



NIGHTS AND WEEKENDS

BRONX COMMUNITY COLLEGE • OFFICE OF EVENING AND WEEKEND PROGRAMS

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ABOUT US

The Evening and Weekend Office at Bronx Community College is a full service, daily drop-in center that provides support and assistance for students enrolled in weekday evening and Saturday and Sunday classes. The office also provides administrative support to BCC adjunct instructors and serves as the referral center and point of contact for all issues relevant to evening and weekend classes, programs and services, including advisement, registration and financial aid.

FAST FACT

The Guttman Transfer Scholarships offer benefits for outstanding CUNY community college students who transfer to an eligible CUNY senior college (Brooklyn, City, Hunter, Lehman, and Queens). Guttman Scholars receive up to \$4,000 paid over two years.

For more information, please visit: <http://www2.cuny.edu/financial-aid/scholarships/guttman-transfer-scholarship/>

Managing Time and Minimizing Stress

By Stephanie S. Marshall

Many students arrive on campus after a full day at work while others still have additional responsibilities beyond their studies after leaving campus. How you manage time can affect the amount of stress you feel. Time and stress are important considerations for a college student because they can affect performance. Stress is most likely to occur at the beginning of the semester, during mid-term and final exam periods, or even when you are about to graduate. A college student must determine his or her academic and non-academic needs to acquire good time management skills.

You can learn to better control time by determining how it is spent on a daily basis. Create a weekly schedule listing the days of the week and time intervals for each day. Be sure to include the academic and non-academic activities of your daily routine. When you have listed all activities you will be able to manage your time. You can then modify your schedule based on your academic performance. For example, if you worked on an English assignment for one hour but did not receive the grade you expected, it could be because you did not devote enough time to it. You may want to add additional time for the next assignment. Here is an example of a weekly evening schedule:

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5:00-6:00	Dinner / Break	Writing Center	SPN 111 Tutoring	Dinner / break	Computer lab	Work	Laundry
6:00-7:00	SPN 111	ENG 12	SPN 111	ENG 12	PSY 11	Work	Finish ENG 12 paper
7:00-8:00	SPN 111	ENG 12	SPN 111	ENG 12	PSY 11	Work	Finish ENG 12 paper
8:00-9:00	Study SPN 111	Writing Center	Writing Center	Study PSY 11	Commute	Work	Study SPN 111
9:00-10:00	Library	Commute	Library	Commute	Review PSY 11	Commute	Study PSY 11
10:00-11:00	Commute	Review ENG 12	Commute	Exercise	Sleep	Sleep	Sleep

Another way to better manage time is to purchase a calendar planner that includes a full academic year so can enter all your activities during each semester. Look for planners that provide a "to-do" list and additional space for extra notes. You want to use the planner regularly, so place it where it can be easily retrieved. You may need to remember appointments that were written down months ago, such as a meeting with an instructor or study group, or a family function. When you are planning your time, consider the following:

- Pay close attention to exam dates, deadlines and due dates
- Prioritize your tasks
- Allow time for breaks in your schedule
- Keep a copy of the academic school calendar
- Try not to procrastinate or waste time

The demands of being a college student can impact every aspect of your life. Stress can be both positive and negative. Positive stress can be the effort you invest in maintaining good grades, purchasing a car or getting married. Negative stress can result from failing a test, paying for car repairs or getting a divorce. You may not always have control over what happens to you, but you can control how you react to it by becoming aware of your actions at the moment. To help minimize stress, you should take time to exercise, get plenty of rest, maintain a healthy diet and know when to ask for help. Stress affects all of us and it is inevitable. Consider the amount of time of time you need for every task, because your time is valuable and should be used wisely. Remember to take care of yourself. Positive thinking cultivates success.

"We all should know that diversity makes for a rich tapestry, and we must understand that all the threads of the tapestry are equal in value no matter what their color."

- Maya Angelou, poet, activist (1928-2014)