Unsure on what major to choose? Come to the

Carnival of Majors!

An event hosted by the Department of Academic & Student Development, where representatives from major departments come out to give students very useful information on majors and minors. Faculty members from academic departments will be available to facilitate students’ questions.

When: Wednesday, March 12th
11:00am to 1:00pm
Where: SMC Multipurpose Room
Why: To help you find the major you have been searching for!
Ask an Adviser...

**Question:** I always feel like I have so much to do and so little time! What are some tips you have for time management?

**Answer:** There are so many things you can do to be a successful student but managing your time wisely is possibly one of the most important skills to master! Here are some key points and tips of advice for you to consider:

**Using Your Time Wisely**
A huge part of success is planning. Setting short, intermediate, and long term goals for yourself can be a great way to minimize stress and stay on track! Make sure you buy and use an academic planner! This is key to staying organized!

**Short-term Schedule**
The day before, write out a list of what you want to accomplish the next day on an index card. Be as specific possible, including times that you will work on each item. Carry this card with you and cross out activities as they are accomplished.

**Intermediate Schedule**
Construct a short and specific list of assignments, projects and other chores that you need to accomplish during the week, and cross off each item upon completion. Hang your list up in a place you will see it every day and remember to create a new list each week.

**Long Term Schedule**
In your planner, write the dates and times for all of your exams, assignments, papers, meetings and major events for the entire semester. Keeping all of these dates accessible will make it easier for you to remember them. Also, preparing in advance will prevent the stress associated with cramming for an exam or pulling all-nighters to finish a paper.

It is OK if you cannot stick to your plan exactly. However, creating a schedule as a reference and reminder will help you focus and manage your time more efficiently. For greater efficiency, it is often wise to use a combination of these methods, or all three!

Have other questions about degree audits, majors, minors, or other advisement topics? Contact your assigned adviser, email us at adviser@millersville.edu, stop by our office in Lyle Hall or call 872-3257 and set up an appointment.

---

The Right Tool for the Job

Today your plan is to change the oil in your car. First, you need to make sure you have all that is required to change the oil. Oil, check...filter, check...filter wrench, check, so now I can get started. Much like the checklist for changing your car’s oil, planning an appointment with your adviser is making sure you have the right tools for the job and prepares you for advisement and registration.

- Print a copy of your DARS (degree audit)
- Review the general education and major requirements
- Have a list of questions for your adviser
- Know your academic plans and goals
- Compile a list of courses you are interested in for the upcoming semester
- Obtain your TAP number from your adviser

---

Who We Are

The Department of Academic & Student Development, located on the 2nd floor of Lyle Hall, coordinates services for all students in conjunction with academic departments such as change of majors, minors, and advisers, and provides advisement for students who have not yet declared an academic major in collaboration with the Exploratory advisers. The office has a comprehensive website at www.millersville.edu/advisement. The Exploratory Program also has a website which includes relevant information for the undecided student at www.millersville.edu/undprgm.