

PATHWAYS to LEADERSHIP AT BROOKLYN PUBLIC LIBRARY

Before Registering for Course(s)

- Determine which calendar you will use to track important dates and deadlines (i.e. a physical planner or a digital calendar).
- Meet with your academic advisor to familiarize yourself with program requirements and which courses you should prioritize registering for in the upcoming semester. *It is recommended that everyone meet with an academic advisor even if it is optional.*
- Ensure no holds on your account may prevent you from successfully registering.
- Check your university email frequently for when course registration for the upcoming semester opens. *This is typically in October for Spring and March for Summer/Fall.*
- Once available, update your calendar to include when course registration is. *If your appointment conflicts with your work schedule, and if possible, let your supervisor know so they can ensure you do not miss your appointment.*

After Registering for Course(s)

- As soon as it is available, review your entire syllabus.
- Include any important dates (i.e., deadlines for assignments, exams, office hours, and live classes) in your calendar; especially note any days/weeks with multiple deadlines.
- Reflect on your personal and professional commitments; determine which pockets of time will be available for schoolwork and note them in your calendar.
- Determine which materials you will need to be successful in your course(s) and where to source them from (i.e. your university library, local library, online, your employer, etc.).
- Set up your workspace, whether that means creating a comfortable place to work at home, making a recurring room reservation at your local library, or anything in between.