



ACCESS TO SUCCESS

ACCESS OFFICE HOURS

Room C1-117

FALL SEMESTER

Mon-Thurs 10 AM to 5 PM

Fri CLOSED

Closed December 16 to January 2

WINTER SESSION

January 3 – 26, 2012

Mon-Thurs 10 AM to 3 PM

Fri CLOSED

Contact ACCESS:

access_mc@wvm.edu

408-855-5192

December 2011

In the following pages:

- Important Dates: Winter Session & Spring Semester
- Nine Ways to Prepare for Finals
- Kwanzaa Celebration at Mission
- Transfer Center Events
- Student Health Services
- Academic Support Center
- Scholarship Information
- Workshop: What Successful Students Know, Have, and Do
- Software on the Cheap
- Community College Law School Day at Hastings College
- Music Event FREE to Mission College Students
- Calendar

ATTENTION New ACCESS Students

If this is your first semester in the ACCESS Program, you have received emails and phone calls throughout the semester reminding you of the requirements for you to remain in ACCESS. **These orientation requirements must be completed by the end of Fall Semester:**

- Sign the student contract (online at ANGEL)
- Take the STRONG career assessment quiz (online at ANGEL)
- Phone the ACCESS Office at 408-855-5192 to make an appointment to meet with our counselor Michele to go over your STRONG career assessment results. (a 45-minute session)
- Set up a second appointment with Michele to complete/revise your Educational Plan. (a 45-minute session)
- Watch 5 one-hour workshops (online at ANGEL) and complete the brief quizzes/activities
- Attend a one-hour final orientation session with Michele to wrap up the semester.

This may seem like a lot, but it is less than 10 hours total, and you have had the entire semester to complete the workshop requirements. Also, most of these activities can be done on-line, at times that are convenient for you. If you have not yet completed these activities, time is running out. **If you have questions, or difficulties with the workshops or quizzes, come into the ACCESS Office and we will be glad to assist you!**

Requirements for Continuing Semesters in the ACCESS Program:

As a continuing ACCESS student, you must meet a few requirements in order to stay in the ACCESS Program.

- Complete 9 units every semester.
- Maintain at least a 2.75 GPA. (If your GPA falls below a 2.75, you need to go to the tutoring labs two hours a week, and submit a pink Activity Attendance Form to ACCESS every week with a lab signature verifying your attendance.)
- Complete at least ONE workshop every semester. You may select any of the workshops in the *Web Workshops for Success* folder on the ACCESS ANGEL site. Of course, you are more than welcome to view more than one workshop, as you will probably see several topics that would be helpful for you. On the ANGEL site, click on the CONTENT tab. Then click on Ongoing ACCESS Students and read the Workshop Information. meet with an ACCESS Counselor for Ed Plan Review and check in every semester. Between Michelle and Jenny, a counselor is available almost all the time we're open, Monday through Thursday! If you haven't seen one of them yet this semester, make an appointment SOON!
- Complete a Grade Progress Form with each of your professors and turn it in by the end of the 6th week of classes, and meet with an ACCESS Counselor by the end of the 7th week if any grades are a "C" or lower.

Important Dates

2012 Winter Session	
November 21	Web Registration for continuing students
December 1	Open registration for new, returning and continuing students
January 3	Winter Session begins
January 16	Martin Luther King Jr. Holiday, Campus Closed
Once posted	Winter 2012 final grades available on My Mission Portal/MyWebServices. Grades available as soon as posted by the Faculty.

Refund Policy for Winter Session and Spring Semester

Refunds for short term classes are given if students drop before 10% of the scheduled class meetings have elapsed. (Faculty signature is not required to drop a class.)

For **Short-Term classes that meet five days or less**, the last day to drop with a refund is the day before the first class meeting.

Last day to drop classes **without a W (no refund)** = 20% of class meetings.

Last day to drop classes **with a W (no refund)** = 75% of class meetings.

Important Dates

2012 Spring Semester	
November 21	First day of web registration for continuing students
December 1	First day of open registration for new, returning and continuing students
January 16	Martin Luther King Jr. Holiday, Campus Closed
January 17	First day of in-person registration for high school students
January 28	First day of instruction**
February 10	Last day to add semester-length classes with an Add Code via My Mission Portal. Go to the Mission College home page; select My Mission Portal; login; then select MyWebServices.
February 10	Last day to drop semester-length classes for a refund. Refunds for short-term classes are given if students drop before 10% of the scheduled class meetings have elapsed. For short-term classes that meet five days or less, the last day to drop classes for a refund is the day before the first class meeting. (Faculty signature not required to drop classes).
February 17	Last day to drop semester-length classes without a "W" on student's record (no refund).
February 17	Financial Aid students must complete 66.7% (2/3) of units enrolled on this date for Satisfactory Academic Progress (SAP)
February 17	President's Holiday Weekend, Campus Closed
March 9	Last day to file application for graduation Commencement Ceremony
March 26-31	Spring Break, Campus Closed
April 27	Last day to drop semester-length classes with a "W"
May 19-25	Final Exam Period
May 28	Memorial Day, Campus Closed
May 24	Graduation
Once Posted	Spring 2012 final grades available on My Mission Portal/MyWebServices. Grades available as soon as posted by the Faculty.

**Late Start Classes...Students can add open classes via web until the day before the first class meeting.

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Nine Ways to Prepare for Finals

Alexandra Mayzler



You totally don't want to think about it right now, but finals are just around the corner. That means you can add studying for them to your already vast to-do list. Here are some helpful hints on how to prepare for your exams and get everything else done.

Tip 1: Start early

Preparation for exams should begin earlier than the day before the test. You can't cram an entire unit of information into an all-nighter. Get started at least a week before the exam.

Tip 2: Organize

Begin by making yourself a calendar outlining a daily schedule of topics for review. Cover a small amount of material for each class each day. Every time you complete a topic, give yourself a mini review.

Tip 3: Outline

Once you have decided what you need to study and how much time you need to spend studying, it is time to actually study. One of the best ways is to make succinct outlines. As you read over your textbook and class notes, write a brief summary for each topic. Highlight the areas in your outline that were most troublesome. When you have finished with all the material, you will have an outline you can review.

Tip 4: Make flashcards

Similar to outlining, making flashcards is a really helpful technique for studying. By writing down the information from your outline, you are already doing half the studying. Once the flashcards are complete, you will have a portable study packet to look over.

Tip 5: Get help

If you are having trouble memorizing something or a particular concept is just not sinking in, get help before it's too late. Ask your teacher to go over a glitch you might be having. Or if memorizing 200 vocabulary words seems like too much to do, recruit your family members to quiz you with index cards.

Tip 6: Sleep

You need at least seven hours of sleep a night to function. Tests are designed to make you think. If you are sleep-deprived, you won't be able to remember any of the information you worked so hard to cram into your brain.

Tip 7: Stay calm

Do not panic at the exam! Even if at first glance the test is overwhelming, remember to breathe. If a question seems too hard, answer all the questions you know; then return to the ones you left blank. Remind yourself that you are prepared.

Tip 8: Don't rush

You have spent at least two weeks studying, so what's another couple of minutes? Work through the exam slowly and read all the questions before answering them. If you are done before the time is up, look over your answers.

Tip 9: Relax post-exam

Don't let panic overwhelm you. Even if you think you bombed the exam, worrying will not change your score. It may, however, affect your mindset for your next final. Zone out the last test and stay focused on the next one. Odds are you didn't do as badly as you think.

Join Us In Celebrating Mission College Kwanzaa!

When:
November 30, 2011
(Wednesday)
12 noon – 1 pm

Location:
TAV- Room 130
Mission College



UMOJA (Unity)

Special Guest(s):

Ms. Rolanda Pierre Dixon: "Benefits of Education"

Worku Negash: "African Centered Pedagogical Techniques"

Ademola Bolarinwa: Libation Ceremony



Supported by: Umoja Community Club Humanities 18 Class

Transfer Center Events, Room E1-201

NOVEMBER:

Tuesday, ¶ November 29	National Hispanic University	Table-Visit ¶ 10:00am to 1:00pm
Wednesday, ¶ November 30	11:00am ¶ to ¶ 6:00pm	University Application: Panor-Room
Wednesday, ¶ November 30	1:00 ¶ to ¶ 2:00pm	UC Application ¶ Workshop for ¶ International Students

DECEMBER

Thursday, December 8	National Hispanic University	Table Visit 10:00am to 1:00pm
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Transfer Center, E1-201

NEWS FROM STUDENT HEALTH SERVICES

The December 2011 issue of "Student Health 101," an e-health magazine, is available for you to view: <http://readsh101.com/missioncollege.html?id=1cb83b67>



The feature topic for this month's issue is "Stress Management During Final Exams." **Heather Rothenberg**, Nutrition Department Chairperson, gives her views on effective steps that can be taken before and during final exams. Five of our own Mission College students share their tips as well. This month's issue includes excellent articles on: Surviving finals, improving one's nutrition, selecting goals, pathways to success, cyber-bullying, what is safer sex, and staying fit during the holidays.

Students who access this web-link can sign-up to receive "Student Health 101" directly to their personal email account each month. Alternatively, students can bookmark "Student Health 101" in My Student Portal for easy reference. "Student Health 101" is completely supported by student health fees.

Free nicotine gum or patches

By appointment only, call extension 5142
Student Health Services, Room W1-303

Free nicotine gum or patches, along with one-to-one smoking cessation counseling, are available to students who are ready to commit to quit smoking. The free nicotine gum/patches are made possible by a grant from Breathe California; this grant will end in March, 2012.



ACADEMIC SUPPORT CENTER

Information for the Campus from ASC

ASC is here!

Spread the Word

The LATC, Tutoring Center, Learning Center and Math Learning Center have now all merged to form a new and improved service for students.

As part of this consolidation, we slightly remodeled our space in S2 and moved the tutoring center back into the main building. It had been in the Student Center (Technology Center area) since 2008.

Now our new Academic Support Center (ASC)— we're going to pronounce it "ask"— is taking shape as a hub for students on the second floor. All of our classes and services are located in S2, with entry doors at S2-401

and S2-201.

We will soon be getting a new banner to be placed above the entry doors on the balcony at S2-401 so students can easily see the center from all angles of the building. We've also asked for a poster for the door at S2-201 and some new brochures to announce our center to the college.

Our website has also just been updated with our new name and a complete list of the courses and services we offer. It is located at http://www.missioncollege.edu/depts/academic_support/index.html

We look forward to this new semester of changes and hope to attract many new students with



the improved signs and publications. Please spread the word and send your students our way!

Hours of Operation

Hours of operation this semester are the same for the entire center except for Saturdays. On Saturdays, only tutoring services are offered. Room S2-201 is closed and the courses IS 950 and ESL 900-905 are not offered.

Fall 2011 ASC Open Hours

Mondays 10-8
Tuesdays 9-8
Wednesdays 9-5
Thursdays 10-8
Friday 10-2
Saturdays 10-4 (Tutoring)

Contact Information

If you have any questions about our program or our courses, please contact us at 408.855.5085 or e-mail amelia.akers.maritin@wvm.edu or Chia chia.chen@wvm.edu

Scholarship Opportunities

University of Redlands Achievement Awards

Contact: University of Redlands, 1200 E. Colton Ave., Redlands, CA 92373, 909-748-8047, financial@redlands.edu, <http://www.redlands.edu>

Eligibility: Achievement Award given to students of high academic ability and leadership who plan on attending the University of Redlands in Northern California.

Award: Up to \$16,500

Deadline: December 15, 2011

Sunkist A. W. Bodine Memorial Scholarship

Students must have a background in California or Arizona agriculture. It is open to students entering any phase of their undergraduate college career, at any school, and in any field of study. Please remember that the student and/or a member of the immediate family (parents/siblings/grandparents) must be, have been or currently be involved in California or Arizona agriculture. The number of recipients varies each year, with selection based on factors such as financial need, grade point average, college board test scores, recommendations and an essay. Applications available at http://www.sunkist.com/about/bodine_scholarship.aspx.

Deadline: April 30, 2012 for Fall 2012.

American Chemical Society Scholars Program

Contact: scholars@acs.org or (800) 227-5558 ext. 6250

Students with outstanding academic records and a desire to pursue a career in the chemical sciences can apply for an ACS Scholars Award. Open to African American, Native American and Hispanic community college students majoring in a two-year chemical technology program or planning to transfer to a four-year school to pursue full-time study in a chemically-related field. . Applications available at:

http://portal.acs.org/portal/acs/corg/content?_nfpb=true&_pageLabel=PP_TRANSITIONMAIN&node_id=1234&use_sec=false&sec_url_var=region1&__uuid=c5e7048b-1110-4f7c-9ccd-7a9693b18f37

Awards of up to \$5,000* are given to qualified students.

Deadline: March 1, 2012 for Fall 2012.

What Successful Students Know, Have and Do

**Find out at this workshop on:
Thursday, Dec. 1**

1 pm – 2 pm

Rm. E3-501

Presenter: Theresa Tran, EOPS Counselor

Free Software Saves You Money

Software on the Cheap

Why pay top dollar when these programs cost nothing?

by Marc Saltzman | from: [AARP](#) | August 12, 2010

Whoever said nothing in this world is free obviously hasn't spent much time on the Web.

Thousands of downloadable programs and online services exist in cyberspace — if you know where to look, that is.

From [powerful photo editors](#) to [no-cost alternatives for storing important files](#), there's no shortage of quality programs you can take advantage of.

The catch? Some of these apps may be advertising-supported and don't offer extensive tech support, if any. In some cases, you might also see a "nag screen" to upgrade to a pro version of the software.

If you can live with these minor inconveniences, the following is a look at five recommended freebies.

Stay productive

While [Microsoft Office](#) is the granddaddy of office productivity software, you could spend up to \$500 for the suite of programs. Instead, the completely free [OpenOffice.org](#) from Sun Microsystems includes a number of powerful applications that include word processing, spreadsheets, presentation creation, databases and graphics. OpenOffice.org is also available in multiple languages and runs on many operating systems, plus the suite supports a wide range of file types created by other programs (yes, you can even import your Microsoft Office files such as .doc, .xls, .ppt, and others). Because this is "open-source software," you can install it on as many computers as you like and make copies for your friends.

Let the music play

It's a common misperception that [Apple's iTunes](#) is only for users who own an iPod. Unlike the costlier iPod devices, iTunes is completely free and hosts a ton of functionality, including (big breath here): organizing your songs and other media into folders and playlists; playing music and movies; recording music from store-bought CDs to your computer; streaming audio from hundreds of radio stations around the world; subscribing to and listening to podcasts and lectures; and much, much more.

iTunes is also an online store to acquire new music, audiobooks, electronic books, TV shows, movies and applications (such as games or productivity tools for iPod devices). The media software is available for both Windows and Macintosh.

To serve and protect

A small handful of anti-virus programs are available to download, but one of the highest-rated is [Avast! Free Antivirus](#), which has received an average user score of [4.5 stars out of 5 at CNET.com](#). This program protects your computer in real time from viruses and spyware, the latter of which can be Trojan horse files buried in another download and secretly spying on your Web surfing activity. Spyware can also slow down your PC, cause inappropriate pop-up windows or even add a toolbar to your Web browser without your permission. Avast! isn't just for web protection, but also filters your e-mails, instant messaging programs, and more. A simple-to-use interface also makes it a great pick for computer users on a tight budget.

The sky's the limit

Computer users know it's important to back up important files to protect them from theft, fire, flood, nasty viruses and power surges. Instead of buying an external hard drive or USB thumb drive, however, you can take advantage of free online storage with services such as [Microsoft's Windows Live SkyDrive](#). Consider it a password-protected virtual drive that resides on the Web, with up to 25 gigabytes (GB) of free storage offered per account (you can have multiple accounts).

Not only is Windows Live SkyDrive easy to use, but you can also access your files from any Internet-connected computer in the world, and, if you like, even section off part of your storage folders for friends and family to access with a different password — ideal for sharing photos and camcorder footage.

Picture perfect

Chances are you have hundreds (or even thousands) of photos stored on your hard drive. How do you organize, edit and share them all? One of the most intuitive and powerful photo management programs is [Google's Picasa](#) — and it's free! The 12-megabyte download is a breeze to use, offers many editing tools (including exceptional one-click red-eye fix) and has a clever "tagging" feature that scans all the photos in your collection, identifies the ones with faces, and groups photos with similar faces together; then you can add name tags to dozens of photos at once by clicking "Add a name" below a photo and typing in the person's name. Picasa currently works on Windows, Macintosh and even Linux operating systems.



UNIVERSITY OF CALIFORNIA HASTINGS COLLEGE OF THE LAW

Community College Law School Day

If you are a Community College student who is interested in law school.....

Learn how to get from point A-Z

When: December 2nd, 2011
9:30 AM – 2:45 PM

Where: UC Hastings College of the Law
200 McAllister, San Francisco

The Day Will Include:

- A Mock Law School Class
- Tips on how to plan a successful path from community college to law school
- Panel of current Hastings students who attended community college
- Law School Admissions Information Session
- UC Hastings Law School Tour

Lunch will be provided!

RSVP Required: armsjoi@uchastings.edu
or santoscoy@uchastings.edu

Sponsored by UC Hastings Admissions Office and Hastings Students

Music Event at Mission: FREE to Mission College Students!

Thursday, December 1, 2011

Members of the Mission College Symphony and guests perform music of the holidays. Come enjoy and sing along. FREE for all! 6:00 p.m. Campus Center

December

2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
November		29 --Nat'l Hispanic Univ table visit, 10am-1pm, E1-201	30 --University Application Panic Room, 11am-6pm, E1-201 --UC App Workshop-Internat'l, 1-2pm, E1-201 -- Kwanzaa Celebration, noon - 1pm, TAV-130	December		3
27	28			1-- First day of open reg for all students -- "Successful Students" workshop, 1pm, E3-501 --Holiday Music, 6pm, Campus Center, free to MC students	2 --Community College Law School Day, Hastings College, 9:30am-2:45pm, San Francisco	
4	5	6	7	8 --Nat'l Hispanic Univ table visit, 10am-1pm, E1-201	9	10
Have you completed your required workshop(s)????						
11	12	13	14	15	16	17
Final Exam Period						
18	19	20	21	22	23	24
<i>Happy Holidays!! ACCESS Office closed Dec 18 to Jan 2</i>						
25	26	27	28	29	30	31
<i>Happy Holidays!! Winter Session begins January 3, 2011.</i>						

Additional information on events listed in the calendar can be found elsewhere in this newsletter.