



A Program to Help You Succeed in College

Coaches & Mentors Newsletter

How's It Going?

Memo from the Director, Carol Dubay:

Each semester provides a new opportunity to improve your skills and expand your knowledge. Enjoy this precious time. Also, please ask for help right way when you need it!

Helping You Keep Track... Dates You Need to Know

Friday, September 23	Last day to drop for a 50% refund
Monday, October 10	Columbus Day observance
Friday, October 21	Mid-term warning grades due Registrar
October 31-November 10	Advising period for pre-registration
Friday, November 11	Veterans' Day observance
Monday, November 14	Last day to drop an academic course with a grade of "W"
November 14-18	Returning students pre-register for Spring 2006 semester
November 24-25	Thanksgiving recess
Thursday, December 15	Classes end
December 16-23	Final exam period



GET YOUR FREE ACADEMIC CALENDAR!

If you haven't already done so, please stop by Carol's office in South 234 or see any C&M staff member to pick up your **Coaches & Mentors 2005-2006 Scholastic Monthly Desk Planner**. This excellent tool will help you plan your work and will take you to the end of August 2006.

SPOTLIGHT ON STAFF OUR TUTOR/MENTORS



Patricia Childs
(Accounting 1 & 2, most Business courses)



Kyle Durborow
(English, Reading, Study Skills, Psychology)



Maggie Hiltzik
(Math, Study Skills)



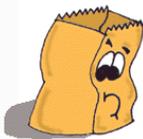
Tom O'Connell
(Writing, Oral Communication, Study Skills)

If you need to get in touch with any of us, you may also contact **Carol Dubay** at her email address: cdubay@capecod.edu and she will convey your message to the appropriate person.

COLLEGE SUCCESS PROGRAM WELL RECEIVED!

On Thursday, August 25, Coaches & Mentors students showed up and got themselves motivated as they approached the Fall Semester. They met C&M staff and learned about all the free support services available to them at CCCC.

Also, they met their academic advisors and planned their first tutoring appointment. They met other students who were taking their first steps at CCCC. And they received free study skills kits to help them get started. And there was one more thing they got: a free pizza lunch!



"LEARNING WITH LUNCH" FALL 2005 WORKSHOPS

Bring your lunch, we supply the cookies! Check bulletin boards to confirm dates, times, etc.

1. MEMORY

Learn strategies for memorizing important info. Wednesday, 9/28, 12:30-1:30pm, North 116, facilitated by Dr. Richard Sommers

2. TRANSFER

Begin planning a successful transfer to the four-year college of your choice. Monday, 10/3, 12:30-1:30pm, North 103, facilitated by Mary Olenick, Transfer Counselor

3. ADJUSTING TO COLLEGE LIFE

Work! Family! Deadlines! Exams! Coping help is at hand. Monday, 10/17, 12:30-1:30pm, North 103, facilitated by Diane Nash, Counselor, ADVANTAGE Program.

4. TEST TAKING AND ANXIETY

Learn how to ace a test. Monday, 10/24, 12:30-1:30pm, North 103, facilitated by Maggie Hiltzik, Tutor/Advisor, Coaches & Mentors

5. HOW TO WRITE A RESEARCH PAPER *

Learn how to organize your research and thoughts. Monday, 10/31, 12:30-1:30pm, North 103 or Wed, 11/2, 5:00-6:00pm, North 105, facilitated by Tom O'Connell, English Tutor, Coaches & Mentors

6. TEXTBOOK READING

How to get through so many pages! Monday, 11/7, 12:30-1:30pm, North 103, facilitated by Carol Dubay, Director, Coaches & Mentors

7. DON'T QUIT-STAY FOCUSED!

If the course seem too hard, here's help through the rough spots. Monday, 11/14, 12:30-1:30pm, North 103, facilitated by Sylvia Jimison, Director, ADVANTAGE Program

8. FINANCIAL AID QUESTIONS

Get answers to your questions & concerns. Monday, 11/21, 12:30-1:30pm, North 103, facilitated by Mary Jenkins, Assistant Director of Financial Aid

9. RESUME WRITING

Learn to write a resume with impact. Monday, 11/28, 12:30-1:30pm, North 103, facilitated by Career Specialist, Theresa Bowse, Coaches & Mentors

10. REDUCE STRESS THROUGH MEDITATION

Monday, 12/5, 12:30-1:30pm, North 103, facilitated by VG Gautam, Professor of Economics

NOTE:

*Research Paper workshop is offered on a Wednesday evening in addition to Monday

Also, individuals requiring auxiliary aids or services to access any of these events may contact Joyce Chasson at the O'Neill Center for Disability Services 1-508-362-2131, ext. 4337.

SKILLS YOU WILL NEED FOR THE GLOBAL ECONOMY:

- 1) Learn a language - especially Chinese
- 2) Crunch numbers - Math skills are critical in accounting, engineering and computers.
- 3) Take Acting 101 - It helps in business, sales and retail.
- 4) Do lab work - Chemistry is the key in the search for energy.
- 5) Get global - Learn about other cultures and practices.



-John Challenger, CEO of Challenger, Gray & Christmas, Parade Magazine, August 2005.)

CAUTION

EXERCISE CAUTION WHEN PLANNING TO DROP A COURSE

Please avoid "disappearing" from classes. If dropping is your only option, see your advisor, get a **Change of Schedule form**, get signatures from the **advisor** and your **instructor**. This semester the last date to drop an academic course is **Monday, November 14**.

Requests to drop or add must be done in person at the Registrar's Office. Failing to attend class, or just telling the instructor, is not enough...you'll get a failing grade. Remember! After the 10th week of classes, withdrawal will not be permitted. Also, see **Financial Aid** in the Administration Building about the impact of dropping a course. And see the **Business Office** about the refund policy. Please don't hesitate to discuss the situation with Carol Dubay or other C&M staff. Carefully read your Student Handbook about this.

\$\$\$ EARN WHILE YOU LEARN!! \$\$\$

The College has a few part-time job openings that might fit into your schedule. Please access the College's Web page and click on employment opportunities for more detailed information.

Current Positions Open:

- PT Receptionist - ADVANTAGE Program
- PT I/T Technician
- PT Secretary- Advising & Counseling (2 positions)

Working on campus is a great way to build your resume and gain experience in your field. If hired, you might be able to earn college credits by working in an internship or cooperative experience.

10

HOW TO IMPRESS YOUR PROFESSOR...TEN TIPS! First impressions are very important.

Try these ten tips; they work!

- Show up a little bit early; being late makes a very negative impression.
- Be friendly to your professor and your fellow students.
- Dress neatly and wear a positive attitude.
- Be prepared; read your texts before a lecture; pass in papers on time.
- Do plenty of reading, so you can participate intelligently.
- Be ready to write about what you have studied; take good notes.
- Get a study pal who's really interested in learning.
- If beverages are allowed in class, use a covered mug; no picnics, please.
- Avoid being absent; if you must miss a class, discuss it with your professor.
- Act teachable; you're in college to learn, right?

10 TIPS TO HELP YOU ACHIEVE YOUR COLLEGE GOALS

- Try not to schedule back to back classes.
- Begin taking notes on the first day of class.
- Establish a routine time to study for each class.
- Establish a place to study.
- Do as much as possible of your studying in the daytime.
- Schedule breaks for yourself, at least 10 minutes for each hour of studying.
- Make use of the many resources on campus.
- Find one or two students in each class to study with.
- Study the hardest subjects first.
- Be good to yourself; be wise about your diet and your sleep habits.

(Practicing College Learning Strategies, 3rd edition, Carolyn Hopper, Houghton Mifflin 2003)

HELP FOR STUDENTS WITH DISABILITIES

Students with disabilities should utilize the excellent resources available through the **CCCC O'Neill Center for Disability Services**. Contact Joyce Chasson at ext. 4337, Room South 222.

Also, you should check in with **Dr. Richard Sommers**, CCCC learning disabilities specialist, at ext. 4317, Room North 241. Ask about taping and reading services, talking computers, alternative testing sites, support groups, and reasonable accommodations to help you reach your academic goals.

FALL TRANSFER FAIR Monday, October 17 10:30am-1:30pm Cafeteria & Upper Commons



IT IS NEVER TOO LATE TO BEGIN EXPLORING A TRANSFER TO ANOTHER COLLEGE!

CCCC Transfer Officer **Mary Olenick** is planning a Fall Transfer Fair for Monday Oct. 17 from 10:30 a.m. to 1:30 p.m. in the cafeteria and upper commons. Many colleges will be here to meet with students informally. What an opportunity! When it comes to transfers, Mary is the person to chat with. Call her at **ext.4316** or email her at molenick@capecod.edu. Her Transfer Advising Office is at **Commons 206E**. Also, check out the bulletin board at the ramp near the bookstore for the latest transfer info.

Please note: On **Oct. 19 UMASS-Dartmouth** will be at CCCC. On **Oct. 25 Bridgewater State College** will be here. Stop by the Advising and Counseling Office to schedule an appointment and pick up the "Intent to Enroll" form. Students will meet with the representatives in the Advising and Counseling Office.

Get transfer information at the info desk in the cafeteria, the connector between North and South buildings, Advising & Counseling, and the Transfer Office.

MATH REFRESHER WORKSHOPS

To help you prepare for the Math Assessment Test, CCCC is offering help. **To reserve your seat in a workshop call 508-362-2131, ext. 4318.** Dates for the fall semester are not yet scheduled, but soon will be. If you have not completed a college level math course you need to take the placement test. Your math skills may be very rusty. So start brushing up soon.

Get off to the right start by visiting the Tutoring Center (S111) and picking up your free Math Refresher Workshop Study Packet. Taking the time now to prepare and study may help you avoid spending time and money on a lower level developmental math course.

HOW ARE YOUR FINANCES?

For important information on your Financial Aid and other policies on tuition, fees, etc., please read the important "Finances" section in your Student Handbook. Also, note that Financial Aid forms are available in the Financial Aid Office and at www.fafsa.ed.gov.

**When you hit the books, and they hit back,
GO TO www.howtostudy.org**

You'll be glad you did!

Non-Profit Org.
US POSTAGE
PAID
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S. Yarmouth, MA
02664

Coaches & Mentors #9116
Cape Cod Community College
2240 Iyanough Road
West Barnstable, MA 02668-1599



HEALTH SERVICES

Where are we located? In the Physical Education building right next to the gym. Who's eligible? Any student, faculty or staff member of CCCC. Cost? No charge for on-campus care. What kinds of services? Assessment and immediate care for illness and injury. Examples include colds and flu, lacerations, rashes, sprains and strains, headaches, substance abuse counseling.



Check with Health Services about shots (there are fees for immunizations) and the wide variety of confidential on-campus health services. For emergency care or inquiries, walk in **Monday-Friday, 8am-4pm**. Appointments are needed for physician and counseling services. Pick up a brochure at Health Services.

When there is a fee, checks or cash are acceptable, but not credit cards.

If things get to be too much, **Dr. Jay Crider, Clinical Psychologist** is available to talk to you on Tuesdays from 9:00am-12:30pm. Call Health Services at ext. 4331 to make an appointment.

Sign Up for Tutoring... It's as easy as 1, 2, or 3!

1. Call Carol Dubay at 1-508-362-2131 ext. 4353 or visit her in S234.
2. Look at the Coaches & Mentors tutoring schedule next to each tutor/mentor's cubicle in S111. If you see an open spot, sign up for an appointment.
3. Visit our tutors in the Tutoring Center, South Building, Room S111.

Please note: Students in the Coaches & Mentors program can sign up with any tutor working in the Tutoring Center. Go to the counter and sign up or go to the on-line tutoring appointment system by going:

- to the College's website, www.capecod.edu
- click on "**Student/Staff Links**" in left column
- click on **Making Tutoring Appointment**
- follow instructions from there!