**Are You Ready for Finals?**

With finals week coming up, be sure to get a plan of attack ready to ensure you make the best grades possible. Here is a list of 20 things you can do to get ready!

1. Create a study guide.
2. Ask questions.
3. Attend the review session.
4. Start early.
5. Organize a group study session.
6. Study things not on the study guide.
7. Take breaks.
8. Stay well-rested.
9. Create a studying schedule.
10. Prioritize your exams.
11. Study for the style of exam.
12. Quiz yourself.
13. Meet with your professor.
14. Reorganize your notes.
15. Pace yourself.
16. Teach classmates.
17. Revolve your focus.
18. Color code it.
20. Make it fun.

More information can be found at the following link: [http://www.fastweb.com/student-life/articles/4090-20-study-tips-for-finals](http://www.fastweb.com/student-life/articles/4090-20-study-tips-for-finals)

**Finals Week Tutoring**

Tutoring will be available during finals week in Irvin Hall.

**Tutoring Hours**

**Monday – Thursday**
9am to 9pm

**Friday**
9am to 2pm

The last day of Tutoring for the fall semester will be December 12th. Spring tutoring will resume on January 20th, 2015.

---

**3rd Annual Etiquette Dinner**

The Third Annual Etiquette Dinner was held on Nov 12, 2014, at the Klinefelter Farm. It was a very cold evening, but the weather held out for us and we were all able to stay warm and cozy in the barn. Throughout the dinner, Vanetta Geiger gave an expert presentation on Dining Etiquette to our audience that included SSS students and staff, community members, and President Reist. Community members provided the table settings and acted as table hosts offering conversation and pointers to the students seated with them. The meal, catered by Sisters’ Country Cookin’, included salad, a choice of chicken or pork, potatoes, and green beans. Homemade desserts were provided by community members. Students learned how to navigate a myriad of social situations at a formal dinner and everyone enjoyed the good conversation and food! We would like to thank our table hosts, our servers, everyone that provided a dessert, and Wendell and Lindsey at the Barn! We couldn’t have done it without all your help! We are looking forward to next year!

**Staff Contact Information**

Andrea Keller, Director: 785-442-6147, akeller@highlandcc.edu
Audrey Denton, Retention Coordinator: 785-442-6017, acaudle@highlandcc.edu
Kimberly Bechtold, Transfer Advisor: 785-442-6052, kbechtold@highlandcc.edu
Randa Arnett, English Specialist: 785-442-6151, rarnett@highlandcc.edu
Michelle Hurn, Math Specialist: 785-442-6075, mhurn@highlandcc.edu
Shelley Smith, Math Specialist: 785-442-6063, ssrsmith@highlandcc.edu
Bethany Smith, Administrative Assistant: 785-442-6058, bsmith@highlandcc.edu

---

**Holiday Extravaganza!**

**Wed Dec 5th**
Stop by anytime between 1-3pm
Complete a survey and pick up your gift!
Don’t miss it!