Hey there Wildcat! This week's issue of the SOL Survival Guide will give you great resources for tips on how to do the very best this semester. From knowing where to get help, to study tips, time management, and stress management. Be sure to keep reading and Bear Down!

What's Going on This Week

Your SOL is still available to help you out! The orientation leaders have designated drop in hours through zoom just incase you have some questions about anything at all. Be sure to look out on your CatMail to get the zoom link for your SOLs drop in hours!
The Think Tank is the place to go for all of your tutoring needs. They provide several services to help you in your classes, most of which are free! The Think Tank also offers online services so any students who want to decrease their time on campus, or fit a quick moment in your schedule, can still access what they offer. Some of the services they provide include:

- Academic skills tutoring, coaching, and workshops
- Drop-In Tutoring
- Test Preparation Tips
- Private Tutoring Sessions
- Schedule for Success – A program to support incoming freshman which combines math strategies and academic support through courses, academic coaching, and tutoring.
- Supplemental Instruction – A program in which supplemental instruction (SI) leaders are available to support students during class time and through out-of-class group study sessions.
- Writing Center – Provides support through trained peer-tutors who help students by providing feedback and advice for their writing at any point of the writing process.

Each of these services are being offered online through Zoom for all University of Arizona students. Use this link to see what type of online services are offered through the Think Tank: [https://thinktank.arizona.edu/online-services](https://thinktank.arizona.edu/online-services).

Pomodoro Time Management Tool

When studying at home you can often times get distracted. A great tool for you is the pomodoro method! The pomodoro method used for time management. You break up your time into 25 minute intervals and give yourself a 5 minute break in between. There are many benefits to this including like keeping you focused and in the flow of work while not over working yourself and doing 3 straight hours of assignments.

You can set up intervals at whatever time levels. For example, if you have a big project you want to work on and get done you can use pomodoro to do 4 sets of 30 minutes intervals and 5 minute breaks in between.

Click here to use the great pomodoro website that allows you to make a custom timer or use an already standard pomodoro timer.
Where do I buy my Books?!?!

BOOKLISTS AND BUYING TEXTBOOKS:
Are you wondering what textbooks will be required for your classes this fall? One way to see what books you’ll be using is by checking the booklist! To do this, follow these steps: UAccess --> Student Center --> Enrollment Dropdown --> Booklist --> Fall 2020 and search your classes.

With that being said, the booklist tool can be complicated to navigate and many professors do not update the required books for their courses on UAccess. As Student Orientation Leaders, we recommend looking for emails from your professors or at the syllabus posted on D2L. If you need a book before the first day of class, professors will almost always send out an email stating which books you will need. Also make sure to check your D2L page! Within the content section, the syllabus will likely be posted before the first day of class. Make sure to read through this and see which books you’ll need for the course. Check the announcements section on D2L as well! Professors may provide information about materials needed before the first day of class as an announcement. You can buy your books before classes start, especially if it’s required, or wait until the first day of classes where your professor will generally go over the syllabus and talk about which books will be needed.

If you don’t need a book right away, make sure to look into your different options! Some textbooks, such as lab manuals, are only sold at the UArizona bookstore. If this is the case, you can buy your books online or in person. If you are buying them online, you can search for books from the booklist, the same way classes are searched for. If you’re buying them in person, the UArizona bookstore is located at the on the west side of the Student Union Memorial Center and the textbooks are downstairs. Often times, buying textbooks from the bookstore can be expensive! Make sure to check out options for buying or renting books on Amazon, Chegg, and other online vendors. If you google the title of your book or ISBN number, various options will appear. Look into pricing, rental vs purchase, and the time it will take to ship to you before buying your textbooks.

Want more information? Here’s the BookStore website: https://uabookstore.arizona.edu
As a college student, your CatMail email account will become your best friend! Logging onto your CatMail and refreshing your messages multiple times per day allows students to stay up-to-date on all communications within their courses and learn about new opportunities from the University of Arizona, including CALS! Each piece of email communication that comes from the University of Arizona will be directed to this email.

Your CatMail email, in case you forgot, is your NetID@email.arizona.edu. You will use this email for all email communications between advisors, professors, classmates, on-campus employment, club involvement, and much more!

EMAIL ETIQUETTE:

It is also important to note the proper email etiquette (or netiquette as we like to call it) when communicating with professors, advisors, and/or job managers. When creating an email, here are some tips to keep in mind to make your email come across as prepared and professional:

Include a clear, direct subject line.
People often decide whether or not to even open an email based solely off of it’s subject line. Including a short and sweet subject line that tells the individual exactly what your message is about increases the likelihood for them to receive your message. When emailing a professor about a specific course, be sure to include the course number, course name, section number, and your name (CHEM151 Section 3 General Chemistry- John Doe) to the subject line so the professor will know exactly which course you are talking about and how to best address your question.

Think twice before hitting “Reply All”.
No one wants to read emails from 20 people that have nothing to do with them. Ignoring the emails can be difficult, with many people getting notifications of new messages on their phones or distracting pop-up messages on their computer screens. Refrain from hitting “Reply All” unless you really think everyone on the list needs to receive the email.

Proofread every message.
Your mistakes won’t go unnoticed by the recipients of your email. Don’t rely on spell-check when typing out your message, but instead read and reread your email a few times, preferably aloud, before sending it off. Making the time to proofread each and every email prevents mistakes from being made and allows you to create a professional email.
Set up D2L Notifications

DON'T MISS AN ASSIGNMENT!

D2L is a course management system that creates an organized experience for your courses at the University of Arizona. With a majority of courses being in an online modality for the Fall 2020 semester, it is extremely important to familiarize yourself with D2L and the course homepages to stay caught up with all your assignments! One way to ensure that you are not missing any announcements is to set up D2L Notifications.

Additionally, I encourage you to download “The Pulse App” onto your mobile devices to stay up to date on course updates and notifications. It gives you one easy view of course calendars, readings, assignments, evaluations, grades, and news. The app will help you to make better decisions about how to handle your workload, when to submit assignments, and when to prepare for tests. Real-time alerts will let you know when classes are cancelled, rooms are moved, new grades are available, and so much more!

STAY CONNECTED WITH YOUR PEERS!

GroupMe is one of the easiest ways to stay connected throughout campus! GroupMe — the free and simple way to stay in touch with friends and classmates, quickly and easily. Organize a study group, keep in touch with friends and classmates, plan your events, or coordinate with classmates—all in the same place. GroupMe works on Windows, iOS, Android, and the web, so you can stay in touch on the go. Even your friends without smartphones can join—add anyone from your phone book and they can jump right in and chat with the group. Get the app now!
Take Advantage of a Calendar!

There are many ways to stay organized. One of the best ways to keep track of your time and to-do's is with a calendar! Organization is all about finding what works best for you, so try out a method or two and see what fits your needs. A standard desk or wall calendar is an easy way to keep track of major events throughout the month. This can be used to manage appointments, school events, exams, etc.

To make this tool more effective, try using different colored pens or markers for different types of events. For example: using red for social events, blue for school events, and green for exams. A planner is also a great tool to have. You can keep track of your to-do list, assignments, exams, events, etc. These also often include a mini calendar, too.

A good strategy for managing to-do's and assignments is to write out a list on Sunday, and/or each morning, and distribute them throughout the week. Decide how much time each will take, which days have enough time, and when each to-do needs to be done, and write them out in your planner! Google Calendar is really useful for time blocking, keeping track of events, and keeping track of to-do's and reminders. The most useful way to use this tool is to try time blocking. Upload your class schedule onto Google Calendar* to keep track of the time and place of each class. You can also keep track of appointments and events that have a specific time. Blocking out time to eat, sleep, rest, study, and have fun is really important in college, so keeping track of that time is helpful. Each of these tools is very helpful on their own. Using a combination can be a good idea, too! Again, finding what works best for you is the most important strategy.

*Directions to do so can be found by going to UAccess > Student Center > Enrollment > Schedule > Weekly View > Export to Calendar/ICal)
Quizlet

Quizlet is a great resource to use when studying for classes! This free software uses simple learning tools that help you study for anything, whether it is for a quiz, exam, or final. Some interactive tools include but are not limited to: Flashcard mode, test mode, writing test mode, spelling mode, and game mode! Quizlet helps you differentiate review, helps you incorporate collaboration and teamwork skills, and helps students prepare for tests. The best way to learn is to make your own set, but know that there are premade sets also available just make sure to check the content! Download the Quizlet Android/iPhone app and select Sign up for free. You can create a free account using your email address, Google account, or Facebook account.

Stress Management

Stress is a common problem for college students, but preventing stress and dealing with it are possible. There are many resources out there, so you can find what best works for you. Prevention is the place to start, but you can always find a way to help yourself when you feel stressed or burnt-out!

To prevent stress, it’s important to focus on taking care of yourself. This is often overlooked among college students, given how much work we do and how easy it is to value working over our own needs. Making sure you are getting enough food, water, sleep, exercise/movement, and down-time is vital. Find tools that will help you organize your time, and block out sometime for yourself. On that note, organizing your room and your to-do lists can significantly help in preventing stress.

When you feel generally stressed, you can take some steps to help center yourself. In the moment, it can be helpful to focus on your breath or your surroundings. Taking breaks, journaling, and talking to someone are also great ways to cope. For your work, prioritizing to-do’s, then breaking them down into small steps can help make a seemingly endless amount of work more manageable. Also remember to reframe your issues in another light and focus on the bigger picture when it comes to your plans and tasks.
Burnout is a real problem that many of us can struggle with at some point. Prevention is really important, but when you’re in it, it can feel awful. The best way to start helping yourself is to take a break! Find some time or cancel some plans and let yourself rest. Finding a way to release your energy and feelings is important too. Working out, walking, cooking, drawing, or whatever else helps you are all great ways to release your feelings. Making sure your needs are being met is necessary as well; being hangry isn’t going to help!

In any case, if you’re struggling with stress, anxiety, burnout, etc, it’s important to find someone who you can talk to. Friends, family, advisors/mentors, and whoever else you feel comfortable with are all great supporters that you can reach out to.

If you find that your struggles need more attention, a counselor or therapist could be the solution. At CALS, we have our life management counselor, Ryan Daly. He’s a licensed professional counselor and offers free, confidential mental health counseling. Ryan Works along side the Campus Health, Counseling and Psych Services (CAPS). Campus health also provides counseling and psych services, click here to find out more.

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