



CORVALLIS

school district

509J

Post Graduate Scholars

2017-2018

Handbook

Welcome to Post Graduate Scholars!

We believe that all students should have the opportunity to pursue an education that will enable them to achieve their goals. For many students, this includes post-high school educational programs. The Corvallis School District has partnered with Linn-Benton Community College to offer an opportunity for students who do not qualify for Oregon Promise to pursue a first year in college with financial and academic support. It is our hope that this program will help you take the necessary steps to further your education and take you closer to achieving your goals.

We know you are excited and we are excited for you. This handbook will guide you through the expectations we have and responsibilities you have while enrolled in Post Graduate Scholars.

Please keep this in a safe place so you can easily refer back to it.

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2017-2018 Academic Calendar

	Fall 2017	Winter 2018	Spring 2018
Priority Registration opens	May 25, 2017	Nov 20, 2017	Feb 20, 2018
Open Registration begins	August 7, 2-17	Nov 27, 2017	Feb 26, 2018
Face to Face Meeting	Bring class schedule to Harding Center	Bring class schedule to Harding Center	Bring class schedule to Harding Center
1st day of Destination Graduation held on Albany campus - Welcome Day (fall term only)	TBD	N/A	N/A
Classes begin	September 25, 2017	Jan 8, 2018	April 3, 2018
Last day to drop a class and not have to pay	October 2, 2017	Jan 16, 2018	April 9, 2018
Midterm progress reports due Face to Face Meeting	Fri, October 20	Fri. Feb 2	Fri. April 27
7th week progress reports due Face to Face Meeting	Wed, November 8	Weds. Feb. 28	Weds. May 23
Last day to withdraw from a class with a "W" before 5pm (still have to pay)	November 6, 2017	Feb. 25	TBA
Finals week and Book Buy Back (if books not returned to the bookstore must pay 40% of cost of books to high schools)	Dec 4 – Dec 6	March 19- March 23	June 11 - June 15
Face to Face Meeting	Bring Book Buy Back receipt to Harding Center	Bring Book Buy Back receipt to Harding Center	Bring Book Buy Back receipt to Harding Center
End of term	December 8, 2017	TBA	TBA

Student Expectations

While in the Post Graduate Scholars program there are certain expectations we have for you. These expectations are put in place to help you be successful in college.

- **Check your LBCC email daily and respond in a timely manner.** All communication from LBCC and from Post Graduate Scholars will come to your LBCC email.
- **Communicate with the Post Graduate Scholar program staff.**
- **Enroll in a minimum of 12 credits each term.**
- **Register only for in-person classes. Do not register for on-line courses.**
- **Obtain coordinator approval to drop a course.**
- **Participate in Book Buy Back.**
- **Register for HD120 Destination Graduation.**
- **Complete progress reports.**
- **Attend required face to face meetings.**
- **Attend tutoring if needed.**
- **Model appropriate college behaviors as outlined in the LBCC Student Rights and Responsibilities handbook.**
- **Maintain good academic standing as outlined by LBCC (2.0 GPA)**
- **Give your best effort always.** This is for your future and your success depends on you. Utilize all possible resources. Plan ahead. Meet with your instructors and advisor to keep on track. It is very difficult to juggle full-time work with your first year of college. Whenever possible we recommend that you DO NOT work more than 20 hours a week

Registration Requirements

Credits per Term:

Full time status is 12 credits per term. You will take 13 credits your first term (this includes Destination Graduation which is a 1 credit course). If you find yourself in a situation in which you feel you have to take less than 12 credits you **MUST** contact Post Graduate Scholars to discuss your situation.

Destination Graduation:

It is an LBCC requirement that every incoming freshman take HD120. You must register for this course for fall term. The first day of the class will be on Welcome Day (the Wednesday before the term actually starts). Note: if you have already successfully completed HD120 you do not need to take it again.

Online Courses:

Do not register for on-line courses. If a course states TBA, Self-directed or INTNET it is an online course and you must not register for that course. If you do register for an on-line course you will be financially responsible for that course. Please read the registration screen carefully as several classes are offered both online and in person. PE 231 is an example of such a class.

**Exceptions will be made if your program of study has course requirements that are only available online. Please contact PGS if your required class is only available online.*

Math and Writing:

We require you to take math and writing until you successfully complete Math 111 and Writing 121 unless you are enrolled in a program of study or certificate program that has different requirements. If you have already earned these credits through College Now or through LBCC as an Expanded Options student then you have met this requirement.

Course Selection:

Courses you select need to match your program of study (major). You will be meeting with an academic advisor that will help you map out these courses. In other words, we don't want you taking courses that do not apply toward your major. Again, you can always contact Post Graduate Scholars with any questions.

Finances:

Post Graduate Scholars will pay a maximum of \$1400 in tuition, \$50 in fees and \$500 in books each term. ***This is subject to change as we do not yet know allowable amounts from ODE.** You should not feel limited to 12 credits if you wish to take more – you just need to know that you will cover tuition over \$1400 and fees over \$50. Check your fees. These can add up quickly. When in doubt, check with Post Graduate Scholars. You can also view your account by logging in to WebRunner.

You cannot accept financial aid or federal scholarships while in the Post Graduate Scholar program. Even though you completed a FAFSA as part of your application you are not allowed to accept any federal money if you are a PGS student.

Fines are your financial responsibility. You will be required to pay fines such as parking tickets, library, gym fees, etc. If the fines are not paid at the end of each term, LBCC will block your account and you will not be able to register for classes the following term.

Program of Study (Major)

We require you to select a program of study at LBCC. The benefit in establishing your program of study is that you will be matched with the appropriate LBCC academic advisor who will help guide your course selections. If you start out in a particular program of study and decide you wish to pursue something different you can change your program but you must meet with the Post Graduate Scholars coordinator first.

Please note that if you are applying for a special admit program such as Veterinary Assistant you need to discuss this with the coordinator ASAP as the cost of the program is more than Post Graduate Scholars will cover.

If you are still undecided please take time to explore LBCC's program of study webpage at <https://www.linnbenton.edu/future-students/get-to-know-us/programs-of-study>.

Progress Reports

It is your responsibility to meet with your instructors during the fourth and seventh week of the term to discuss how you are doing in your courses. College does not have a wonderful electronic gradebook that you are able to view, so having the discussion with the teacher is the best way to get an idea of how you are doing in the course. You need to have a progress report filled out for each course you are registered for.

These progress reports are due to Post Graduate Scholars by 4 pm on Friday of the fourth week (see Academic Calendar on page 4 for exact dates). Bring progress reports to the Harding Center at 510 NW 31st Corvallis. If you have a C or lower or you have more than 4 absences you may be required to attend tutoring at the learning center.

As part of the state mandates for Post Graduate Scholars you must attend a face to face meeting with PGS staff a minimum of twice a month. Required meetings are as follows and are subject to change:

- Registration Check In:
 - Bring a print out of your registration to the Harding Center. We will confirm you have registered for the correct number of credits and are taking appropriate courses.
- 4th Week Progress Reports
- 7th Week Progress Reports
- Proof of Book Buy Back Participation:
 - Bring the form from the bookstore that shows you participated in Book Buy Back to the Harding Center during finals week.

Add/Drop Policy & Consequences of Non-Complete Grades

As soon as you are allowed to register you can add/drop classes up until the end of the first week of the term with no financial responsibility. These courses will not be added to your transcript until after the first week. During this time it is ok for you to add/drop courses to make the schedule work for you as long as you maintain 12 credits.

After the add/drop deadline (Monday of the second week) you cannot drop a class. You have entered into a contract with LBCC and Post Graduate Scholars to do your best work for that term. The course has been paid for by the school district and will be on your transcript. If you withdraw from a course after the first week and have not spoken with the coordinator before doing so, you may be dropped from the Post Graduate Scholar program.

If we get to the end of week 7 and there is NO WAY to salvage your grade - meaning you are going to receive an F - you can consider withdrawing and taking a W. You must first get confirmation from your instructor that there is no way you will pass the class. Use the 7th week progress report for this information. What this means is you will drop the course and receive a W on your college transcript. NOTE: YOU CANNOT DO THIS WITHOUT CONSENT FROM THE COORDINATOR. If you withdraw from a course after the 1st week without the consent of the coordinator you may be dropped from the Post Graduate Scholar program and you may be financially responsible to reimburse the district for cost of the dropped class.

College transcripts stay with you for life. Even if you decide 20 years from now to go back to college your grades and courses attempted will be on that transcript. A W is NOT desirable. It shows you attempted the course and were not successful. However a W does not go against your GPA. So if you are going to receive an F, withdrawing is a better option. Again, you must get permission.

Important note, W's, NP, and F's are considered non-complete grades for financial aid. So the more of these you have the harder it will be for you to receive financial aid in the future. At LBCC you must complete 70% of all courses attempted to be eligible for financial aid. Take your courses and grades very seriously.

Book Purchase

You have a \$500 text book allowance each term. Books must be purchased from the LBCC bookstore. When you go to the bookstore to purchase your books you will need your LBCC ID or other picture ID and a print out of the “Student Detailed Schedule” (from your WebRunner account) which will give you all the information you need to purchase the correct books for your classes.

Tell the book store staff that you are from the high school program so they know to charge the school district for books. If you need a calculator for your math class we will pay for the calculator rental, which you get at the book store as well. However, if you do not return the calculator you will be responsible for the charges.

If you are in a program of study that has larger fees but does not require the full \$500 book allowance please contact us.

Book Buy Back

Books purchased by the school district are the property of the school district. Thus, at the end of each term (during finals week) it is your responsibility to participate in Book Buy Back at the book store. Even if you think the books are not returnable (ex. unbound copies, workbooks) you MUST participate. If you need to keep any of your textbooks for the next term please inform Post Graduate Scholars. The book store will fill out a sheet that states you participated in Book Buy Back. You will need to bring this form to the Harding Center in person. This form is what is used to unlock your book account for the next term – without it you will not be able to purchase books.

If for some reason you do NOT participate in Book Buy Back you will be charged 40% of the book costs charged for the term and your book account will be locked until the fee is cleared. It is in your best interest to participate in Book Buy Back.

Any book that the book store did not buy back should be turned back into the coordinator at the Harding Center. The book store will tell you to take books back to your school, you are NOT to take books back to the school. You are to take books to the Harding Center.

WebRunner

(<https://sis.linnbenton.edu>)

The WebRunner is your access your student account. You will use WebRunner for multiple tasks including registering for classes and checking your account.

To log in to your WebRunner account for the first time enter your LBCC ID# (X00...) or you can use your Social Security number if it is on file with LBCC. The PIN number is your birthdate in MMDDYY format. When you log in, it will say that your PIN has expired and want you to create a new 6 digit PIN. You will then be asked to set up a security question/answer in case you forget your PIN. (When logging in after your first time, if you don't remember your new PIN, click on "Forgot PIN?" and it will ask you to answer to the security question you set up).

After you log in to WebRunner you will see multiple tabs. Each tab serves a different purpose. Some of the WebRunner tools are outlined below. Please take the time to familiarize yourself with WebRunner as you will use it heavily.

WebRunner Tabs:

- Personal Information:
 - update your address, phone number, change your password/PIN, etc.

- Student tab:
 - Check your registration status (the date/time you are eligible to register for the term)
 - Register for classes
 - View your class schedule
 - View your grades
 - Order transcripts
 - View any holds on your account and get information on payment due dates, set up payment plans, etc.
 - See who your advisor is, set up an appointment with them, or even exchange information with them.

- "Student Scheduler" tool
 - Use this to help create a class schedule

- Financial Aid (*Remember you CANNOT accept Federal Grant money while participating with Post Graduate Scholars*)
 - See information regarding your FAFSA application updates
 - See outstanding requirements needed
 - See your financial aid status including awards you have been granted and when they will pay
 - See any loan applications and review withdrawal information. You are also given information on what the consequences would be with your financial aid grants and loans if you were to withdraw from any or all of your classes.

How to Register for Classes:

Once you have determined the classes you want to register for, you will log in to your WebRunner account.

- click on the “Student” tab
- click on “Registration”
- click on “Register: Add/Drop Classes”
- Select a term from the drop down box and click “Submit”
- The next screen will have information that you should read before registering.
- There is a section below that with empty rectangular boxes, these are to enter the 5 digit CRN associated with each class you want to register for. Once you have entered all of the classes you want to register for you would click “Submit Changes”.
- The next screen will tell you that you are ‘registered’, or there may be one item that says ‘not registered’; you would see this if the class is a ‘waitlisted’ class. If you have a class that is waitlisted you MUST click on the drop down box and click on ‘add to waitlist’ then click “Submit Changes” again. The screen will update tell you that you are on the waitlist for that class.

- You will not be able to register for any classes that say “Signature Required” on the Schedule of Classes. You must take an Add/Drop slip and have the instructor sign it, then take it to Admissions for them to register you.
- Should you want to drop any classes, you would need to click on the same drop down box that you did to add yourself to the waitlist, but you would click on “Drop Class” and then you would click on “Submit Changes” again. The screen will update and tell you that you dropped the class.

Waitlist

For waitlisted classes, if you have not automatically been put in as registered, you MUST take an Add/Drop slip to your first day of classes, have your instructor sign it, then take it to Admissions for them to register you.

Learning Center (Tutoring at LBCC)

Learning Center:

Second Floor of Willamette Hall, Albany Campus - Entrance on Courtyard side (541) 917-4684

LBCC has a wonderful learning center with excellent support and help. There is a math help desk, a writing center, tutoring, quiet study areas, college life skills and a computer lab. There is also a career and counseling center that works with students to help with career planning, course expectations and personal counseling. Please take advantage of these services.

For more information on what the Tutoring Center can offer please go to <https://www.linnbenton.edu/tutoring-center>

To sign up for tutoring you will use Tutortrac. Instructions from LBCC are below:

Tutortrac Instructions:

Schedule Your Appointments On-Line!

User Name: (Student ID# with a capital X) **Password:** (Birthdate-YYYYMMDD)

To log-in to TutorTrac:

1) Enter the following, exactly as written, into the address bar of your web browser:
tutortrac.linnbenton.edu.

(Do **NOT** put www. in front and DO NOT enter it into a search engine like Google, Yahoo, or Bing).

2) Login using your ID and password (see above). The first time you log in, you will need to, “Confirm your Bio”; please change your password to something more secure. Confirm that your phone number is correct. After you click on “Confirm,” the page will reload, but won’t close. Click on the red X in the upper right corner to continue.

To schedule an appointment:

- 1) Choose “Search Availability” on the left side of the webpage.
- 2) Click on the small arrow, beside “Center;” you will see several centers listed. Choose the appropriate center from the drop down menu.
- 3) For “Section: CHOICE REQUIRED,” click on the small arrow and select the subject or class you want to work on in your session (use the wheel on your mouse to scroll through class sections (subjects)).
- 4) The program is set to show you appointment availability for the week (you may schedule appointments up to 10 days in advance). You can choose specific days by changing the dates shown or by clicking on the days of the week.
- 5) When you find the appointment that you would like, click on the appointment time and follow the program instructions to reserve your appointment.
- 6) You will receive an email confirmation each time you schedule or cancel appointments.

To cancel an appointment:

Please limit your cancellations! Your tutor has made a commitment to be there for you, and the cancellation may occur too late to be filled by another student. If you must cancel an appointment, do so at least **two hours** ahead of the appointment time, preferably a day in advance.

- 1) On-line, using [Tutortrac](#)
 - Click on the at the end of the appointment listing in the **Upcoming Appointments** on the Main Menu. You will receive an e-mail confirmation of the cancellation.
- 2) In person at the Learning Center
- 3) Call the Learning Center Information Counter, **(541) 917-4684**. You can leave a message if we are closed or away from the desk.

Helpful Hints

- If you forget to log out after a session, the computer will log you out and you will receive a message that says “Session Terminated.” It does not mean you are ineligible, but only that the program noted that you logged in and logged you out. However, for accurate records, **please log out after every session.**

- If you have questions or problems, please call (541) 917-4684 or come by the Learning Center Information Counter for assistance.
- Remember: you need to schedule appointments 24 hours in advance.

Center for Accessibility Services:

<https://www.linnbenton.edu/cfar>

Main Office Hours, RCH-105

Monday-Friday 9:00 AM - 3:00 PM.

Support Lab Hours, RCH-114

Monday-Friday 9:00 AM - 3:00 PM

Please see the Support Lab staff if you need to make testing arrangements outside normal hours.

The LBCC Center for Accessibility Resources and YOU!

Accessibility Resources provides assistance to students who have documented disabilities by:

- Reviewing documentation, provided by the student, that provides evidence of disability
- Planning reasonable accommodations
- Coordinating services in the classroom
- Providing support i.e. assistive technology, testing accommodations, and classroom accommodations
- Success coaching and advocating

If you have a disability and feel that you will need accommodations as a student at Linn-Benton Community College, Accessibility Resources is here to support you.

Withdrawing from the Post Graduate Scholar Program

If you decide at some point the Post Graduate Scholar program is not for you, you can withdraw. In order to avoid financial responsibility on your part you need to withdraw before the second week of the term. If you are in week 2-10 of the term you will be required to complete the course(s).

At the end of the term you can inform Post Graduate Scholars that you no longer wish to participate. Cindy Preece will then send you a Google form to fill out stating you are withdrawing from the program. Note, once you have withdrawn from Post Graduate Scholars you may not re-enroll. Make sure this is the decision you really want to make.

Program Requirements



POST GRADUATE SCHOLARS PROGRAM AGREEMENTS

As a participant in the Post Graduate Scholars Program, I understand and agree to the following requirements:

(Parents and Student need to initial each requirement.)

- ___ ___ 1. Students will check LBCC email twice per week & respond to requests promptly.
- ___ ___ 2. Students must enroll in a minimum of 12 college credits each term at LBCC to maintain participation in the Post Graduate Scholars Program. Tuition over \$1400 per term will be the financial responsibility of the student. **No on-line courses are allowed unless they are a requirement of your program of study and you have prior approval from the PGS coordinator.**
- ___ ___ 3. Submit 4th and 7th week progress reports in person to the 509J Post Graduate Scholars Advisor for each course.
- ___ ___ 4. Do NOT add or drop any courses without permission from the 509J Post Graduate Scholars Advisor.
- ___ ___ 5. Student understands that if they drop a class after the drop date or without permission from the 509J Post Graduate Scholars Advisor they **may be responsible for payment of tuition and fees and may be removed from the program.**
- ___ ___ 6. Student will participate in the LBCC textbook buyback program. If you do not participate in the program set forth by Linn Benton Community College, you will be responsible for 40% of the books charged for the term. Your textbook account will be placed on hold for the next term until this is paid.
- ___ ___ 7. Students must successfully complete the following course:
HD120 "DESTINATION GRADUATION" During first term of participation in Post Graduate Scholars.
- ___ ___ 8. Student must attend tutoring if progress reports indicate a C or below in any course.
Students that elect not to attend tutoring may be dropped from the program.
- ___ ___ 9. Students who fail a course must meet with the Alternative Pathways Coordinator to discuss continuing eligibility in the program.
- ___ ___ 10. I understand that if I am not successful in my LBCC classes (maintain a 2.0 GPA) I may forfeit my eligibility for Post Graduate Scholars.

By signing below I agree that I have read and understand these requirements and recognize that these requirements are mandated by the program and must be followed to maintain eligibility in Post Graduate Scholars.

Student Signature Date

Parent Signature Date

Making the Most of College

Get the most out of your education:

There are quite a few ways you can make the most of your collegiate learning experience. These are a few of my favorites.

1. Take advantage of tutoring opportunities.

Whether it's simply having someone proofread your final paper or getting in-depth help with a complex calculus equation, taking advantage of the tutoring opportunities your campus has to offer is a great way to boost your course grades.

Likewise, if you find you are particularly skilled when it comes to understanding a certain subject, consider applying to be a tutor to other students. These positions could be either volunteer or paid, but either way they look great on your resume and explaining the material to someone else can help you remember it even better.

2. Find your study space.

Your room or apartment might not be the best environment in which to do your homework and studying. Those are the places where you sleep, relax and hang out with friends, so it makes sense that you might feel less-than-productive if you try to do work there, too.

Scope out the library or the nooks and crannies of your student union building to find your ideal working space. Most campuses have a variety of student lounges, designated quiet areas and department-specific study rooms.

Find a study space that is ideal for your noise preferences and creative inspiration and make it a habit to do chunks of your homework there. It'll be easier for you to concentrate and you'll retain information better.

3. Save your course materials.

Especially while you're still in college, it's wise to save some of your past course materials. They can be incredibly helpful when it comes to refreshing your memory after winter or summer break, specifically when it comes to major-specific courses.

Actively take notes in each of your classes and save them for future reference. (Some professors will even let you cite these for papers.)

4. Read over your credit requirements freshman year.

In order to prioritize and get the most out of your college education, you should read over your credit requirements as a freshman. It really doesn't take much time (maybe 15 minutes?) and it will do wonders for how you plan out the next few years of your life. You will be doing this with your academic advisor. Sooner is better to make sure you get the pre-requests done when needed.

5. Attend extracurricular lectures and seminars.

I can't think of a single university or college that doesn't bring guest speakers and lecturers to campus for its students. Take advantage of these unique opportunities to learn something new and maybe even meet some really cool people. Even the more famous of guest speakers who talk on college campuses are willing to shake hands and answer questions after their talk. Check out your school's calendar of upcoming events and get a group of students from your major to attend an event with you. Lots of professors will even offer extra credit if you can prove you attended (save your ticket stubs or take pictures!).

Get the most out of your social life:

While college is certainly about learning, it's also about discovering who you are and making new friends. Here are some ways you can get the most out of your social life in college.

6. Talk to other students.

This one's for all the introverts out there. Please resist the urge to hide in your textbooks for your entire four years of undergrad. You're likely missing out on opportunities to make some lifelong friends.

Just try talking to other students in your classes. You might be surprised how many other people out there share your interests and hobbies and are just too afraid to say hi.

7. Join a club.

If you want to make new friends while also getting involved in your college. Joining is a quick and easy way to meet people with similar interests, fill up some of your free time, and help get a new group to maybe study with.

8. Keep an open mind about new things.

Throughout your college years, you'll be exposed to many new kinds of people, music, ideas and hobbies. If you remain open to trying new things, you are very likely to find new lifelong passions and interests.

Maybe you never listened to industrial music before, or never thought art was something you could do. You might surprise yourself with the things you like and are good at if you just remain open to new experiences. You can't like every new thing that you try, but you can at least try.

9. Stay in touch over breaks.

Check in during your winter and summer breaks with the friends you've made on campus. You could plan to meet somewhere for a weekend of camping in the summer, or take a group trip to go snowboarding in the winter. Even sharing a funny Timeline meme or shooting them a Happy New Year's text can strengthen your friendships when school is out.

Making more of an effort to let your college friends know you like hanging out with them makes starting a new term more enjoyable and fulfilling, and can help you find true friends who last the rest of your life.

Get the most out of life after college:

Those years spent in a classroom weren't all for that piece of paper you get to hang on your wall. They were also meant to improve your future.

10. Talk to your profs during and after college.

You should get to know your professors during your college years for several reasons. First of all, they can be incredibly helpful when it comes to providing guidance in your courses and in life. They've been around the block a time or two and can probably offer some very good advice.

Secondly, they'll influence your future. Not just with the grades you earn from them, but also with the job or grad school recommendations they can write for you. Especially for students who attend large universities, getting to know your professors is a must if you want to stand out from the group and earn a shining letter of recommendation.

The professors who you get to know well during your college years should also be a priority for you after you graduate. Most profs love to hear from students they've taught in the past and are more than thrilled to learn of your successes and accomplishments. Be sure to thank them for all that they taught you while you were in school. Sadly, thanks is something many higher education professionals don't hear enough.

11. Exercise and eat well.

The approximate four years you spend in undergrad is no time to be living off of a diet solely made up of beer and pizza, although that's what many movies would have you believe.

You need to take responsibility for your physical health and wellness by eating foods from every food group and exercising regularly. A study in 2011 found that most college students weren't eating even one full serving of fruits and vegetables a day. Not only is that terrible for your body, but it also promotes poor eating habits that could continue to affect you throughout your life.

When you eat well and exercise, you feel better about yourself, get sick less often and have more energy. All of these things can help you be a more productive student, but can also help you go for your dream job after graduation and live a longer, healthier life as an adult.

Kayla Matthews, Huffington Post, October 21, 2014