

SPRING 2022 WEEKLY PLANNER & MASTER SYLLABUS



UNC

College of Performing
and Visual Arts

WELCOME TO UNC!



Hey Bears! Welcome to the spring 2022 semester. We are so glad to have you in our community and back on campus!

This digital planner has been designed to support your success at UNC. It will help you plan and work toward your goals and also keep track of your busy college schedule and personal life. This file can be printed or downloaded for use on your personal computer, whichever you prefer.

SPRING 2022 COURSE INFORMATION

Use this page to document your advisor(s) and your professors' contact information and their office hours for easy access.

SPRING 2022 SEMESTER AT A GLANCE

We have added important dates and events to remember throughout the semester. You can complete the rest of the page with your exam dates, assignment and project deadlines, and personal events.

CREATING A MASTER SYLLABUS

You can use the weekly planner in a variety of ways, including as a master syllabus. At the start of the semester, gather your syllabi from each course and transfer all of your assignments, projects, papers, and exams to this weekly planner. If you want to be extra detail-oriented, you can add your weekly readings, too. When all of your due dates are combined, you can anticipate your busy weeks and plan ahead. Likewise, you can identify your lighter weeks and schedule some fun and relaxation. Taking the time to get organized at the start of the semester will benefit you now and later! The planner can also be a great tool for tracking healthy habits, maintaining awareness of important university deadlines, and creating relevant to do lists for your courses.

MONTHLY REFLECTION

At the end of every month, take a few minutes to reflect on the experiences you had, the things you want to happen next month, and the steps you are taking toward your goals. At the end of the semester, you can review your entries and set new goals for the following semester!

The PVA Advising Center is available to provide support, and we hope this digital planner helps you reach your academic goals. Click below to schedule an appointment with one of our Advising Team to discuss tips on setting goals, getting yourself organized, etc.

[SCHEDULE AN APPOINTMENT WITH AN ADVISOR](#)

SPRING 2022 COURSE INFORMATION

Major Advisor Name _____ Advisor Email _____

Office Location _____ Office Hours _____

To complete this information, find the syllabus your instructor(s) provided for each of your classes.
Use that information to fill in the days/time and location of the course, along with instructor name and email.

TIP: Maintaining communication with your professors will be critical throughout your college career.



Course Name
Day(s) & Time(s)
Location
Instructor(s)
Office Location
Email

Course Name
Day(s) & Time(s)
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Course Name
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SPRING 2022 SEMESTER

Writing down and sharing your goals increases your ability to follow through! Screenshot this page and tag @unc_arts on Instagram with your goals for fall.

JANUARY						
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30	31					

FEBRUARY						
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SEMESTER GOALS:

MARCH						
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APRIL						
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ACADEMIC EVENT REMINDERS:

- | | |
|----------------------|----------------------------------|
| Monday, Jan 10 | First Day of Classes |
| Friday, Jan 14 | Add Deadline |
| Monday, Jan 17 | Campus Closed |
| Monday, Jan 24 | Drop Deadline |
| Monday, Jan 24 | Grade Replacement Deadline |
| Wed-Thurs, Feb 16-17 | Commencement Fair |
| Mon-Fri, Mar 14-18 | SPRING BREAK (No Classes) |
| Monday, Apr 4 | Summer/Fall Registration Opens |
| Friday, Apr 29 | Course Withdrawal Deadline |
| Mon-Fri, May 2-6 | Finals Week |
| Saturday, May 7 | Undergraduate Commencement |
| Wednesday, May 11 | Final Grade Deadline (at 5 p.m.) |

MAY						
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WEEKLY PLANNER

WEEK 1 - DATES: Monday, January 10 - Friday, January 14

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Drinking water will be vital for good health in our Colorado air. Track other healthy habits of your own in the block below.

HABIT TRACKER:

Water:

TO-DOs or NOTES:

WINTER WELCOME - Mon, Jan 10-14

DEADLINE TO ADD CLASSES - Fri, Jan 14

Use the start of a new semester to get organized & make new connections with fellow Bears.

WEEKLY PLANNER

WEEK 2 - DATES: Monday, January 17 - Friday, January 21

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New suggestions for habit tracking:
journaling, exercise, healthy eating,
or getting a full eight hours of sleep daily.

HABIT TRACKER:

Water:

TO-DOs or NOTES:

MLK DAY - Mon, Jan 17 (campus closed)

What are you trying to do outside of classes to get involved and make new friends?

WEEKLY PLANNER

WEEK 3 - DATES: Monday, January 24 - Friday, January 28

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You can use a habit tracker for anything. Come up with your own ideas of new healthy habits that you'd like to build for yourself.

HABIT TRACKER:

Water:

TO-DOs or NOTES:

DEADLINE TO DROP CLASSES ON URSA - Mon, Jan 24

Designate time each week to create your weekly to-do list.

WEEKLY PLANNER

WEEK 4 - DATES: Monday, January 31 - Friday, February 4

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Habit tracking suggestions: budgeting, hobbies, keeping your space clean.

HABIT TRACKER:

Water:

TO-DOs or NOTES:

UNC SCHOLARSHIP DEADLINE - Tues, Feb 1

Think about the many ways you can let someone know you care. You will never know how that positive feedback can help sustain them through difficult moments.

WEEKLY PLANNER

WEEK 5 - DATES: Monday, February 7 - Friday, February 11

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Habit tracking fosters accountability and can change your life moving forward!

HABIT TRACKER:

Water:

TO-DOs or NOTES:

Do ONE thing this week that your future self will thank you for.

WEEKLY PLANNER

WEEK 6 - DATES: Monday, February 14 - Friday, February 18

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Habit tracking suggestion:
try something new at the dining hall.

HABIT TRACKER:

Water:

TO-DOs or NOTES:

COMMENCEMENT FAIR -Wed/Thur, Feb 16-17

UNC JOB & INTERNSHIP FAIR - Thurs, Feb 17

Set aside time this week to answer a big question: what is valuable to you and why?

WEEKLY PLANNER

WEEK 7 - DATES: Monday, February 21 - Friday, February 25

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Repetition can be especially rewarding when you're tracking your habits.

HABIT TRACKER:

Water:

TO-DOs or NOTES:

Don't be afraid to ask for help/advice when you need it from a professor, a mentor, a counselor, etc. You might find a new way to do things that help you succeed.

WEEKLY PLANNER

WEEK 8 - DATES: Monday, February 28 - Friday, March 4

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Schedule an appointment with a Academic Advisor for some goal accountability:
[BOOK AN APPOINTMENT TODAY!](#)



Habit tracking suggestion:
Listen to music or read an interesting book.

HABIT TRACKER:

Water:

TO-DOs or NOTES:

FAFSA PRIORITY DEADLINE - Tues, Mar 1

SPRING REGISTRATION OPENS SOON -

**MAKE AN APPOINTMENT WITH YOUR
ACADEMIC ADVISOR!**

WEEKLY PLANNER

WEEK 9 - DATES: Monday, March 7 - Friday, March 11

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Choose a habit you care about doing regularly. Don't worry about whether others think it's important.

HABIT TRACKER:

Water:

TO-DOs or NOTES:

Write down **THREE** things that went well this week and **TWO** things that could have gone better (and what you learned from them).

WEEKLY PLANNER

WEEK 10 - DATES: Monday, March 14 - Friday, March 18

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Habit tracking suggestion:
Get an early start to your day. You will have more time in your day to get things done.

HABIT TRACKER:

Water:

TO-DOs or NOTES:

SPRING BREAK ALL WEEK!

Make a list of the tasks you have been putting off.
This week, cross off everything on that list!

WEEKLY PLANNER

WEEK 11 - DATES: Monday, March 21 - Friday, March 25

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Take time this week to clean and organize your room and study space.
A clean work area can help you focus on your projects.



How are you doing with your habit tracker? Research shows that people who use a tracker are more likely to succeed with their goals.

HABIT TRACKER:

Water:

TO-DOs or NOTES:

K-12 EDUCATOR EMPLOYMENT DAYS -

Thurs-Fri, Mar 24-25

WEEKLY PLANNER

WEEK 12 - DATES: Monday, March 28 - Friday, April 1

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Habit tracking suggestion:
schedule regular study times in your day.

HABIT TRACKER:

Water:

TO-DOs or NOTES:

FALL COURSE REGISTRATION OPENS - Mon,
Nov 7 (if you do not have a PIN, schedule
a meeting with your academic advisor)

Get ahead by organizing a personal study plan for finals.

WEEKLY PLANNER

WEEK 13 - DATES: Monday, April 4 - Friday, April 8

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Habit tracking helps you focus on your goals and the process rather than the result.

HABIT TRACKER:

Water:

TO-DOs or NOTES:

FALL COURSE REGISTRATION OPENS - Mon, Apr 4 (if you do not have a PIN, schedule a meeting with your academic advisor)

Take time this week to sit down and set some goals for the rest of your semester.

WEEKLY PLANNER

WEEK 14 - DATES: Monday, April 11 - Friday, April 15

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Habit tracking suggestion:
Try something grounding like yoga,
meditation or deep breathing exercises.

HABIT TRACKER:

Water:

TO-DOs or NOTES:

Take time to write down **THREE** things you're proud of this week.
If you haven't done so already, visit your advisors for some great finals study tips.

WEEKLY PLANNER

WEEK 15 - DATES: Monday, April 18 - Friday, April 22

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Use the habit tracker as you're preparing for finals. Study a little each day.

HABIT TRACKER:

Water:

TO-DOs or NOTES:

Check out this video for study tips to prepare for your final exams:
[GIVE YOURSELF AN ADVANTAGE ON YOUR FINALS!](#)

WEEKLY PLANNER

WEEK 16 - DATES: Monday, April 25 - Friday, April 29

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Finals can be stressful - remember to integrate self-care and wellness throughout your study plans.



Stack new habits by connecting them with ones you already do daily. (ie enjoy your daily coffee during a morning walk around campus before class).

HABIT TRACKER:

Water:

TO-DOs or NOTES:

CASFA DEADLINE -Sun, May 1

WEEKLY PLANNER

WEEK 17 - DATES: Monday, May 2 - Friday, May 6

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You've made it to the end of the semester!
Reflect on all of the healthy habits
you've worked toward!

HABIT TRACKER:

Water:

TO-DOs or NOTES:

FINALS WEEK - We're rooting for you!

UNDERGRADUATE COMMENCEMENT - Sat, May 7

Have a great summer break - take some time to think about next semester's goals
and keep in touch with new UNC friends while you are gone!

