

Tips for Scheduling Classes

How Many Classes Should I Take?

The number of classes you choose to register for should reflect the amount of time you have to commit to the class expectations.

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| 1 Hour in Class | = | 2 Hours of homework, reading, studying, projects, etc. |
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CONSIDER:

- How many hours a week do you work?
- Do you have children or other family members to take care of?
- Do you have church or volunteer commitments either on or off campus?
- Do you have health problems or other issues that may interfere with your concentration?

If YES to any of these, you should avoid a full time load (take 1-3 classes) to avoid setting yourself up for failure and risk losing financial aid or getting placed on probation or suspended.

What Time Should I Schedule My Classes?

Think about your **work and bus schedule**. How long do you have to get to or from? It's not appropriate to come to class late or leave early even if it is for work or to catch the bus.

Think about **when you learn best**. Are you a morning person or do you start "waking up" and being able to concentrate in the afternoon?

When Should I be Scheduling Classes Throughout the Week and Day?

Make sure your **workload has balance**. If you have 1 or 2 harder classes (subjects you don't enjoy or courses with heavier work load or labs), be sure to balance it out with 1 or 2 classes that you would consider easier.

Make sure your **schedule has balance**. Most classes at Capital meet twice a week for 1½ hours or once a week for 3 hours. Consider spreading your schedule out throughout the week to give you a balanced timeframe to study. For example you can take 2 classes on a Monday & Wednesday (MW) schedule and 2 on a Tuesday & Thursday (TR) schedule so you can study for your MW classes on Sunday and Tuesday and your TR classes on MW.

Consider your **concentration level**. Do you have a difficult time staying focused for more than 2 hours at a time? If so, you should schedule classes with a break in between to give you time to study, re-energize, or grab a bite to eat. Other students prefer to have classes back to back to feel they have accomplished their day early and allow them to do other things.

Consider your **motivation level**. If you schedule classes too far apart, you may be tempted to go home or leave campus and not come back!