewarding experience. We hope that this handbook will be a guide to help you become an effective mentor. It's an exciting time to be a student at ASU and even more exciting that you are willing to help others have a great experience at ASU. Best wishes for the coming year and we look forward to working with you!

All the best,



Michelle Greeman  
FG RAMS Coordinator &  
Program Specialist



Charity Benford  
FG RAMS Assistant &  
Graduate Assistant

*"One thing I know; the only ones among you who will be really happy  
are those who will have sought and found how to serve."*

*- Albert Schweitzer*

## Acknowledgements

The First Generation RAMS Program and the Multicultural Center would like to thank the PEGASUS Program at Texas Tech University and the Texas State University Division of Student Affairs Mentoring Program for the use of their resources in helping us to plan and compile resources for our students.

For information on either of these programs please visit:

Texas Tech PEGASUS Program

<http://www.depts.ttu.edu/advising/pegasus/>

Texas State University Division of Student Affairs Mentoring Program

<http://www.vpsa.txstate.edu/programs-and-services/Mentoring-Program.html>

## The FG RAMS Program

### The Origin of Mentoring

Mentoring is one of the oldest forms of passing on knowledge and skills. Popular mentoring literature attributes the origin of the term “mentoring” to ancient Greek literature and to Homer, a famous story teller of the ancient Greeks. In his classic tale *The Odyssey*, Homer tells of the King of Ithaca, who asked his friend Mentor to look after his son Telemachus while he fought to win the Trojan War. However, scholars familiar with the original work believe that the model of mentoring portrayed by Homer may not create the best model for a mentoring relationship.

Regardless of the origins of the term, most adults can identify a person who, at some time in their life, had a significant and positive impact on them. Mentors can come from any number of sources: friends, relatives, co-workers, teachers, as well as historic or contemporary personalities. Most often, a Mentor is a more experienced or older person who acts as a role model, challenger, guide, and/or advocate.

Mentoring is a powerful and popular way for helping others to reach their potential. It has become an effective method to assist with orientation, career advancement, problem solving, coaching, and support. Within the ASU FG RAMS Program, Mentors strive to assist members (mentees) with the challenges associated with the college experience so that each first student in the program has the opportunity to become a successful and productive individual.



*Artist rendition of a scene from  
Homer's The Odyssey:  
Mentor teaching Telemachus*

Photo taken from: [http://www.orau.gov/mentoring/default3\\_Content.htm](http://www.orau.gov/mentoring/default3_Content.htm)

## **What is the FG RAMS Program?**

### **Purpose**

The First Generation RAMS (Raising and Meeting Standards) Program was developed to equip first generation students with the knowledge and skills to succeed in higher education. Students will be connected with peer mentors, faculty and staff, organizations, events and programs that will enrich their college experience.

### **Goals**

#### **1. Retention**

- Retain each FG RAMS member through the first year to graduation.
- Provide first generation college students with information, guidance and advising as they take on the challenges of being a college student.
- Encourage on and off campus involvement in activities and events that will broaden the student culturally, socially, and intellectually.
- Provide the means for FG RAMS students to actively participate and benefit from the program no matter what stage of life they are in.
- Promote and encourage unity within the program and across the Angelo State University campus in order to make certain the success of every FG RAMS student.

#### **2. Outreach**

- Connect participants with first-generation role models and mentors that will encourage and support their higher education goals.
- Serve as role models to mentees in the FG RAMS program.
- Provide information and support to FG RAMS families.
- Serve as a resource for the ASU community members who work with FG RAMS students.
- Provide valuable skill sets necessary for a successful transition into college.

### **Program Objectives**

The FG RAMS Program strives to help participants, both mentees and mentors by providing the following:

1. Access to Multicultural Center Staff- Someone who can connect you with resources, and act as an advocate for you.
2. A place to call home/family/friends- To find help, answers, and a smile.
3. Access to Mentors- Successful students who have been in your place.
4. Team mentoring model- Points earned for participation which can earn you scholarships and other prizes.

5. Academic encouragement and support- Study sessions, workshops and advice on academic survival.
6. Informational UP! Sessions- Education of available resources on campus, developing your skills, and identifying your personal strengths and goals.
7. Social Events- Fostering a sense of community, and providing an opportunity to network with other first generation students.
8. Community Service Opportunities- Giving back through volunteering: Rebuilding Together, Meals for the Elderly, etc.
9. Community Outreach- Encouraging and nurturing the goal of a college education in the minds of school children, and reaching out to impact the diversity of Angelo State University Graduates, including those from traditionally under-represented populations.
10. Financial Support- Scholarship opportunities through active participation as a member.

## **FG RAMS Mentor Position**

### **Job Description**

The purpose of the FG RAMS Mentor Program is to help first generation college students who are new to Angelo State University make a successful academic and social transition into college. Mentors connect new FG RAMS students to Angelo State University by providing personal support and using all available resources to ease the transition into college life.

### **Benefits**

- Serve as a role model for incoming (and current) FG RAMS students.
- Develop leadership, communication, and public speaking skills.
- Take part in professional development skills in preparation for real life experiences.
- Become a spokesperson for Angelo State University.
- Enhance your resume.
- Receive a scholarship.

### **Other Benefits**

Students receive personalized attention from a program coordinator who will help monitor both their social and academic progress. Participants also have access to cultural activities, community events, and campus organizations and services that will serve as a support system throughout their time at ASU.

### **Qualifications**

- Be a first generation student (neither parent has completed a two or four year degree).
- Must have completed at least 2 long semesters.
- Must have earned a minimum of 24 credit hours.
- Must have a minimum 2.0 GPA.
- Must be able to commit to the full academic year.

- Must be able to commit 3-4 hours per week to the program.
- Must be able to attend a mandatory mentor training before the fall semester begins.
- Ability to maintain confidentiality.
- Exhibit strong interpersonal communication skills.
- Ability to be a positive and productive team member.
- Willingness to serve and represent FG RAMS students at Angelo State University.

## **Responsibilities**

- Attend all required trainings and monthly meetings.
- Represent the ASU FG RAMS Program as needed for events such as (ASU FIRST, Discover ASU, SOAR, etc.)
- Assist with one (1) UP! Session per semester.
- Each Mentor must spend a minimum of one (1) hour per week with mentees on their team. These time requirements can be met through: planned FG RAMS events, phone, email and face-to-face contact but each must be properly documented (see appendix).
- Attend a minimum of one (2) study session and one (1) social event per month.
- Complete a minimum of four (4) community service hours per semester.
- Assist with programs and activities dedicated to first generation students new to ASU.

**NOTE:** *Mentors will be required to sign an agreement accepting the above qualifications and responsibilities. Should a Mentor be unable to fulfill the above requirements, she/he would meet with the FG RAMS Coordinator/MC Program Specialist so that arrangements can be made to make-up for missed events. If the mentor is unable to fulfill these duties, the FG RAMS Coordinator/MC Program Specialist can decide whether or not it is appropriate for that person to remain as a FG RAMS Mentor.*

## **Time Sheets, Contact Forms, and Activity Logs**

Each Mentor will be required to submit a monthly time sheet, contact forms, and activity logs. The submission of these items not only helps us track your activities and contact with you mentees, but also helps us to gauge program productivity and success. In addition, it gives you the opportunity to become familiar with common reporting practices used in many work places. For examples of the forms please see the appendices.

## **Practical Mentoring Guidelines**

### **Mentor Roles**

A Mentor plays several roles by offering support, patience and enthusiasm while challenging and guiding others to attain goals and reach potentials.

**Examples of roles played by a Mentor include:**

- Friend
- Role model
- Advocate
- Resource
- Confidant
- Coach
- Listener
- Supporter
- Encourager

***Remember- as a Mentor, you point the way and represent what the student could become or achieve.***

**Examples of how a Mentor achieves this goal include the following:**

- Respect differences
- Enhance the social, educational and personal development of mentees
- Encourage intellectual and personal growth
- Encourage academic success
- Help build confidence
- Help establish goals
- Share stories and experiences
- Possess and represent knowledge, virtue and accomplishment
- Be honest about the college experience

### **Strategies for Developing an Effective Mentoring Relationship**

When meeting members initially, take the time to become acquainted with each other's interests, shared values, academic goals and expectations because this greatly enhances the development of a strong foundation for a positive mentoring relationship. Both the Mentor and Mentee(s) must be committed to giving the time required to ensure a successful experience.

**Examples of how a Mentor achieves these goals include the following:**

- Welcome the mentees(s)
- Take a personal interest in academic development and well being
- Be familiar with the multiple roles that a Mentor fills
- Be available to each mentee that you have
- Be an effective verbal communicator and a good listener
- Do not betray the confidentiality of information
- Be yourself and allow/encourage your mentees(s) to do the same
- Monitor your mentee(s) progress
- Be realistic with your mentee(s), and encourage them to explore career options
- Share your knowledge, materials, skills and experiences with your mentee(s)
- Encourage mentee(s) to seek resources available on campus when issues arise
- Accept that you will not have an answer for everything
- Do not attempt to handle situations for which you are not qualified- ask for help.

## **Setting Boundaries with Your Mentees**

**Why is it important to set boundaries?**

Setting boundaries is healthy for both you and those around you. You will have different boundaries with different people in your life. It is important that you are aware of what those boundaries are so those around you understand your limitations. Boundaries provide a structure for your relationships.

**Poor boundaries in a mentoring relationship can result in:**

- The mentor or mentee feeling that he or she cannot say no to – or disagree with – one another
- Anxiety and discomfort on both sides
- A mentor or mentee having codependent and unclear expectations
- A mentee who feels like a victim
- The development of one-sided relationships – with no give and take
- Feelings of over-responsibility

**Examples of good boundaries can be found in the following statements:**

“I care about you, but I cannot take away your problems.”

“I need time to be alone.”

“I will not be the object of rage.”

“I can disagree with you and still care about you.”

“I form my own opinions.”

***“I only accept phone calls until 9 p.m., unless there is an emergency.”***

"I will not allow others to make me feel guilty or bad about myself."

"I will not do something for you that you are able to do yourself."

As a mentor, you should consider what your boundaries are before you are matched with a mentee. What are the limits of this relationship? By setting and maintaining good boundaries you will avoid becoming burned out. Mentors who do not set strong boundaries often feel used, disrespected and walked on. Bad boundaries are harmful to both people involved in the relationship. It is much easier to set very strong boundaries and loosen them over time than it is to strengthen weak boundaries. Talk to other mentors and the program coordinator for assistance in setting good boundaries. If you find yourself saying, "***I will do this just this one time . . .***" Think before you use these words. If you are tempted to do something "just this once," chances are that it is something with which you are uncomfortable (against your boundaries). Many mentors regret saying these words because they soon learn that it is harder to say "no" once you have said "yes" in the past. Soon you find yourself caught in a tough situation and feeling resentful.

## **Community Service**

### **Why Community Service?**

Did you know...

- 73% of employers would hire someone with volunteer experience over an applicant with no volunteer experience?

- 94% of employers believe that volunteering adds valuable skills?

(World Volunteer Web. (2005, October 19). *Benefits of Volunteering*. Retrieved July 14, 2009, from World Volunteer Web: <http://www.worldvolunteerweb.org/resources/how-to-guides/volunteer/doc/benefits-of-volunteering.html>)

- Benefits of Volunteering
- Solve Problems
- Strengthen Communities
- Improve Lives
- Connect with Others
- Transform Our Own Lives

(Corporation of National and Community Service. (2009, July 14). *Volunteering in America*. Retrieved July 14, 2009, from Benefits of Volunteering: <http://www.nationalservice.gov/about/volunteering/benefits.asp>)

### **What Makes a Good Volunteer?**

- Enthusiasm—Attitude is everything
- Common Sense—Volunteers need to know good from bad and right from wrong
- Personal Interest—Volunteering should not be a chore, it should be something to enjoy
- Ingenuity—Problem solving is often a component of volunteer work
- Compassion—The disadvantaged do not want to feel like they owe you a debt of gratitude.

(Volunteer Center of North Texas. (n.d.). *Volunteer 101*. Retrieved July 14, 2009, from Volunteer Tips: [http://www.volunteerpowercrew.org/BPContent/Volunteering101\(1\).asp#What is a nonprofit and why do they need volunteers?](http://www.volunteerpowercrew.org/BPContent/Volunteering101(1).asp#What%20is%20a%20nonprofit%20and%20why%20do%20they%20need%20volunteers?))

### **Community Service Requirements**

Each semester you and your mentees will be required to complete a minimum of four (4) community service hours each. You and your mentees will be asked to log your hours served using the FG RAMS Mentor/Mentee Community Service Log (see appendices).

Examples of service include but are not limited to:

- Assisting with MC or ASU events
- Assisting with church or community organization activities
- Meals for the Elderly Emergency Boxes
- Rebuilding Together- San Angelo

## **Point System – Per Semester**

Prizes will be awarded based on the number of points earned and will be given at the end of each semester. Scholarships will be awarded at the end of the fall semester based on points earned and an application.

### **Points Earned for Attendance**

#### **\*\*See FG RAMS Calendar for Dates**

- Mentor Meetings (10 pts each)
- Social Events (05 pts each)
- FG RAMS Recruitment Events (15 pts each)
- UP! Sessions (10 pts each)
- FG RAMS Habitude Sessions (10 pts each)
- Study Sessions (10 pts per hour)
- ASU LEAD Sessions (5 pts each)
- Community Service Events (5 pts per hour)

#### **\*Note:**

- *You must sign-in at each location and attend each program at least one.*
- The minimum points earned to be considered for awards and/or scholarships are **150 points.**

### **Awards per semester**

**\*\* Awards are given to eligible FG RAMS Mentors AND Mentees who meet or exceed requirements.**

- MVP Mentee (only two member winners per semester)
- Most points overall (prizes will vary)
- MVP Mentor (only one mentor winner per semester)
- Most points overall (prizes will vary)

## **Habitudes**

One of the main goals of the FG RAMS Program is to help you and your mentees develop leadership skills. We have adopted the Habitudes program to assist us in passing on this essential life skill.

### **What are Habitudes?**

#### **Habitudes: Images That Form Leadership Habits and Attitudes**

We all influence those around us.

Sociologists tell us the most introverted of people will influence 10,000 others in an average lifetime. So how do you influence others? Do you even think about it? Do you make a positive difference in your world? How do you intentionally add value to the people in your life?

Habitudes is a collection of 52 images that form leadership habits and attitudes. This groundbreaking tool teaches life and leadership principles through images. They enable you to lead yourself and wisely influence others. We've all heard it before: a picture is worth a thousand words. We have found that most of us are visual learners. In fact, Dr. Leonard Sweet, noted educator and futurist, says that "images, not words, are the language of the 21st century."

There are thirteen images in each of the four books in the Habitudes series. They are based on our belief that leadership is a 360-degree proposition. The leadership journey begins with self-leadership. Then we lead those above us and around us. Next, we lead those under our care. Finally, we learn to leverage our influence to change culture. Habitudes is published by Growing Leaders, a non-profit organization working with emerging leaders around the world. Find out more at [www.GrowingLeaders.com](http://www.GrowingLeaders.com).

#### **The benefits of using Habitudes are:**

Habitudes is more than curriculum. Specifically designed for Gen Y, they are a fun, creative and engaging way for students to learn and practice leadership.

Habitudes is a "sticky" way to learn what it means to be a healthy, effective leader. They teach leadership with the power of an image, a conversation and an experience. They are created for what Dr. Leonard Sweet calls today's EPIC generation that longs for communication that is:

- E** – Experiential
- P** – Participatory
- I** – Image rich
- C** – Connected

The series helps you put your training on **ICE**:

**IMAGES**...which lead to...  
**CONVERSATIONS**...which lead to...  
**EXPERIENCES**...which change us.

They are being embraced by a number of corporations and non-profit organizations around the world, but their greatest potential for impact lies in next-generation leaders. Here's why...

1. Habitudes enables you to teach leadership in a simple and brief period of time.
2. Habitudes can spark discussion that goes as deep as the maturity of your students.
3. Habitudes provides an image, relational discussion and an exercise to participate in together.
4. Habitudes offer you a set of transferable concepts that students can teach as well.
5. Habitudes is a series of four discussion guides based on a 360-degree leadership proposition.
6. Habitudes furnishes you with a shared language for your leadership culture.



Courtesy of Habitudes and Growing Leaders

<http://www.habitudes.org> and <http://www.growingleaders.com>

The Multicultural Center has the four books in the Habitudes series available for check out. Come by the center to reserve your copy.

## **ASU Campus Resource Guide**

The following is a list and description of resources available to all students at Angelo State University.

### **Academic Advising**

Each student at Angelo State University has an academic advisor. The advisor may be a faculty member or a professional staff academic advisor. If students are unsure who their advisors are, check with their major department office, call the Advising Center at Angelo State University at (325) 942-2710, e-mail [advisors@angelo.edu](mailto:advisors@angelo.edu) or visit at the Porter Henderson Library 3rd Floor, Room A312.

### **Center for Academic Excellence (CAE)**

The Center for Academic Excellence (CAE) was established during the fall 2001 semester to provide ASU students an enriched educational experience that leads to the successful completion of an academic degree. Components within the Center include:

- **First Year Experience**. The First Year Experience (FYE) Program at Angelo State University was created in the fall of 2008 to help first-year students successfully adapt to university life. We understand that all students new to ASU will have some sort of first-year experience and we are excited about helping make yours a successful endeavor. We hope ASU becomes your home away from home and that you make connections with all aspects of university life during your stay. Think of FYE as your personal Global Positioning System (GPS) to help you navigate through your college career, avoid roadblocks, select correct exits and reach your final destination – ASU graduation.
- **Honors Program**. The Angelo State University Honors Program is designed to add value to an ASU education by offering academically talented students an enriched learning experience. While its focus is primarily academic, the Honors Program is also dedicated to providing its students with a well-rounded, individualized experience that addresses their personal and professional goals. The Honors Program seeks to foster self-confidence, campus involvement and independence through a variety of experiences both inside and outside the classroom. Honors students receive personalized career advising, work with top notch faculty, participate in numerous cultural events and are members of a special, intellectual and exciting community of students.
- **Predeclared Advising**. Professional advisors act as guides and resource persons who assist students in assessing academic goals, understanding requirements, navigating university policy and procedure, identifying a course of study and selecting a major. They assist students in the exploration of degree and course offerings, and provide students with timely and accurate information. Academic advisors acknowledge that

through caring and competent advising, our students are better equipped to reach their full academic potential. The Office of Predeclared Advising is located in the CAE on the third floor of the Porter Henderson Library.

- **Supplemental Instruction**. Supplemental Instruction (SI) is an academic assistance program that uses student-led group study sessions to assist students in traditionally difficult courses. The typical SI session, an hour-long meeting held in a classroom on campus, offers ASU students an opportunity to actively involve themselves with the course content by participating in discussions about the lecture, clarifying notes, practicing problem-solving techniques and developing effective study skills strategies. The Office of Supplemental Instruction is located in the CAE on the third floor of the Porter Henderson Library.
- **Transitional Services**. Transitional Services provides freshman and transfer student with information and academic assistance which promote quality and seamless transition into the University and ensure academic success. Transitional Services facilitates the TEAM Program whereby faculty are encouraged to submit names of those students who may be jeopardizing their academic future, as Transitional Services make student contacts and referrals. The Office of Transitional Services is located in the CAE on the third floor of the Porter Henderson Library.
- **Tutoring Center**. ASU Tutoring offers broad-based study skill strategies and techniques to promote critical thinking and time management. Students are seen on a walk-in basis – no appointments are necessary – and individual tutoring sessions will last about 30 minutes. All of the tutors are multi-disciplined, multi-talented undergraduate students who come highly recommended from within academic departments across campus.

**Location:** Porter Henderson Library on the 3rd Floor, Room A312

**Phone:** (325) 942-2710

**Email:** advisors@angelo.edu

**Web Address:** <http://www.angelo.edu/dept/aadvising/index.html>

## **Texas Success Initiative (TSI)**

The TSI office works with ASU students who have not passed all sections (reading, writing, and math) of the TSI test by providing program advising and skills development to improve student readiness for the completion of college-level work. Students who have not passed all sections of the TAKS will have a hold on their registration, which can be removed by the TSI office after the student attends an advising session and registers for the skills development course recommended during the advising session.

**Location:** Porter Henderson Library 3<sup>rd</sup> Floor Room A314

**Phone:** (325) 942-2710

**E-mail:** russ.baker@angelo.edu

**Web Address:** <http://www.angelo.edu/dept/cae/tsi.html>

## Honors Lounge

The Angelo State University Honors Program is designed to add value to an ASU education by offering academically talented students an enriched learning experience. While its focus is primarily academic, the Honors Program is also dedicated to providing its students with a well-rounded, individualized experience that addresses their personal and professional goals.

The Honors Program seeks to foster self-confidence, campus involvement and independence through a variety of experiences both inside and outside the classroom. Honors students receive personalized career advising, work with top notch faculty, participate in numerous cultural events and are members of a special, intellectual and exciting community of students.

If you are a highly motivated student interested in a rigorous and stimulating curriculum that goes beyond the traditional college education, the ASU Honors Program may be the perfect fit for you.

**Location:** Porter Henderson Library 3<sup>rd</sup> Floor Honors Lounge Room A303

**E-mail:** [honors@angelo.edu](mailto:honors@angelo.edu)

**Phone:** (325) 942-2722

**Web Address:** <http://www.angelo.edu/dept/honors/index.html>

## The Writing Center

The Writing Center is a peer tutoring service - students helping students. It is staffed by specially selected and trained graduate assistants and peer tutors who offer one-on-one conferences about writing and reading. The Writing Center serves all ASU undergraduate and graduate students on a drop-in basis. We work with students from any discipline, at any skill level, and on any stage of the writing or reading process. The mission of the Writing Center is to help all students become better writers and readers.

### The Writing Center tutors:

- Work with students on any paper in any discipline.
- Work with students at all stages of the writing process.
- Provide feedback on scholarship, job, or graduate school applications.
- Help students improve reading comprehension and reading rates.

We work with students on a drop-in basis only - no appointment necessary!

Remember, feedback is vital to good writing.

**Location:** Porter Henderson Library 3<sup>rd</sup> Floor Room C305  
**Phone:** 325-942-2093  
**Email:** [writingcenter@angelo.edu](mailto:writingcenter@angelo.edu)  
**Web Address:** [http://www.angelo.edu/dept/writing\\_center/](http://www.angelo.edu/dept/writing_center/)

## Math Tutoring

The ASU Math Lab offers free tutoring for students in all areas of math. Tutoring is provided by current Angelo State University undergraduate students, that excel in Mathematics.

**Location:** MCS Room 220  
**Phone:** (325) 942-2111  
**E-mail:** [math@angelo.edu](mailto:math@angelo.edu)  
**Web Address:** [http://www.angelo.edu/dept/mathematics/lab\\_hours.html](http://www.angelo.edu/dept/mathematics/lab_hours.html)

## University Health Clinic and Counseling Services

The University Health Clinic and the Center for Counseling Services are jointly based in the clinic facility on Johnson Street east of the Mayer Administration building. Both entities provide free, confidential services to ASU students.

A health fee is automatically assessed to full-time ASU students each semester, which allows them access to the clinic and counseling services. Examination, diagnosis and consultation services are available at no charge. However, some fees do apply for injections or other medications. **Students are responsible for lab work, X-rays, prescription drugs and referrals.**

Trained professionals provide medical and counseling services at the University Health Clinic. A full-time, board-certified doctor, a nurse practitioner and three registered nurses provide medical care. Counseling services comprises one part-time and three full-time Licensed Professional Counselors — two male and two female — so that students have a choice.

### Health Services

No appointments or referrals are necessary for medical care. Students are seen on a first-come, first-served basis, and patient forms can be filled out ahead of time.

The clinic provides diagnostic services and treatments appropriate on an episodic, outpatient basis. It is not intended as a substitute for the health maintenance care given by a primary care provider. It can, however, provide invaluable service to students who cannot see a physician because of time constraints or distance. Any problems that cannot be treated at the clinic may be referred to medical sources off campus.

## Counseling Services

Attending college can be both exciting and a little unsettling. The Center for Counseling Services is available to help students take advantage of opportunities and deal with the challenges of college life. Students should call ahead for an appointment with a counselor unless it is an emergency.

Counselors can help with these issues:

- Depression and anxiety
- Problem solving
- Decision making
- Relationship issues
- Adjustment problems
- Test anxiety
- Family problems
- Alcohol or substance abuse problems
- Stress management
- Student Wellness and Substance Abuse Resources

**Location:** Johnson Street east of the Mayer Administration building

**Phone:** (325) 942-2171

**Website:** [http://angelo.edu/services/health\\_clinic\\_counseling/index.html](http://angelo.edu/services/health_clinic_counseling/index.html)

## Career Development

Let ASU's Career Development Office help you reach your career aspirations. Whether you are confused about an area of study, looking for a summer internship or trying to prepare for a professional career, we have the services to help you.

The Career Development Office provides services designed to assist students and alumni in their career development and job search efforts. The office offers individual career counseling, career exploration programs, a career resource library, career recruitment events, resume critique; resume starter kit, on-campus interviews with prospective employers, mock interviews, online career profile allowing employers to view students resumes, part time and full time job listings, and much more.

**Location:** 1825 Johnson St., West Annex

**Phone:** (325) 942-2255

**E-mail:** [career.development@angelo.edu](mailto:career.development@angelo.edu)

**Web Address:** <http://www.angelo.edu/services/career/>

## Student Life

### Mission Statement

Students are offered encouragement in their university lives through a variety of student development support services such as judicial, disability, social development, Greek Life, student organizations, Rambunctious Weekend and leadership development. Cultural, educational, recreational, social, and life skill development programs supplement academic programs to increase students' awareness of healthy and complete lifestyles. Access to the university's physical and intellectual resources is provided to students of varying capabilities. Student Life supports and implements services to foster the holistic development of students and to assist them in learning and practicing those qualities which will enable them to enrich their personal lives, improve their abilities to serve and contribute to society, and become good citizen leaders in their professions and in their communities.

### Purpose Statement

The purpose of the Office of Student Life at Angelo State University is to support the educational mission of the university by providing programs and services designed to enhance the educational experience of students during their college years and beyond. These programs and services provide students the opportunity to reach their full potential in the areas of intellectual, mental, physical, social, cultural, professional, and moral development. Purposeful interventions are designed to promote student development by encouraging such things as positive and realistic self-appraisal, intellectual development, appropriate personal and occupational choices, clarification of values, physical fitness, wellness, the ability to relate meaningfully with others, the capacity to engage in a personally satisfying and effective style of living, the capacity to appreciate cultural and esthetic differences, and the capacity to work independently and interdependently.

The Office of Student Life offers the following services and aid to all students:

- How Disability Services Differ Between High School and College
- Building Accessibility
- Hearing Impairment
- Visual Impairment
- ADD/ADHD
- Learning Disabilities
- Outside Agencies
- Other Information on Disabilities

**Location:** University Center 112

**Phone:** (325) 942-2191

**E-mail:** [student.life@angelo.edu](mailto:student.life@angelo.edu)

**Web Address:** [http://www.angelo.edu/services/student\\_life/index.html](http://www.angelo.edu/services/student_life/index.html)

## Center for Student Involvement

From campus resources to involvement opportunities, the Center for Student Involvement is a part of the ongoing excitement of your ASU Experience. Whether you want to join a student organization, contribute to your community through service, develop your leadership skills, the Center for Student Involvement is the place to start.

**Location:** UC Room B01 (Garden Level of the University Center)

**Phone Number:** (325) 942-2062

**Email:** [getinvolved@angelo.edu](mailto:getinvolved@angelo.edu)

**Web Address:** <http://www.angelo.edu/services/csi/studentinvolvement.html>

## University Center Program Council (UCPC)

The University Center Program Council is designed to engage Angelo State University students in opportunities to grow developmentally through interaction with their fellow students. The UCPC is a student governed entity that hosts the majority of campus events. All events are organized and led by students under the direction of the Center for Student Involvement professional staff. The UCPC is funded by the University Center Fee, which is paid each semester by every ASU student.

The purpose of the University Center Program Council shall be:

1. To plan, present, and evaluate cultural, educational, social, and recreational programs for the students of ASU and the ASU and San Angelo communities offered by the Houston Harte University Center which promote the best interests of the University and which contribute to the advancement of the educational goals and objectives of the University.
2. To provide an opportunity for students to develop leadership skills and apply the principles learned in their academic studies.
3. To formulate and recommend to the University Center Board policies relating to UCPC programming.

**Location:** UC Room B01 (Garden Level of the University Center)

**Phone Number:** (325) 942-2062

**E-mail:** [ucpc@angelo.edu](mailto:ucpc@angelo.edu)

**Web Address:** <http://www.angelo.edu/org/ucpc/index.html>

## University Recreation (UREC)

The ASU Recreation Department is a popular hangout for anyone who enjoys physical activity. While intramural sports is the largest program that University Recreation operates (about 140-160 teams per team sport), the department also offers fitness classes, open recreation hours and sports equipment check-out to all students, faculty, and staff.

Our mission is to engage the campus community with recreation and wellness programs designed to stimulate growth and development by enhancing healthy lifestyles through participation opportunities, educational experiences, and supportive services. Through recreational involvement, UREC provides a safe and contemporary environment for social interaction while improving sportsmanship and fostering leadership development.

**Location:** 2050 South Johnson (near the MCS building)

**Phone Number:** (325) 942-2034

**E-mail:** recsports@angelo.edu

**Web Address:** [http://www.angelo.edu/dept/university\\_recreation/](http://www.angelo.edu/dept/university_recreation/)

## Residential Programs

It is more than a place to live.

When you live on campus at Angelo State University, you will meet new people, get involved in student activities and be close to all your classes. Oh, yeah – you will also have plenty of opportunities to study.

Finding a place to fit in will not be a problem. Our residence halls have updated furniture and modern styles, and each hall has its own community and distinct living environment. If you apply early, you get to choose where you will be most comfortable.

Meet new people.

You will not only have a roommate when you live on campus, you will also meet other students in your community through campus activities and programs. Resident assistants (RAs) are there to offer help along the way. Among many other things, the RAs help students worried about a tough midterm, provide guidance in roommate conflicts and give support to students having family crises. We intentionally keep our staff-to-student ratio low, with one staff member for every 45 students, so it will be easy for you to get the support and attention you need to succeed.

Programs and activities for on-campus residents are plentiful at ASU. More than 300 programs go on in the residence halls each semester. They range from going as a group to a comedy

routine and movie night to in-hall presentations on topics relevant to college students, such as relationships, managing money, coping with stress and (oh, yeah) how to get good grades.

Be close to classes.

Students in most residence halls have, at most, a 10-15 minute walk to their classes. And the best part is, they do not have to fuss with finding a parking spot in the morning. That on-campus convenience can come in handy after a long night of studying.

Each residence hall has multiple study rooms that are perfect for both studying alone and working on group projects. Many are equipped with dry-erase boards, have wireless access throughout and electrical outlets for plugging in laptops.

Enjoy a few more perks.

We realize that for many students, going to college is their first experience living away from home. We want to help make that transition as smooth as possible by providing quick access to food, easy opportunities to do laundry and secure building entrances.

On-campus students have meal plans that allow them to grab a quick meal in the cafeteria, the University Center or any of the six campus dining facilities. With so many other things keeping you busy, you do not have to worry about grocery shopping or planning meals.

Each residence hall has its own laundry facilities, and the price of using the machines is included in semester housing fees. Students who live on campus do not have to lug around a bag of quarters.

Students access their respective residence halls by using their campus ID and their campus identification number. Entrances, exits and most common areas are video-monitored for increased security.

**Location:** 1825 Johnson St., West Annex

**Phone Number:** (325) 942-2035

**Email:** [housing@angelo.edu](mailto:housing@angelo.edu)

**Web Address:** [http://www.angelo.edu/dept/residential\\_programs/index.html](http://www.angelo.edu/dept/residential_programs/index.html)

## Registrar

The Office of the Registrar assists students, faculty, and staff with all aspects of student records. Students are welcome to stop by for assistance with transcript requests, enrollment verifications, and registration questions. We are here to help, so please call on us.

**Location:** Hardeman Building, Room 200

**Phone:** (325) 942-2043

**E-mail:** registrar@angelo.edu

**Web Address:** [http://www.angelo.edu/services/registrars\\_office/](http://www.angelo.edu/services/registrars_office/)

## Student Accounts/Bursar's Office

Student Accounts/Bursar's Office handles tuition and fee payments, emergency enrollment loans.

**Location:** Mayer Administration Building, Room 100

**Telephone:** (325) 942-2008

**Toll Free:** 877-942-2008

**Web Address:** <http://www.angelo.edu/services/controller/sabwelcome.html>

## Financial Aid

Student Financial Aid offers students financial assistance programs including student loans, grants and work-study programs.

**Location:** Hardeman Student Services Center, Room 100

**Phone:** 1-800-933-6299 or (325) 942-2246

**E-mail:** financial.aid@angelo.edu

**Web address:** [http://www.angelo.edu/services/financial\\_aid/contact.html](http://www.angelo.edu/services/financial_aid/contact.html)

## Concho Educator Federal Credit Union

The Concho Educator Federal Credit Union offers membership to students. The credit Union is a full-service financial institution that offers an on-campus banking branches.

**Location:** University Center

**Phone Number:** (325) 942-6591

**Web Address:** <http://www.conchoeducators.org/>

## Multicultural Center

Angelo State University has a diverse campus comprised of students, faculty, and staff from Texas, other states and various foreign countries. The Multicultural Center works to encourage an inclusive and supportive environment for all members of the ASU community by promoting awareness and understanding of different cultures, people, ideas and perspectives. Diversity education, leadership and quality programs are provided to encourage appreciation and celebration of differences. The center sponsors and provides support for several programs that focus on recruiting, retaining, and graduating first-generation and diverse students.

The Multicultural Center was created in the fall of 2008 and is overseen by the Office of the President. Located in the University Center, the Multicultural Center is a central site where students can receive information about available programs as well as enjoy the mix of cultures and people who pass through the door.

Housed in the center is both a computer lab and study room for student use. The center oversees several programs including:

- First Generation RAMS (Raising and Meeting Standards) Program
- First Generation Host Family Program
- ASU FIRST (Finding Insight & Raising Success Together)
- Multicultural Activities
- Multicultural Advisory Council (MAC)
- El Cafecito
- Latin Dance Classes

**Location:** UC 114

**Phone:** (325) 942-2729

**E-mail:** multicultural@angelo.edu

**Web Address:** [http://www.angelo.edu/dept/multicultural\\_center/index.html](http://www.angelo.edu/dept/multicultural_center/index.html)

## **Appendices**

The pages found in the appendices consist of forms, activities, and calendars that you can use to help you be a more effective mentor.

Additional copies can be found online and printed from the FG RAMS webpage:

[http://www.angelo.edu/dept/multicultural\\_center/rams.html](http://www.angelo.edu/dept/multicultural_center/rams.html)



**FG RAMS  
Mentor/Mentee  
Contact Log**

Please use this form to document face to face time spent with members. This information is necessary for our report at the end of each semester as well as team points. Please put them in the "Completed Forms" Folder when you turn in your timesheets. Thank you!

**(Hours on form need to coincide with hours marked on timesheets. These will be verified by the FG RAMS Coordinator/MC Program Specialist and/or Graduate Assistant for accuracy.)**

**Date:** \_\_\_\_\_

**Time:** Started \_\_\_\_\_ Finished \_\_\_\_\_

**Mentor Name(s):** \_\_\_\_\_

**Mentee Name(s):**

**Location:** \_\_\_\_\_

**Notes:**

**Mentor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**FG RAMS  
Mentor/Mentee  
Community Service Log**

Please use this form to document time spent at community service events. This information is necessary for our report at the end of each semester as well as team points. Please put them in the "Completed Forms" Folder within a week after the event.

**Mentor Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** Started \_\_\_\_\_ Finished \_\_\_\_\_

**Activity/Location:** \_\_\_\_\_

**Mentee name(s):**  
**(if they attended with you)**

**Number of Contacts (students or youth):** \_\_\_\_\_

**Brief Description of activities:**

**Mentor signature:** \_\_\_\_\_

**FG RAMS  
Mentor/Mentee  
Social Event Log**

Please use this form to document time spent at FG RAMS Social events. This information is necessary for our report at the end of each semester as well as team points. Please put them in the "Completed Forms" Folder within a week after the event.

**Mentor Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Time:** Started \_\_\_\_\_ Finished \_\_\_\_\_

**Activity/Location:** \_\_\_\_\_

**Mentee name(s):**  
**(if they attended with you)**

**Number of Contacts (students or youth):** \_\_\_\_\_

**Brief Description of activities:**

**Mentor signature:** \_\_\_\_\_

## **Your Goals for 2010-2011**

Take a moment to write down up to 5 goals for this academic year. They can be anything you want, but the point is to *write them down*. After all- seeing is believing and putting things in writing means commitment.





## **Activity: Paying It Forward**

What are your three (3) biggest strengths? For each one, describe one way in which it would help you be a good volunteer, particularly to potential first generation college students.

1.

2.

3.

# SCHEDULE PLANNING WORKSHEET

Follow the instructions below to avoid time conflicts and other scheduling problems.

1. Write the course reference number (CRN) of your course selections in the appropriate time slots. Include a second choice for each course.
2. If the course meets at an irregular time, place it in the time slot that includes the beginning time of the course. Draw a line down to the time slot that includes the ending time of the course.
3. If you are a graduate student planning to take any senior-level courses for graduate credit, you must obtain prior approval from the Graduate Dean.
4. If you wish to audit a course, you must obtain an audit approval form from the appropriate academic department and bring it to the Registrar's Office no later than the late registration period.

## Legend for Classrooms:

A Academic Building  
AD Administration Building  
CAV Raymond M. Cavness Science Building  
CHP Center for Human Performance (formerly known as the Physical Education Building)  
CRT A Tennis courts near High Rise  
CRT B Tennis courts near Field House  
CARR Robert and Nona Carr Education-Fine Arts Building  
FLD H Field House  
GAFB Goodfellow Air Force Base (off campus)  
HAR Dorsey B. Hardeman Administration Building  
IPLEX Intramural Complex  
L Library  
MCS Math Computer Science Building  
MIR MIR Center (off campus)  
RAS Emil C. Rassman Building  
RIVER Riverside Golf Course (off campus)  
SIII Science III  
SAMFA San Angelo Museum of Fine Arts (off campus)  
SHANH Shannon Hospital (off campus)  
SHERL Sherwood Lanes Bowling Alley (off campus)  
STADL Stadium Lanes Bowling Alley (off campus)  
TBA To be arranged between faculty & student  
UC University Center  
VIN Dr. Lloyd D. and Johnell Vincent Nursing-Physical Science Building

## Legend of Class Days:

M – Monday                      F – Friday  
T – Tuesday                     S – Saturday  
W – Wednesday                TBA – To Be Arranged  
R – Thursday

## Legend for Section Numbers:

D – Distance Education classes  
F – First 8-week classes  
M – Mini-session classes  
S – Second 8-week classes

## SCHEDULE PLANNING WORKSHEET

Monday = M	Tuesday = T	Wednesday = W	Thursday = R	Friday = F
7:00 - 7:50		7:00 - 7:50		7:00 - 7:50
8:00 - 8:50	8:00 - 9:15	8:00 - 8:50	8:00 - 9:15	8:00 - 8:50
9:00 - 9:50		9:00 - 9:50		9:00 - 9:50
	9:30 - 10:45		9:30 - 10:45	
10:00 - 10:50		10:00 - 10:50		10:00 - 10:50
11:00 - 11:50	11:00 - 12:15	11:00 - 11:50	11:00 - 12:15	11:00 - 11:50
12:00 - 12:50		12:00 - 12:50		12:00 - 12:50
	12:30 - 1:45		12:30 - 1:45	
1:00 - 1:50		1:00 - 1:50		1:00 - 1:50
2:00 - 2:50	2:00 - 3:15	2:00 - 2:50	2:00 - 3:15	2:00 - 2:50
3:00 - 3:50		3:00 - 3:50		3:00 - 3:50
	3:30 - 4:45		3:30 - 4:45	
4:00 - 4:50		4:00 - 4:50		4:00 - 4:50
5:00 - 5:50	5:00 - 6:15	5:00 - 5:50	5:00 - 6:15	5:00 - 5:50
6:00 - 6:50		6:00 - 6:50		6:00 - 6:50
	6:30 - 7:45		6:30 - 7:45	
7:00 - 7:50		7:00 - 7:50		7:00 - 7:50
8:00 - 8:50	8:00 - 9:15	8:00 - 8:50	8:00 - 9:15	8:00 - 8:50

## STUDY SCHEDULE TIPS

**Follow these basic scheduling principles and use the blank study schedule to arrange your study time during each week. Maintain your study schedule and you'll be in good shape!**

1. Identify your priorities and list them accordingly. By putting important things first, you are sure to get your priorities done on time.
2. Eliminate dead hours — make each block of time a productive unit. This includes time between classes.
3. Follow the study time rule of thumb and plan sufficient time for study. For every hour in class, study for two hours. Start with this rule and make adjustments as you go, but whatever changes you make to your schedule, be sure you stick to them.
4. Plan blocks of time. You'll reach optimum efficiency scheduling your study time in this way: 50- to 90-minute study periods with 10 to 15 minutes of relaxation in between are more effective than longer stretches of concentrated study.
5. Know your sleep pattern and be sure to allow for sleep. Make sure you give your body time to rest. Sleep when you are sleepy and study when you are naturally alert. NOTE: Eight hours a night is proven by medical evidence to be the most beneficial. The quality of your education depends on sufficient sleep.
6. Eat well-balanced meals. Dietary deficiencies result in irritability, fatigue, and lack of pep — all of which hinder effective study.
7. Leave some unscheduled time for flexibility, and be sure to leave room for last-minute problems. A lack of flexibility is why most study schedules fail.
8. Be realistic with your study time, and don't pack your schedule too tightly — you know yourself best.
9. Use study resources wisely. Take full advantage of available campus resources such as study halls, the Writing Center, and Math Lab. Check out the Study Jam schedule for activities and events the week before final exams.
10. Reward yourself *afterward* — keep to your daily schedule and then give yourself a treat for stick-to-itiveness.

**Your final exams study schedule is limited, so be aware of these time-wasters:**

1. Interruptions, drop-in visitors, unplanned conversation
2. Television
3. Unscheduled meetings
4. Lack of objectives, deadlines, or priorities
5. Cluttered desk, hunting for study aids, personal disorganization
6. Procrastination, indecision, daydreaming
7. Inability to say no to new projects
8. Getting involved in unnecessary details
9. Socializing, idle chit-chat for hours
10. Constantly switching priorities
11. Failure to do first things first
12. Failure to use blocks of time constructively (e.g., time in between classes)
13. Web surfing, blogging, Twittering, MySpace, Facebook or e-mailing
14. Duplicating efforts (reviewing the same material over and over again, recording notes or rewriting notes that do not help with review, starting over because you lost materials...)
15. Choosing an inappropriate place to study

## STUDY SCHEDULE

TIME	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 am.								
8:00 a.m.								
9:00 a.m.								
10:00 a.m.								
11:00 a.m.								
12:00 noon								
1:00 p.m.								
2:00 p.m.								
3:00 p.m.								
4:00 p.m.								
5:00 p.m.								
6:00 p.m.								
7:00 p.m.								
8:00 p.m.								
9:00 p.m.								
10:00 p.m.								
11:00 p.m.								
12:00 midnight								
1:00 a.m.								
2:00 a.m.								

## INSTRUCTOR CONTACT SHEET

Use this form as a quick reference for your instructors for each of your courses. Simply fill in the class, name of the instructor, office hours, email, and phone number. This will save you from having to dig for a syllabus each time you need to contact your instructors with questions about class, notes, assignments, exams, or grades!

CLASS	INSTRUCTOR	OFFICE HOURS	EMAIL	PHONE NUMBER

## FG RAMS FALL CALENDAR OF EVENTS

(Please note that events, dates, and locations are subject to change.)

### August 2010

Sun	Mon	Tues	Wed	Thu	Fri	Sat
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
	First Day of Fall Classes		4 PM Mentor Orientation			
			UC 111			
29	30	31				

September 2010

Sun	Mon	Tues	Wed	Thu	Fri	Sat
			1 4 PM Mentee Orientation UC 201	2	3	4
5	6 Labor Day	7	8 4 PM RAMS Mtg	9	10	11
			Library Comp Lab Habitudes Survey			
12	13	14	15 4 PM RAMS Mtg	16	17	18
			UC 211 Habitude #1			
19	20	21	22 4 PM RAMS Mtg	23	24	25 Family Day
			Junell VIP Room ASU Traditions			
26	27 Mentor Meeting	28	29 4 PM RAMS Mtg	30		
			UC 201 Habitude #2			

October 2010

Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 4 PM RAMS Mtg UC 211 Study Skills/ Time Mgt	7	8	9
10	11	12	13 4 PM RAMS Mtg UC 201 Game Night	14	15 Midterm	16
17	18	19	20 4 PM RAMS Mtg UC 211 Habitude #3	21	22	23 Home- coming
24	25 Mentor Meeting	26	27 4 PM RAMS Mtg UC 211 "Risky Business"	28 Last Day to drop with a "W"	29	30
31 Halloween						

November 2010

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	1	2	3 4 PM RAMS Mtg UC 201 Habitude #4	4	5	6
7	8	9	10 4 PM RAMS Mtg UC 211 Financial Mgt	11	12	13 Discover ASU
14	15	16	17 4 PM RAMS Mtg UC 201 Habitude #5	18	19	20
21	22	23	24	25 Thanks- giving Day	26 Holiday	27
28	29 Mentor Meeting	30				

**December 2010**

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	Dead Week		1 4 PM RAMS Mtg	2	3	4
			UC 211 Finals Jam			
5	6 Finals Week	7	8	9	10	11 Graduation
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## FG RAMS SPRING CALENDAR OF EVENTS

(Please note that events, dates, and locations are subject to change.)

January 2011

Sun	Mon	Tues	Wed	Thu	Fri	Sat
						1 New Year's Day
2	3	4	5	6	7	8
9	10	11	12	13	14	15
	First Day of Spring Classes		4 PM RAMS Mtg			
			Junell VIP Room			
			Welcome Back Social			
16	17	18	19	20	21	22
	Martin Luther King Day		4 PM RAMS Mtg			
			UC 211 Habitude #6			
23	24	25	26	27	28	29
			4 PM RAMS Mtg			
			UC 211 "Discover Your Major"			
30	31					
	Mentor Meeting					

February 2011

Sun	Mon	Tues	Wed	Thu	Fri	Sat
		1	2	3	4	5
			4 PM RAMS Mtg			Discover ASU
			UC 211 Habitude #7			
6	7	8	9	10	11	12
			4 PM RAMS Mtg			
			UC 211 "Reality Check"/ Financial Aid Info			
13	14	15	16	17	18	19
			4 PM RAMS Mtg			
			UC 211 Habitude #8			
20	21	22	23	24	25	26
	Presidents' Day		4 PM RAMS Mtg			
			UC 211 Diversity Workshop			
27	28					
	Mentor Meeting					

March 2011

Sun	Mon	Tues	Wed	Thu	Fri	Sat
		1	2 4 PM RAMS Mtg UC 211 Habitude #9	3	4 ASU FIRST	5
6	7	8	9 4 PM RAMS Mtg UC 211 Student Wellness	10	11	12
13	14 Spring Break	15	16	17	18	19
20	21	22	23 4 PM RAMS Mtg UC 211 Habitude #10	24	25	26
27	28 Mentor Meeting	29	30 4 PM RAMS Mtg UC 211 Academic Physical/ Get Ready for Fall	31		

April 2011

Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1	2
3	4	5	6 4 PM RAMS Mtg UC 211 Habitude #11	7	8	9
10	11	12	13 4 PM RAMS Mtg UC 211 Habitude #12	14	15	16
17	18	19	20 4 PM RAMS Mtg UC 211 Habitude #13	21	22 Good Friday	23
24 Easter Sunday	25 Dead Week	26	27 4 PM RAMS Mtg UC 211 Habitudes Survey/ Finals Jam	28	29	30
	Mentor Meeting					

May 2011

Sun	Mon	Tues	Wed	Thu	Fri	Sat
1	2 Finals Week	3	4	5	6	7 Graduation
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30 Memorial Day	31				

## ASU Academic Calendar

### Fall Semester 2010

Regular Session: August 23 - December 10, 2010

Date	Event
March 22, Monday	Schedule available for advising. Students should contact the Department of their major for academic advising.
April 8, Thursday	Pre-Registration opens for currently enrolled Graduate Students, Seniors, and Post-Baccalaureate students.
April 12, Monday	Pre-Registration opens for currently enrolled Juniors.
April 14, Wednesday	Pre-Registration opens for currently enrolled Sophomores.
April 19, Monday	Pre-Registration opens for currently enrolled Freshmen & Non-Degree Seeking undergraduates.
April 21, Wednesday	Pre-Registration opens for all students(New, Re-Entry, and Continuing).
June 10, Thursday	Last day for International Students to submit undergraduate or graduate application and all required documents for the Fall Semester.
July 15, Thursday	Last day for U.S. Resident Students to submit graduate application and all required documents for the Fall Semester.
July 15, Thursday	Last day to submit Housing Contract cancellation or a request for exemption from the ASU Housing Policy, with all supporting documentation for the 2010-2011 Academic Year.
July 18, Friday	Bills available online for the Fall term. NO BILLS WILL BE MAILED.
August 14-15, Saturday/Sunday	Registration Closed for financial aid processing.
August 16-22, Monday/Sunday	Registration open for add only.
August 19-20, Thursday/Friday	New International Student Orientation.

<b>Date</b>	<b>Event</b>
August 20, Friday	Payment due for the Fall semester or classes will be cancelled. Payment may be made in person, by mail, or via the web.
August 20, Friday	Residence Halls open for check-in.
August 23, Monday	Classes, schedule changes and late registration begin. International Student insurance deadline.
August 23, Monday	First Class Day
August 26, Thursday	Last day to register or make schedule changes for the Fall term.
September 1, Wednesday	1st 8-week Session "W" period begins
September 8, Wednesday	Regular Session Census Day (12th Class Day). See Withdrawals & Refunds for more information.
September 9, Thursday	Regular Session "W" period begins.
September 24, Friday	Last day to withdraw from 1st 8-Week course.
September 25, Saturday	Family Day
October 1, by 5:00 p.m.	Second installment payment due for the Fall semester.
October 12, Tuesday	2nd 8-Week Session registration.
October 15, Friday	1st 8-Week Session ends. Midterm. Last day to file application for graduation by candidates who expect to complete degree requirements in December 2010.
October 18, Monday	2nd 8-Week Session classes begin.
October 25, Monday	2nd 8-Week Session Census Day. See Withdrawals & Refunds for more information.
October 23, Saturday	Homecoming
October 26, Tuesday	2nd 8-Week Session "W" period begins.
October 28, Thursday	Last day for a partial or total withdrawal from the University for the Regular session.
November 1, Monday	Third installment payment due for Fall semester.

<b>Date</b>	<b>Event</b>
November 12, Friday	Last day for graduate students to schedule the Comprehensive Examination or thesis defense.
November 19, Friday	Last day for graduate students to take and pass the Comprehensive Examinations. Last day to submit the thesis to the Graduate Dean.
November 19, Friday	Last day to withdraw from a 2nd 8-Week Session course
November 29 – December 3, Monday – Friday	Laboratory Examinations. No examinations in lecture classes.
December 1, Wednesday	Final installment payment due for Fall semester.
December 6 – 10, Monday – Friday	Final Examinations. Fall Housing Contract ends. Residence Hall students not officially participating in graduation ceremonies must check out of their room within 24 hours of their last final.
December 11, Saturday	Commencement
December 12, Sunday by noon	Residence Hall check-out deadline for students officially participating in graduation ceremonies. All Residence Halls close at noon for the break
December 15, Wednesday	Last day to make payment for the Fall semester to avoid a \$100.00 late fee
December 15, Wednesday	Deadline to submit Housing Exemption Request information, with all supporting documentation for the Spring 2011 semester
December 23, Thursday at 5:00 p.m.	University closes for the Winter Break
December 24 - January 2, 2011	University closed for Winter Break

## Spring Semester, 2011

Regular Session: January 10 - May 6, 2010

Date	Event
January 10, Monday	First Class Day
January 17, Monday	Holiday
March 14 – 18, Monday – Friday	Spring Break
April 25 – 29, Monday – Friday	Lab Finals
May 2 – 6, Monday – Friday	Final Exams
May 7, Saturday	Commencement

## Summer I Semester, 2011

Date	Event
June 1, Wednesday	First Class Day
July 1, Friday	Last Class Day
July 1, Friday	Final Exams

## Summer II Semester, 2011

Date	Event
July 6, Wednesday	First Class Day
August 5, Friday	Last Class Day
August 5, Friday	Final Exams

For updates to the ASU Academic Calendar, please visit:

[http://www.angelo.edu/services/class\\_schedule/academic\\_calendar.html](http://www.angelo.edu/services/class_schedule/academic_calendar.html)