Student Support Services
HIGHLAND COMMUNITY COLLEGE

Start Here. Go Anywhere!

SECOND FLOOR IRVIN HALL

TRiO

December 2013 Volume 4, Issue 3

Math Specialist Gives Advice on Preparing for Math Final

By Michelle Hurn

Final exam time can strike both excitement and fear in a student's heart. Excitement because the semesters break is nearing. Fear because tests, and especially comprehensive tests, can be tough.

The key to getting through your math final exam is to be well prepared by test day. While it may be impossible to study every topic that you have studied over the entire semester, you should still spend time preparing for the big test. First, gather together your chapter or unit tests you have taken during the semester. Review the types of problems that you have already been tested over. Second, if your instructor provides any review materials for the final exam, be sure that you understand how to work the problems on the review. It's a good idea to do the review worksheet twice.

Keep in mind that you don't have to do all of this on your own. You can go to Irvin Hall and find a peer tutor or math specialist to work with on topics that are troubling to you. Another possibility is forming a study group with other students from your class.

The more you do to make yourself physically comfortable, the more you will be able to focus on the test. So get a good night's rest and eat something before test time; if possible, arrive a few minutes early. If you are allowed a calculator, notes page, note card, or other materials (notes or textbook) , then be sure to take all of those with you on test day. Give yourself the advantages that you are allowed to have.

Last, be sure to bring a couple of pencils and to show all your work. Many math teachers give partial credit. If you show your process for working a problem, but make a small mistake along the way, you can still earn some points for the problem.

The earlier that you start preparing for the final exam the better prepared you should feel. So get started right away!

SSS Receives $500 Grant From Local Wal-Mart

Student Support Services is always looking for ways to better serve our students so at the beginning of the year Kim Bechtold along with the help of the other SSS staff applied for a Wal-Mart grant of $500. We just received confirmation that we received the grant and the funds will be used to purchase supplies for workshops and other SSS events.

We want to thank our local Wal-Mart for recognizing the need and bettering our community. We are really looking forward to our holiday gifting workshop next week and planning events for next semester!

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Extra, Extra!

Be sure to "Like" us on Facebook (Highland SSS) , follow us on Twitter (sss@highlandcc.edu), and follow us on Pinterest (Highland Community College) for updates and birthday announcements!

December Events

December 4-SSS Etiquette Dinner, 6:30pm, Highland Community Building

December 9-Missouri Western State Univeristy Admissions Rep, 9am-12pm, CT Lobby

December 10-Holiday Gift Making Workshop, 1pm-3pm, (come and go), Irvin Hall, 2nd Floor

December 10-13-Finals for On-Campus Classes

December 13-SSS Grant Aid Applications Due

December 23-January 5-Winter Break, Offices Closed

December 25-Christmas Day

December 31-New Year's Eve

December Birthdays

December 7-Haley Siess

December 9-Paige Ellis

December 10-Nicole Morgan

December 14-Justin Dickey & Katy Jeter

December 15-Johnny Wolters

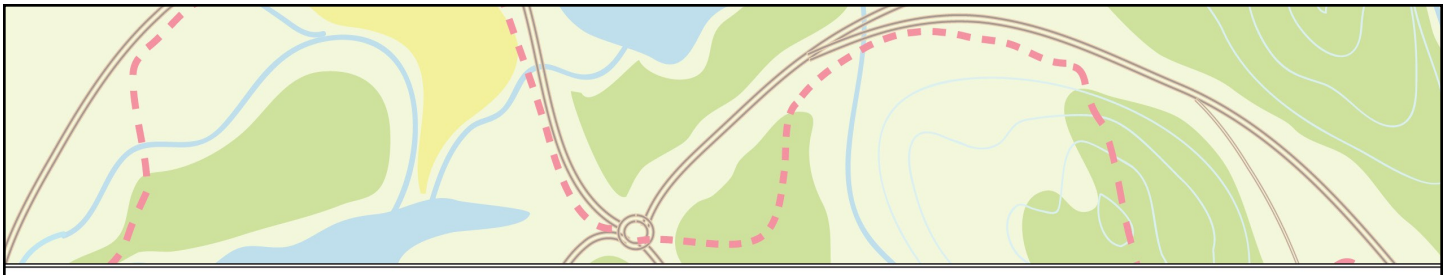
December 17-Justice Daniels

December 18-Cornelius Ukena

December 19-Marli Mears

See quotes from SSS members who attended the Etiquette Dinner on page 3 of this issue. News story and pictures on page 5.

Good luck to all students on final exams! Have a great and safe winter break , and we will see you next semester!



Study Tips for Upcoming Finals from SSS Retention Coordinator

By Audrey Caudle

Ok, if you don't want to take your chances, why not try some actual strategies when it comes to studying for your finals?! Here are the 5 tips you might find helpful.

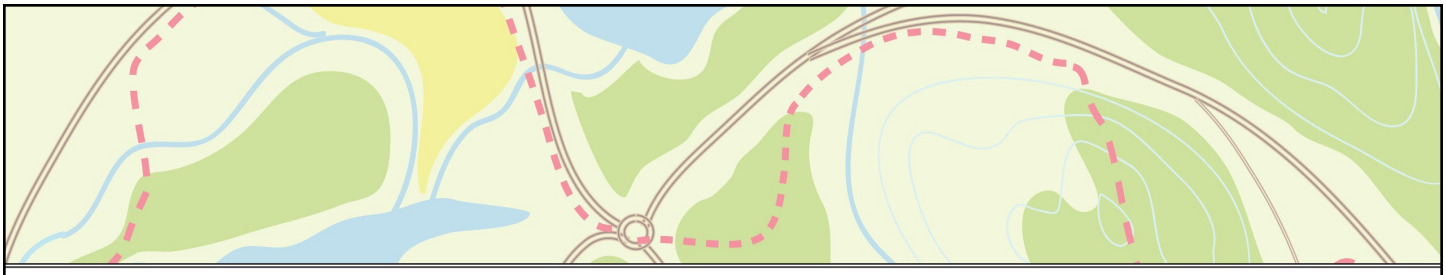
- Talk to your instructor, go visit them and ask some good questions. They might give you some really great information that will help you focus your studies.
- Don't study evenly for each exam. Focus on the exams you really need to focus on, this requires prioritization! Ask yourself how well you already know the material and proportion your study time based on what you know about yourself and the class.
- Don't take on any extra work or commitments during this time. It's ok to say "no" to others and put your academic success first.
- Study in chunks of 20 to 50 minutes and take the breaks you need. Being overly tired during finals week due to cramming all night long will take its toll on your ability to recall information.
- Keep Calm and Test on- breathe deep if you need to, visualize yourself passing the exam, think positive thoughts, but keeping calm will help you to focus on what you know and keeps things in perspective.

Write Now! SSS English Specialist Gives Ideas on Painless Paper Writing

By Randa Arnett

Sometimes the best advice is not the most exciting, or the most unique, or even the most interesting. It is the best because it leads to success. Such is the case with the well-worn advice offered here: when faced with a writing assignment, begin working on it at once; in other words, always start yesterday. Yesterday? Well, okay then, as soon as you possibly can. Getting some thoughts down on paper is always a step in the right direction. Even if those first desperate words do not find their way into your final draft, they will be instrumental in the thought process that does produce your finished writing piece. However; it is also possible that the first thoughts you jot down end up being exactly what you want to say in your final draft. How frustrating to think of a clever line or an important point and then not be able to recall it when the actual writing of the paper begins. So, snag those elusive thoughts about your topic and anchor them in lead onto a piece of paper (or in your electronic notebook). Use the organizing technique that works for you, brainstorming lists, Venn diagrams, topic webs, graphic organizers in the form of bubbles, or rectangles, or triangles – the method or format is not as important as the act of writing your ideas down. Getting some ideas written down makes the paper or assignment seem more "do-able." Empty screens and blank sheets of paper taunt and haunt as they whisper, "No finished paper here." Silence the Writer's Block Bully by brandishing your Pentel fine point or clicking on your keyboard and give those ideas some form. Do not wait for the perfect thought; do not wait for the perfect sentence. In fact, do not wait at all. Waiting only makes the Deadline Dragon's flame hotter and the task larger. Let the writing begin, now!

Holiday Vocal Concert, 12/5/13 and 12/7/13, Both performances 7:30pm
Fall Finals Breakfast, 12/9/13, Cafeteria, 10:30-11:30pm
Winter Break, 12/23/13-1/6/13, Campus Offices Closed
Winter Break for Students, 12/16/13-1/15/14
Move In Day On Campus, 1/14/14
On Campus Classes Begin, 1/15/14



Tips on Relaxation While Studying, De-Stressing During Finals Week

By Kim Bechtold

10. Declutter! You'll feel so much better when all of your notes, study sheets and space are organized.
9. Listen to music – Close your eyes for a few minutes and listen to a couple of your favorite tunes.
8. Lay off the sugar – substitute water for soda -- and fruits, veggies, and salty snacks instead of sugary ones.
7. Stretch! Take a break every now and then to stand up and shake it out.
6. Comfort food! Take a break from studying and enjoy breakfast in the cafeteria on Monday, December 9th at 10:00 p.m.
5. Relax and take a break with a movie or chat with a good group of friends.
4. Take a walk around campus. Fresh air will give you a boost for the next study session.
3. Plan a spa night, pamper yourself and relax!
2. Yoga or other exercise will clear your mind and keep you healthy!
1. Take a Power Nap! – Studies show that a 20 minute nap in the afternoon will help you throughout the day.

Student Lingo Program Offers Free Training

By Andrea Keller

Have some time to kill? Looking for ways to make yourself better? HCC students and employees have access to a variety of FREE trainings! Student Lingo provides 12 workshops that focus on academic and career exploration, learning to learn, personal management, and reading/writing strategies. Employees have over 100 webinars at their fingertips that delve into topics concerning teaching and learning, student success, organizational development and campus safety using Go2Knowledge. There is truly something for everyone, so please take advantage of this great resource!

Students (Student Lingo)- www.studentlingo.com/highlandcc

Employees (Go2Knowledge)- www.go2knowledge.org/highlandcc

SSS Member Quotes From Etiquette Dinner

"This is my first time attending the dinner and I thought it went very well and ran smoothly."

"I thought it was very interesting. This year was my first year attending it and it was a great experience."

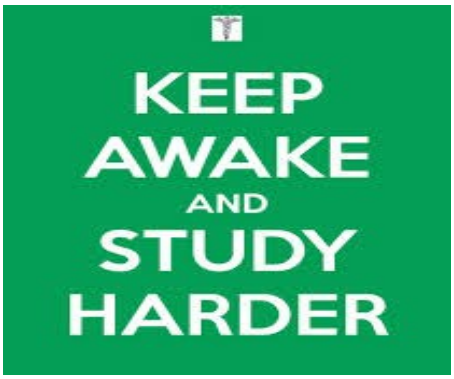
"I enjoyed the company of others and enjoyed getting to know my hostess. I also enjoyed learning about how to eat in a formal setting."

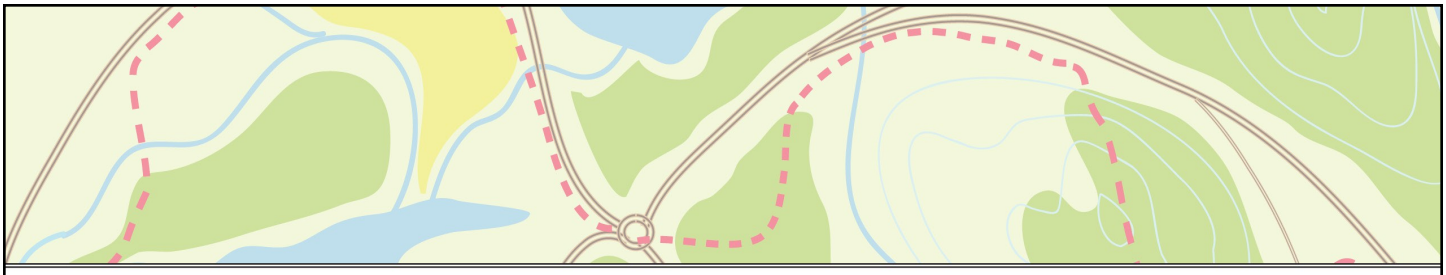
"The cakes were AMAZING! I really enjoyed it and I can't wait to come next year!"

"I enjoyed mingling with new people and sitting with a host. The food was really good as well."

"It wasn't too strict or formal. It felt comfortable to be in that setting. I really enjoyed the food, and also learning how to eat correctly at a formal dinner."

"I don't normally like formal dinners, but this was a really good experience!"





SSS Host Second Annual Etiquette Dinner, 55 People in Attendance

By Andrea Keller

The 2nd annual SSS etiquette dinner was held the evening of December 4th at the Highland Community Center. Fifty-five guests were present, which included students, staff, administrators and community members. Great Western served as the caterer and provided a delicious gourmet meal. HCC's very own Vanetta Geiger, Assistant Director of Admissions, delivered the etiquette presentation in combination with the following table hostesses: Beryl Blevins, Karen Rockhold, Ginger Scott and Elizabeth Smith, all friends of the Highland college community. SSS staff members (Randa Arnett, Kim Bechtold, Audrey Caudle, Kristi Kelley, Andrea Keller and Shelley Smith) also served as hostesses for the event.

Vanetta covered a variety of topics applicable to many environments: business interviews, dating, formal dinner settings, international etiquette, and meeting the parents of a significant other. Guests also learned how to maneuver the place setting, pass dishes around the table, tip the wait staff, carry on appropriate dinner conversation and the importance of responding to an invitation, to name a few. The evening ended with an assortment of homemade desserts prepared by HCC staff and generous community members.

Right: Fifty-five guests, including SSS members, SSS staff members, college administrators, and community members attended the 2013 Etiquette Dinner hosted by SSS and presented by HCC's Vanetta Geiger.

SSS staff members would like to thank the following people for helping make the 2013 Etiquette Dinner a success: Vanetta Geiger, Beryl Blevins, Linda Collins, Karen Rockhold, Ginger Scott, and Elizabeth Smith.

Right: Assorted desserts prepared by some hostesses, HCC staff members, and some community members for dinner attendees to enjoy after dinner.

Right: Table hostess and SSS staff member Kim Bechtold, HCC President David Reist, and SSS members engaging in pre-dinner conversation.

Left: Table hostess and SSS staff member Shelley Smith and SSS members putting the etiquette information they were given to use and enjoying the meal.

Left: Vanetta Geiger presenting SSS members and table hostesses with proper etiquette information to prepare everyone for the upcoming meal.