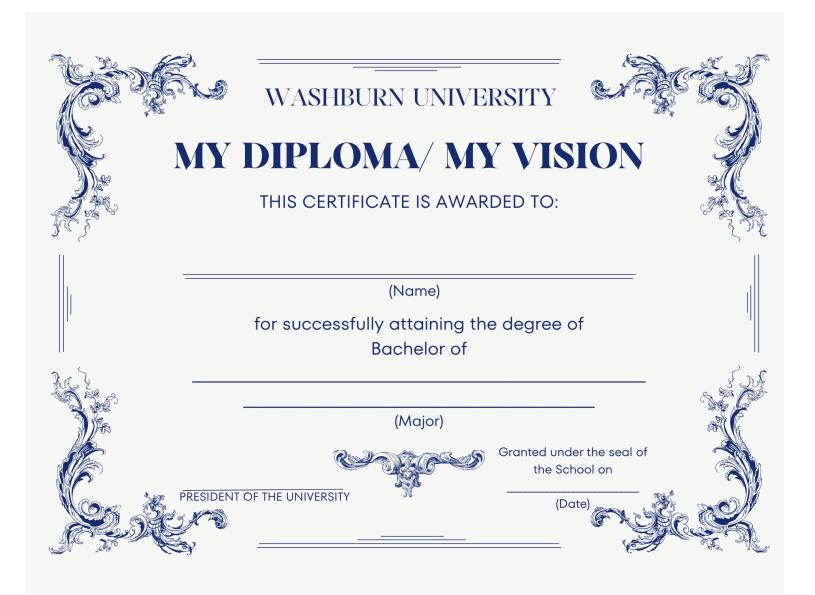
Table of Contents

Welcome Message & Course Purpose	2
Introduction to the guide and why it matters	
WU overview and WU-101 objectives	
Mindset, Motivation, & Goal Setting	7
Six College Adjustments	8
College Expectations	9
Mindset	10
SMART Goals	
Academic Success Tools	
Test-taking Strategies and Post-Exam Evaluation	
Study Skills & Note-taking tips	
GPA calculator + How GPA works	
Technology & Platforms	
How to use the D2L	
Using your Student Email	
Common Tech Tools (Google Docs, Zoom, Grammarly)	
Financial Wellness	45
How to Avoid Common Financial Mistakes	
Financial Habit Tracker	
How to Manage Student Loans	
Financial Aid	
Additional Financial Resources	
Mental Health & Wellness	
Emotional Wellness Toolkit	
Additional Mental and Physical Wellness Resources	

Welcome to the WU-101 Supplemental Resource Guide

This supplemental resource guide is designed to provide additional context and support for the many topics covered in WU-101. It also serves as a tool to help you develop self-awareness and accountability by providing you with space to track your progress and set meaningful goals throughout your first year of college.



Washburn University

Academic Areas (Colleges & Schools)

Each college or school is led by **a Dean** Each academic department is led by a **Chairperson**

College of Arts and Sciences

This college includes:

- Arts (Art, Music, Theatre, Media)
- Education & Kinesiology
- **Humanities** (English, Languages, Philosophy, etc.)
- Sciences & Math (Biology, Chemistry, Physics, Computers, etc.)
- Social Sciences (Psychology, History, Sociology, etc.)

School of Law

• Law Library, Clinics, Career Help, Admissions, Alumni Office

School of Business

• Accounting, Marketing, Management, Finance, Entrepreneurship, Grad Programs, Small Business Center

School of Nursing

• Bachelor's, Master's, and Doctoral Nursing Programs

School of Applied Studies

- Health Careers (Imaging, Therapy, Health Info, etc.)
- Human Services (Addiction, Mental Health, Youth Services)
- Criminal Justice and Legal Studies Social Work (Bachelor's & Masters

Mission: Washburn creates educational pathways to success for everyone.

Vision: A premier community of higher learning focused on life and careers.

Values: Creating positive IMPACT.

Inclusion | Modernization | Partnership | Achievement | Community | Transformation

WU-101 Learning Objectives

Objective #	Learning Goal	To Do List (We will)
1	Establish proficiency with information Literacy and Technology	 Install Washburn apps Connect to WIFI & Printers Understand how to use <u>d2lwashburn</u> and <u>washburn.navigate.eab.com</u> Understand information literacy and how to use it.
2	Practice academic honesty and exhibit ethical conduct.	 Understand academic dishonesty Learn how to cite resources using MLA/APA format
3	Demonstrate membership in and engagement with the WU community	 Attend five campus events and write about your experience Understand WU history and traditions Learn how to schedule a meeting with your success team (WU team, academic advisor, success coach, tutors)
4	Develop an academic success plan and demonstrate an understanding of the purpose of a university education.	 Develop your <u>"Why?"</u> Set goals and adjust based on your progress Complete four personal reflection journal entries Complete a values and strength assessment Learn university terminology Learn the components of a degree and how to build an academic plan Explore majors and their connections to career fields
5	Establish connections to faculty, staff, and students in the WU community.	 Learn how to communicate with faculty and staff effectively Attend a departmental overview or resource presentation Complete a mid-semester check-in with a member of your teaching team
6	Demonstrate effective collegiate learning and study skills.	 Complete a weekly schedule or time audit Use a planner or calendar for sixteen weeks Set a deadline reminder system Learn how to study effectively Learn how to eliminate distractions

YOU BELONG HERE!

Let WU be the launchpad for your future

MATTER

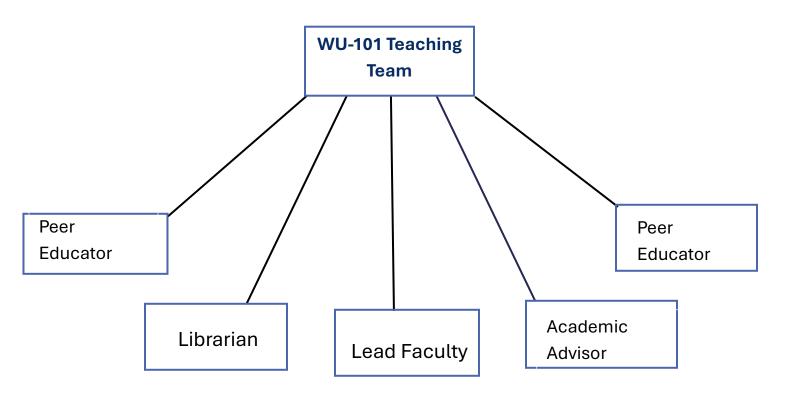
What Make WU Special?

- WU is a public university that offers over 200 academic programs.
- WU provides \$53 million in financial aid and is nationally recognized for its low student debt upon graduation.
- Forty-nine percent of undergraduate courses have fewer than 20 students and a student-to-faculty ratio of 15:1.
 WU emphasizes personalized education.
- Most students can transfer general education courses from regionally accredited institutions.
- No courses are taught by graduate teaching assistants.
- Each year, more than 1,000 WU students participate in internships, gaining valuable real-world experience.

Student Resources

- Over 100 campus clubs and organizations.
- Washburn offers free tutoring options, study centers, and a First-Year Experience program to ensure students' success.

What Makes WU-101 Special?



- Lead Faculty
 - Who is the key faculty figure student can look for leadership and direction within WU101, ensuring academic quality and academic integrity.
 - \circ $\;$ Provides oversight, mentorship, and support to the Instructional Team.
- <u>Academic Advisor</u>
 - Who provides information on academic policies and procedures and works with you to begin academic planning and major/career decision making.
 - This individual will grade your Academic Plan Assignment.
- <u>Librarian</u>
 - Who introduces library resources and helps build information and computer literacy skills.
 - This individual will grade your Information Literacy Assignment.
- <u>Two Peer Educators</u>
 - \circ $\;$ Who serve as role models and peer guides for your transition to college.
 - <u>These individuals will grade your last two journal assignments, present on success topics</u> <u>throughout the semester, and will record your daily attendance.</u>

LET'S SET GOALS

YOUNG

FOR

Six Adjustment First Year Students Need to Consider

	Academic	Cultural	Emotional	Financial	Intellectual	Social
What Is It?	Students will take a more active role in their learning than they had to in high and have the ability to meet the increasing demands of change.	Students will interact with others of various cultures, religious beliefs, sexual identities and orientations, ages, and abilities.	Students will need to be prepared for the stressors of college and develop habits and behaviors to cope with these changes.	Students will need to demonstrate basic financial literacy, an understanding of the cost of college, and methods of paying for those costs.	Students will have the opportunity to join an academic community that includes classmates, faculty, support personnel, and administrators.	Students will be faced with shifts in their relationships, finding a new peer group and handling the pressure of fitting in.
Students exhibit it when they:	 Take an active role in learning. Attain college-level learning strategies. Are open to feedback and change. Make adjustments to learning strategies as needed. 	 Accept and welcome differences in others. Recognize their own cultural identity. Seek opportunities to explore other cultures. 	 Readily handle the stressors of college life. Develop emotional coping strategies. Seek support from campus resources. 	 Manage money independently. Recognize the costs of college. Explore job and aid opportunities. 	 Engage in intellectual discussions. Are open to new ideas, subject areas, and career choices. Integrate new ideas into belief systems. 	 Join a club or organization. Form supportive, healthy relationships. Understand the impact of peer pressure. Manage conflict in relationships.

OpenStax, Rice University

As a first-year student, you will face six key areas of adjustment. You must manage the increasing demands of learning, the emotional stress of becoming more independent, and handling the financial responsibilities associated with college. Additionally, you need to become familiar with university-specific terminology, build new relationships, and develop a broader perspective on the world and your role within it. It is important to set goals with these adjustments in mind.

Learning in College is Your Responsibility

			Why You Need to Know the
	High School	College	Difference
Grades	Grades are made up of frequent tests and homework, and you may be able to bring up a low initial grade by completing smaller assignments and bonuses.	fewer assignments, and initial low grades may keep you from earning high course	You will need to be prepared to earn high grades on all assignments because you may not have the opportunity to make up for lost ground.
Learning	Learning is often conducted in class, with the teacher guiding the process, offering multiple ways to learn the material, and administering frequent quizzes to ensure that learning is occurring.	Learning happens mostly outside of class and on your own. Faculty are responsible for assigning material and covering the most essential ideas; you are responsible for tracking and monitoring your learning progress.	You will need to practice effective learning strategies to master the material at the appropriate pace.
Getting Help	a counselor are responsible for identifying your need for help and for creating a plan for you to get help with coursework if you need it. Extra assistance is usually reserved for students who	to complete all your courses successfully, even if you did	Because the responsibility is on you, not parents or teachers, to get the help you need, you will want to be aware of when you may be struggling to learn material. You will then need to know <i>where</i> the support can be accessed on campus or where you can access support online.
Tests and Exams	Tests cover small amounts of material, and study days or study guides are common to help you focus on what you need to study. If you paid attention in class, you should be able to answer all the questions.	assigned material, took good notes in class, and spent time practicing effective study	This change in how much material and the depth of which you need to know the material is a shock for some students. This may mean you need to change your strategies dramatically to get the same results.

OpenStax, Rice University



How Do You Want to Feel at the End of Your First Semester?

Possible Accomplishment	Possible setbacks and missed opportunities
FYE Scholar – 3.0 or higher GPA	Failed multiple classes and received an academic probation letter
Dean's List Enrolled full-time with a 3.4-3.99 GPA	Never bought my required materials
President's List: Enrolled full-time with a 4.0 GPA	Failed to turn in my assignments on time
Perfect Attendance	Inconsistent attendance
Membership in a club or organization	I went to class and went home
Obtained one semester of job experience on campus or off	I spent all of my extra time hanging out with my friends
Declared a major/minor, or closer to narrowing down my options	I didn't take WU-101 seriously and never explored my options
Established positive relationships with my professors in class or during student hours. I will see most of them again in future semesters, and I could possibly use them for reference letters	I was afraid to ask for help, so I didn't
I was engaged in class discussions and was able to make some friends	I found in-class discussions to be a waste of time
Utilized tutoring services and passed all of my classes.	I never used tutoring services
Connected with my academic advisor and success coach to make sure I was on track	I self-isolated when I was confronted with an issue
I established a study system and used a planner/calendar to keep track of my due dates	I often slept in and never established a study or time management system

The Five Whys

1. Why are you in college?

Directions: Complete the five questions below using the previous question's answer to form the next question.

Answer:	
2. Why do you want to	?
Answer:	
3. Why	?
Answer:	
4. Why	?
Answer:	
5. Why	?
Answer:	

SMART Goals Weeks 1-4

Specific- What exactly do you want to accomplish?
Measurable - How will you track your progress or know when it's complete?
Achievable- Is this goal realistic for you right now?
Relevant- Why does this goal matter to you?
Time-bound- When will you reach this goal?

Personal Mission Statement:	 	
Personal Goal:		
Deadline		

Academic Goal:

Deadline_____

To reach both of my goals at the end of my first month of the semester, I plan to stop or give up:

Obstacles that may arise	How will I respond

Helpful Tools	Helpful Resources

SMART Goals Weeks 5-8

(Adjust or build new goals in each phase)

Specific- What exactly do you want to accomplish?
Measurable- How will you track your progress or know when it's done?
Achievable- Is this goal realistic for you right now?
Relevant- Why does this goal matter to you?
Time-bound- When will you reach this goal?

Personal Mission Statement:______ Personal Goal:

Deadline_____

Academic Goal:

Deadline_____

To reach both of my goals at the end of my second month of the semester, I plan to stop or give up:

Obstacles that may arise	How will I respond

Helpful Tools	Helpful Resources

SMART Goals Weeks 9-12

(Adjust or build new goals in each phase)

Personal Mission Statement:
Personal Goal:
Deadline
Academic Goal:
Deadline
To reach both of my goals at the end of my third month of the semester, I plan to stop or
give up:

Obstacles that may arise	How will I respond	

Helpful Tools	Helpful Resources

SMART Goals Weeks 13-16

(Adjust or build new goals in each phase)

Personal Mission Statement:		
Personal Goal:		
Deadline		
Academic Goal:		
Deadline		
To reach both of my goals at the end of my fourth month of the semester, I plan to stop or give up:		

Obstacles that may arise	How will I respond

Helpful Tools	Helpful Resources

End of the Semester Questions to Consider

- 1. Am I fully aware of the expectations of college and how to meet them?
- 2. Do I know why I am in college and have clear goals that I want to achieve?
- 3. Most of the time, do I take responsibility for learning new and challenging concepts?
- 4. Do I feel comfortable working with faculty, advisors, and classmates to accomplish my goals?

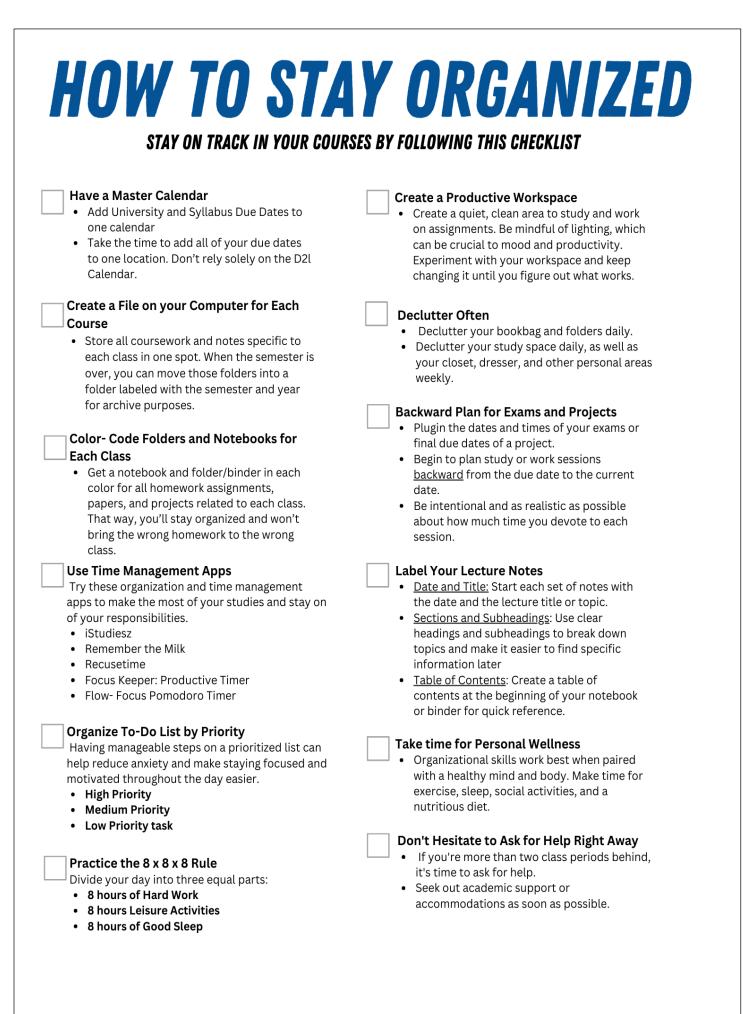
LET'S GET ORGANIZED

NEW STUDENT CHECKLIST

LOOK THROUGH THIS LIST TO GET READY FOR YOUR ICHABOD JOURNEY!

YOU'RE ACCEPTED!

Activate Your Washburn Email Visit password.washburn.edu to set up your Washburn account. Need help or forgot your password? Contact IT Services at 785-670-3000.	Take a Walking Tour of Campus Get familiar with your class schedule prior to the first day of class. https://www.washburn.edu/about/visit/v irtual-tour/index.html
Make a Financial Plan	ADDITIONAL BENEFICIAL TASKS
 Speak with parents and family to pay for college, including monthly expenses. washburn.edu/scholarships or washburn.edu/financialaid 	FAFSA Verify if your FAFSA has been completed. Visit studentaid.gov
First-Year Live-On Requirement Submit one of two options: (1) Housing Application or (2) Exemption Request. Log into my.washburn.edu to complete. Washburn.edu/resliving	FERPA Release Form This form permits Washburn to share your academic and financial information with a parent, guardian, etc. washburn.edu/statements-disclosures/ferpa
BEFORE CLASSES START Submit your official high school transcript Students who completed college work in	Set up Direct Deposit Set this up with your bank account for quick financial aid refunds. washburn.edu/business-office
high school must submit an official college transcript. etrasncripts@washburn.edu	Upload a Student ID Photo with GET app Your photo is a quick way for instructors to learn your name. washburn.edu/icard
Get a planner or use Outlook Calendar Add academic/ financial dates and your class schedule to your calendar at washburn.edu/academics/academic- calendar-files.	Student Employment Students working on-campus have flexible work schedules around classes. mywucareer.washburn.edu
Buy or Rent Your Textbooks To search for your textbooks, log in to my.washburn.edu and find the Ichabod Shop(Bookstore) tab. Click on "Find my Textbooks." Use the list ISBN to locate new/used copies.	Military Education Benefits If you plan to pay for college with military education benefits, submit paperwork with your certification of eligibility before the semester starts. washburn.edu/student- life/military
Download the Navigate App View class schedule, make appointments with an advisor, and find study buddies.	Accessibility Services If you had an IEP or 504 plan, you could benefit from accessibility services. Students perform best
Review Your Financial Aid Award Accept grants and scholarships (free money). Review loan offers (borrowed money). Confused? Call 785-670-1151 for assistance.	when plans are in place before classes start. Fill out a Service Request form each semester at washburn.edu/studentaccessibility .



WU Test Preparation Checklist

Four weeks before your exam

- $\hfill\square$ Attend class and take notes.
- □ Meet with your professor to discuss topics for clarification.
- □ Complete all homework/ missing assignments.
- □ Review any missed quiz questions.
- □ Complete all required reading assignments and take notes on them.
- □ Set a goal score you wish to receive for your upcoming exam.
- \Box Find a study group.
- □ Find out how many questions will be on the test and know what kinds of questions will be on the test (multiple choice, essay, fill-in-the-blank).

Two weeks before your exam

- □ Review reading notes.
- \Box Review in-class notes.
- □ Make flashcards about key people, topics, and terms.
- □ Try to answer sample practice problems at the back of the textbook or online.
- □ Make a list of topics or questions that you're having issues with and visit tutoring or student hours.
- Complete a study guide presented by your professor or start working on your own.
 Combining notes, reading, and quiz information.
- □ Attend a study group meeting.

Three days before your exam

- □ Test your knowledge. Create exam questions based on your notes.
- □ Look for frequently confused concepts within your test material.

- □ Make sure you have reviewed and taken notes on all new material.
- □ Condense your test material into a one-page review.
- □ Memorize key vocabulary.
- □ Take any available practice tests under timed conditions.

The night before your exam

- Use a whiteboard to write out what you know. Make sure all gaps in your knowledge are filled.
- □ Ask yourself short answer questions.
- □ Create mnemonics like rhymes, acronyms, or visual imagery to lock in any information that you're still having trouble memorizing.
- □ Set your alarm.
- □ Plan out your breakfast for the next day.
- □ Plan to wear something comfortable.
- □ Remember, only change an answer if you can explain why you changed it.
- □ Pack a bag with your test-approved materials.
- □ Plan to get 7-8 hours of sleep.
- □ Give yourself a pep talk. You got this!

Post-Exam Evaluation

Course_____

The grade I expected _____

The grade I received was _____

What questions did I miss? Where did you lose points? Where were these questions: short answer, multiple choice, essay, or matching?

Where were the answers to these questions found? (Please review your notes, study guide, and class materials. If you still have questions, please attend student hours with your instructor or visit tutoring.

How did I feel after	my last exam?	
More anxious	Less anxious	This was my first text
Did I run out of time	or feel rushed?	
Ran out of time	I finished on time	Had enough time to review my answers

Now that you have reviewed your incorrect answers, write down things that were point-heavy or emphasized on this exam. It is important to remember these topics for the final exam.



The Learning Scientist: Six Effective Study Strategies



1. Interleaving: Switch between ideas while you study

2. Dual Coding: Combine words and visuals

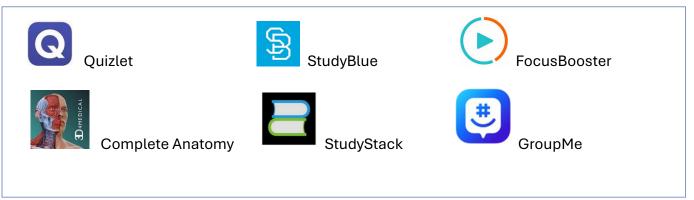
3. Spaced Practice: Space out your studying over time

4. Retrieval Practice: Practice bringing information to mind

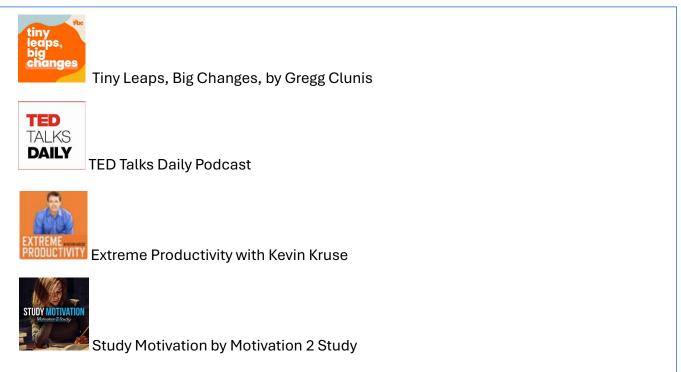
5. Elaboration: Explain and describe ideas with many details

6.Concrete Examples: Use specific example to understand abstract ideas

Study Apps



Motivational Podcast for College Students

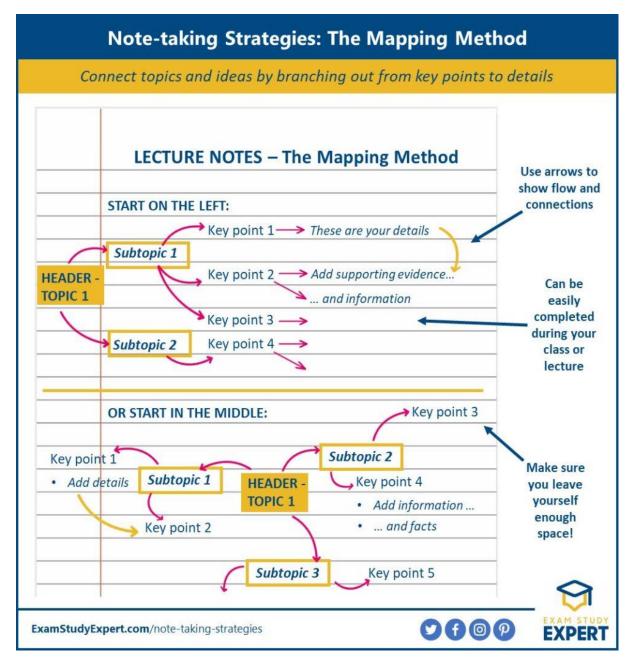


Note Taking Strategies

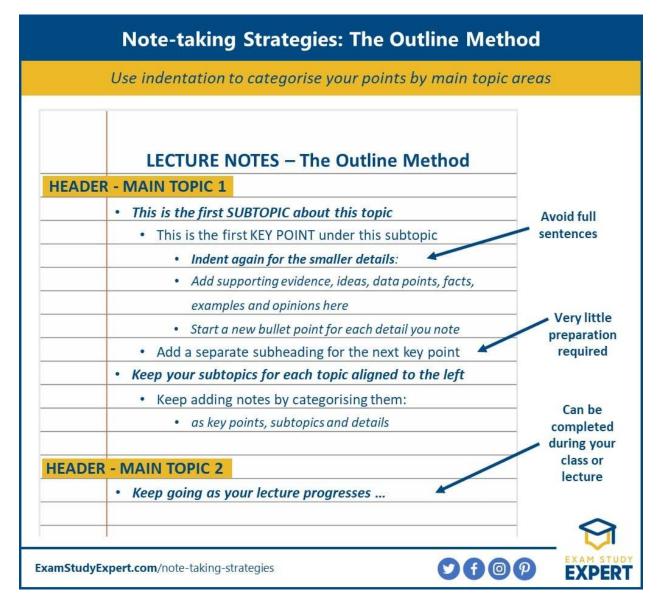
Cornell Strategy

Div	ide your page i	nto cues (left), notes (right) and a summary	(bottom)
	LECTUR	E NOTES – The Cornell Method	Avoid full
TOPIC 1	Cues:	Add your details on the right hand side	sentences
	Main idea 1	 Add supporting evidence, ideas, data points, 	Can mostly
		facts, examples and opinions here	completed
	Keyword 2		during you
		•	lecture
	Key point 3	You can also add charts and diagrams here	
		•	Make sure to
		•	size your
	Key point 4	• Start a new bullet point for each detail you note	columns appropriately
		•	
	Prompt 5	•	Summarize
	SUMMARY		after class!
	Keep it brief	and high level	~

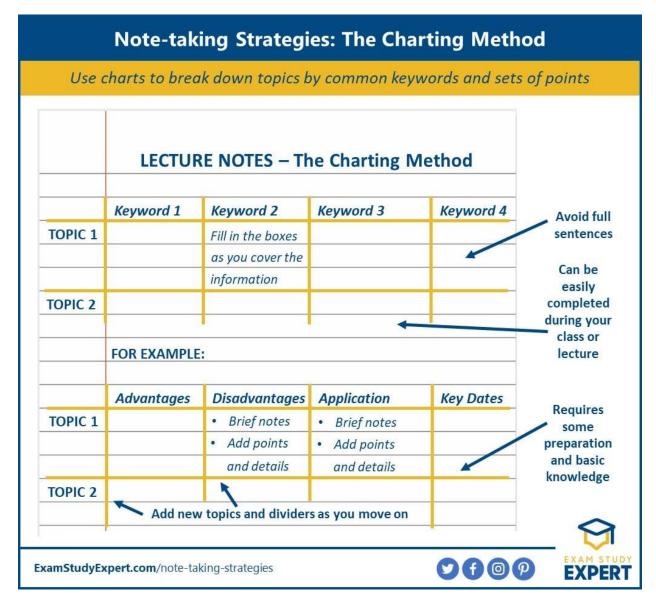
Mapping strategy



Outline strategy



Charting Strategy



Q & A Ultranotes Method

Transfor	m your notes int	o a study method by focusing on questions	and answers
	LECTURE NO	OTES – Q & A Ultranotes Method	Avoid full sentences
TOPIC 1	Question 1	Add your answers on the right hand side	sentences
		Pair each answer with a question	Can be completed
	Question 2	Keep your answers brief and concise	during or after your class or
	Question 3	Your answer could include facts, stats, ideas, a diagram or chart, or even a quote	lecture Make sure to size your
TOPIC 2	Formula for	сн ₂ он • С ₆ Н ₁₂ О ₆ н, н	columns appropriately
	glucose?	но он н он	Perfect for
	9 th President	• William Henry Harrison (1773-1841)	retrieval practice
	of the USA?	Shortest presidency (died after 31 days)	

Campus Tutoring Options

- Departmental tutoring (check your syllabus)
- Math lab tutoring
- Writing Center tutoring
- Pear Deck Tutoring- To register for free, email tutoring.washburn.edu
 - \circ 24 hr virtual tutoring
 - o 50+ subjects
 - Professional tutors
 - No camera required

Frequently Asked Questions:

How long should I study?

The recommended amount of time to spend on your studies is **2-3 hours per credit per week**. For example, for a 3-hour course, this means 6-9 hours devoted to studying per week.

What should I study?

Watch Your Professor Closely

- Repeats something? That's a clue.
- Writes it on the board or emphasizes it in slides? Mark it.
- Says "This will be on the exam"? Highlight it immediately.
- Gives examples or stories to explain a concept? That's test-worthy.

Pay Attention to the Structure

- If your class has **learning objectives** (syllabus, slides, LMS), those are **exam blueprints.**
- Anything in **bold**, **underlined**, **or summarized** in slides or notes is important.

Ask Yourself: What Problem Does This Solve?

• Professors often teach around key concepts or themes.

• Try to understand the **why** and **how**, not just memorize.

How do I improve my reading comprehension?

Don't just read. Try to engage with the text:

Highlight strategically

- Only key terms, definitions, topic sentences
- Not whole paragraphs!

Annotate (in margins or notebook)

- Summarize each paragraph in one sentence
- Write down questions or reactions (Cornell Notes)

Use the SQ3R method:

- Survey: Skim headings, intro, conclusion
- Question: Turn headings into questions
- Read: Actively look for answers
- Recite: Say what you just read in your own words
- Review: Go back later and quiz yourself

Break It Into Chunks

- Don't try to power through long texts in one sitting.
- Read a paragraph or section, pause, and ask:
 "What did that just say? What's the main idea?"

Should I type or handwrite my notes?

Try this combo:

- Handwrite in class for better focus and memory
- Type or digitize later to organize, review, or quiz yourself.
- Use the chapter outlines in each chapter to build your study guide.

This method gives you the best of both worlds. Learn while writing. This strategy will help you gain long-term storage while having the searchability of typing.

What if I have exhausted this list of tips and I'm still struggling?

Consider speaking to a professional. Sometimes students work hard, use every tip, and still feel stuck. If that's you, it may be worth exploring whether an undiagnosed learning difference (like ADD, ADHD, or a learning disability) could be affecting how you process information.

Consider a Learning Evaluation

- Many bright students discover they simply learn differently.
- A professional evaluation can help uncover whether there's a learning challenge, and what support or accommodations could help you succeed.

Where to Start:

- Contact our Student Accessibility Services:
 - o Student Accessibility Services | Washburn University
 - o **785.670.1622**
- Contact our Psychological Services:
 - Psychological Services Clinic | Washburn University
 - o **785.670.1750**

GPA calculator + How GPA works

What is a GPA?

Grade Point Average (GPA) is a health indicator of your academic performance at the University. GPA is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted.

What is my GPA used for?

GPA can impact your financial aid, scholarships, entrance into specific programs, and academic standing at the University.

Math Behind the GPA

Each letter grade is worth a certain number of points. See the breakdown below.

A= 4 points

B= 3 points

C= 2 points

D=1 point

F= 0 points

The total number of grade points you receive for a course is calculated using this formula (Grade Points) x (Credit Hours). So, if you get an A in a 3-credit hour class, (4 points) x (3 hours) = 12 grade points.

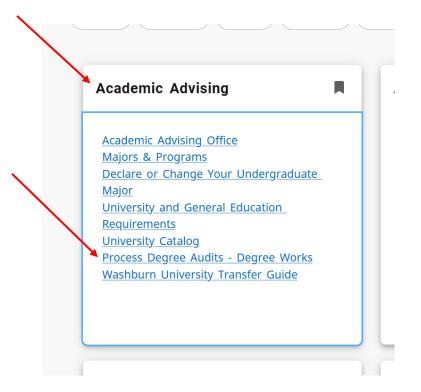
Course	Credit	Score	Grade Points
Math	4	A+	4 x 4.3 = 17.2
Physics	2	В	2 x 3 = 6
English	3	А	3 x 4 = 12
Total	9	NA	35.2
GPA	35.2 / 9 = 3.91		

Course	Credit	Score	Grade Points
Biology	4	3	4 x 3 = 12
Chemistry	3	2	3 x 2 = 6
Chemistry Lab	2	4	2 x 4 = 8
Total	9	NA	26
GPA	26 / 9 = 2.89		

How do I calculate my GPA?

Degree Works has an awesome GPA Calculator. Follow the steps below to access this tool. The Term GPA Calculator in Degree Works can help

you figure out what your overall (or Cumulative) GPA will be at the end of this term. Use it to help you set grade goals in each of your classes, and prioritize which finals you need to study the most for.

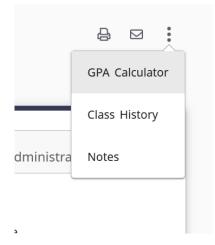


1. Log in to my.washburn.edu with your Washburn University email and associated password.

2. Under the Student Academics tab, in the Academic Advising section in the center of the screen, click Process degree audits www.washburn.edu/onlinestudentsuccess

3. Log in to Degree Works with your Washburn email address and password.

4. In the upper right-hand corner, click on the icon with three dots, and select GPA Calculator.



5. Select the tab that says "Term Calculator." The calculator will auto-populate with your current Cumulative GPA, earned hours, and current class schedule. Select hypothetical grades for each class in progress using the drop-down menu. Click Calculate to see what your Cumulative GPA will be if you receive those grades this term.

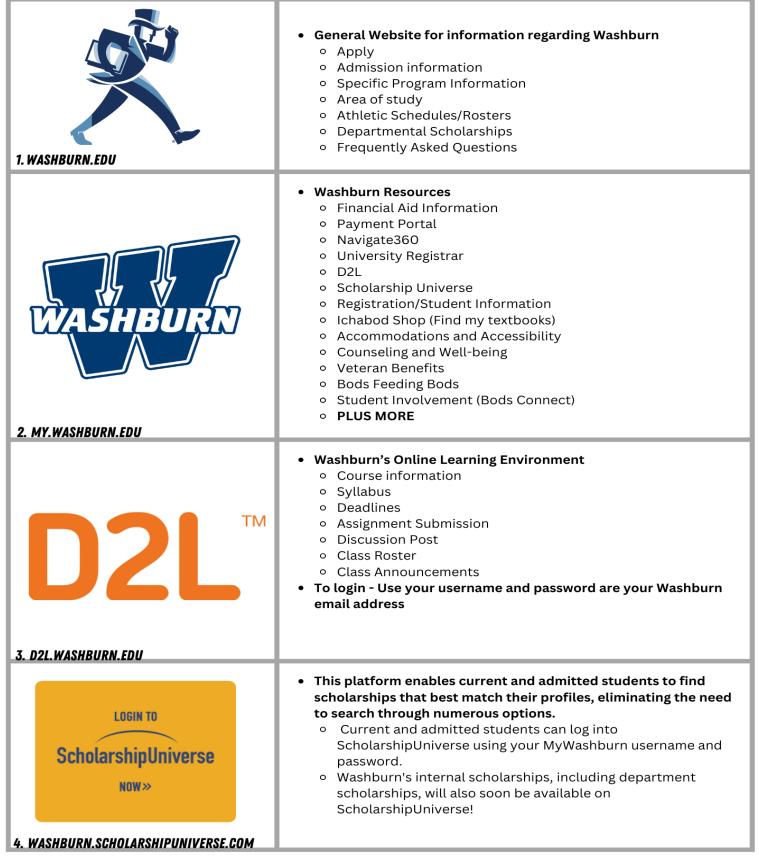
d of this term.			
Current GPA *		GPA credits attempted * 0	
			Add Course
Course *	Credits *	Grade * A	 ✓

LET'S GET TECH SAVY

7 APPS TO HELP YOU SUCCEED AT WASHBURN

1. OUTLOOK	 This app lets you bring all your email accounts and calendars in one convenient spot. Paired to DUO and Navigate. <u>REQUIRED</u> (phone or desktop access) outlook.washburn.edu Contact ITS ASAP if you forget your password or can't access your account (785-670-3000). Check this app/website at least twice daily
1.001100K	
	 Duo Mobile works with Duo Security's two-factor authentication service to make logins more secure. The application generates passcodes for login and can receive push notifications for easy, one-tap authentication on your iPhone, iPad, or Apple Watch. <u>REQUIRED</u> to access your Washburn email
2. DUO	
3. NAVIGATE	 Navigate is a mobile advisor that gets you from orientation to graduation Navigate's appointment scheduler connects you with the people who can help. Appointments sync onto your Outlook calendar. <u>REQUIRED</u>
	 See all important dates and deadlines for each course, plus add your own. Stay updated with course-related updates such as announcements, activity feeds, grades, quizzes, and assignments, all through push notifications. This app is directly connected to Desire2Learn (D2L).
4. BRIGHTSPACE PULSE	
GET.	 GET easier access to your iCard with the Get APP. Deposit funds into Bod Bucks and Dinning Dollars Accounts. See your account balance & Transactions. Request funds from friends and family. Report a misplaced iCard to free accounts.
6. HANDSHAKE	 The #1 way college students find jobs. Join today to explore career options and find jobs and internships. You can schedule a meeting with Career Engagement (Plass 219) through the Handshake app to discuss your Focus 2 assessment or have them review and evaluate your resume.
7. TO DO LIST	 Download a free To DO List to keep track of daily tasks. Instantly declutter your mind, boost productivity, and build good habits.

WASHBURN WEBSITES



Desire2learn



Navigation Basics



Notification & Account Settings

D2L Email and Calendar

- **Quick Steps for Emailing Your Instructor**
 - Go to the course
 - Click the classlist link in the course menu
 - Click the instructor's name
 - Write the email as usual
 - Click the Send button

Sync your D2l Calendar to Navigate

- Resources
- Calendar
- Settings
- Check the box to Enable Calendar Feeds
- Click Subscribe
 - Select calendars and tasks, or select your desired class.

• Download the URL link.

Student Email Account Outlook.washburn.edu

Turn on Notifications

- o Settings
- o General, then Notifications
- o Notify me about, turn on the toggle for mail and calendar
- Your Outlook email should be checked at least once a day.

□ Set up Email Signature

- o Settings
- o Account
- Signatures

Alex Johnson

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Samantha Lee

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Contact details – including your email address. Why? Because if someone forwards your email, the message usually loses its headings in the process. In other words, only the first recipient of your email will be able to see your email address. Unless you provide it in the email signature. It is also easier for the faculty and staff to quickly identify you.

Add another email account to Outlook 365

- Click on your photo on the right side of the page.
- Click Sign in with a different account
- Log in to your account
- Click Next
- Set up other options(optional)
- Finish

Common Tech Tools

Google Docs – Never worry about losing your work because you forgot to save it or your laptop is damaged. With Google Docs, you can save all of your work in one place, create files for each class, and collaborate with your peers in real time by sharing the document. This is ideal for all your group projects.

Zoom- Zoom is a cloud-based video communication platform that allows users to conduct virtual meetings, webinars, and chats. Having car trouble, and you have a meeting with your academic advisor in thirty minutes? Don't worry, you can also inquire about a Zoom option so you don't have to miss your appointment.

Grammarly – Did you know you can add a grammar checker to your email and text messages? Yes, you can with Grammarly. Write those emails and assignments with confidence using this AI-powered grammar checker.

Microsoft 365- You can get free access to Microsoft Word, PowerPoint, Excel, and OneNote with your Washburn student account. Save documents, spreadsheets, and presentations online, in OneDrive.

Visit:https://www.office.com/?auth=2&home=1

Click: Download

Access Microsoft 360 on your Outlook email

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LET'S GET FINANCIALLY LITERATE

"The bad decisions I made in college wrecked my financial life for years." – Author, Speaker, & Educator Anthony O'Neal.

Top 5 Financial Mistakes College Students Make

1. Entering college without a budget or financial plan.

Before the semester starts or during the first couple of weeks of the semester, explore ways to earn money. Apply for scholarships/grants, look into work-study programs, and complete the annual Free Application for Federal Student Aid (FAFSA) at fafsa.ed.gov. You can also create a plan to pay for college at www.consumerfinance.gov/paying-for-college/. You can search your university expenses and explore your finances to create a debt-free pathway. You can also learn about your rights and responsibilities as a student loan holder.

2. Overspending.

It is easy to fall into the trap of thinking that you can spend borrowed money without care and worry about paying it back later. WRONG! Now is not the time to be careless. Do your research before big purchases. Shop around and weigh the pros and cons of buying new. A little discomfort now can save you a lot of heartache later. If you are nervous about making financial mistakes, you can take a free self-paced personal finance course at www.education.intuit.com/learner.

3. Not Saving for Emergencies.

 Adulting is realizing that the unexpected is bound to happen. You might experience a flat tire, your laptop might crash, or you might have a medical emergency and need to pay for a new prescription. You need to develop an emergency fund. You should aim to have at least \$500 in your account for emergencies.

4. Failing or Dropping Courses.

Your behavior can cause you to lose scholarships or grant funding. Make sure that you are mindful of the content that you post online. You don't want to lose a scholarship post due to an ill-considered post. Dropping too many classes can cost you money, even if you are receiving aid. To avoid losing money, be aware of the university's 100% tuition refund deadline. If you are unsure if you should stay in a class, speak directly to your professor. They can give you insight to help you reach a decision. If you fail a course with an F or get a D in the required major course, not only will you have to

retake the course, but you might also have you pay out of pocket to retake the course. Take your classes seriously. Don't waste money by retaking courses.

5. Maxing out credit cards.

A common misconception is believing that you need a credit card for emergencies. If you have \$500 in cash in the bank, you should be prepared to get by. The last thing you want in an emergency is to go into debt. If you can't afford to pay the full balance of a credit card bill each month, you shouldn't get one. If you choose to get one, be sure to select a card with a low limit, a low interest rate, and no annual fee. Did you know that maxing out a credit card limit could negatively affect your credit score? Your credit score is composed of several components: 10% type of debt, 10% new debt, 15% duration of debt, 30% debt level, and 35% debt payment history.

To Stay Away from the Five Mistakes, I Will....

1. Avoid Student Loans By:

2. Avoid Buying Stuff on Credit By:

3. Make Smart Choices By:

- 4. Have a plan for My Money By:
- 5. Save Money During College By:

Financial Habit Tracker

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Federal Aid

FAFSA Form: (Free Application for Student Aid) is an application that students complete online to receive student aid for college or career school. This form is used to determine your eligibility for state and federal financial aid, which includes grants, scholarships, workstudy funds, and student loans. <u>Start Your FAFSA® Form</u>

If you need to verify your eligibility for student aid, please click this link: <u>Eligibility for</u> <u>Federal Student Aid Infographic</u>

If you have any questions or concerns about the application, please reach out to our Financial Aid Advisor located in Morgan Hall 103. You can schedule an appointment to meet with a financial aid advisor on the Navigate app.

How to review your award offer and accept/decline aid:

Log on to my.washburn.edu, select the Financial Aid card. Click on "Review offers, requirements & Resources" and select the correct aid year from the drop-down menu.

Accept financial aid in this order:

Grants and Scholarships: Free money that you don't have to pay back. Each semester, you are required to maintain <u>Satisfactory Academic Progress (SAP</u>). You must meet the minimum criteria of satisfactory academic progress to continue to receive financial aid.

Federal Work-Study: Money earned while working on campus

✓

Student Loans: Borrowed money that will need to be repaid with interest. Always compare student loan terms and make sure you understand the amount of debt you'll be taking on. Please visit the <u>Federal Student Aid website</u> to view loan requirements.

If you are unsure about how much you will need for future semesters, you can explore your options through the FAFSA's online Borrow More Simulator: <u>Log In | Federal Student Aid</u>

Additional Financial Resources:

- How to Apply for Your First Credit Card: NerdWallet: Is aimed at empowering students to make knowledgeable financial choices. If you need expert advice on how to build your credit or how to obtain a student credit card, NerdWallet is a great resource.
- Budgeting and Savings: Money Basics Guide to Budgeting and Savings
- Banking: 10 Questions to Ask A Bank Before Opening an Account
- Credit Card Practices: <u>Best Practices for Using a Credit Card</u>
- Understanding Annual Percentage Rate: Understanding_APR-EN.pdf
- Understanding Vehicle Financing: <u>2014_Vehicle_Finance_Brochure_rev2-</u> <u>WEB_rev3-1.pdf</u>
- Money Tips: Gen Z Financial Education, Tools & Money Management Tips
- MoneySkills Myth Breakers: <u>AFSA-001-Myth-Breakers-One-Pager-1.3_FINAL.pdf</u>
- Free Credit Report/Credit Monitoring: www.experian.com, Annual Credit Report.com - Home Page
- Student Health Insurance Plans: Student Health Services | Washburn University
- College Student Discounts: <u>100 Best Freebies & Discounts for College Students</u> (2025) - MoneyPantry
- Renting an Apartment: First Time Apartment Renter's Guide: 20 Step Checklist
- Frugal Grocery Shopping Tips: Frugal Grocery Shopping List With Tips and Tricks for Saving Money Guiding Cents
- How to Save Money in College: <u>118 Ways to Save Money in College</u>
- Planning for Emergencies: <u>Wellness Center [Financial Literacy Resources]</u> Banzai
- Filing Taxes for Free: VITA clinic: Free tax help to the Topeka community | Washburn Law
- Help Paying Bills: I need help paying my bills | United Way 211
- Identity Theft Prevention: https://mycreditunion.gov/protect-yourmoney/prevention/identity-theft
- Frauds& Scams: Fraud and scams | Consumer Financial Protection Bureau
- Used Textbooks: <u>AbeBooks | Shop for Books, Art & Collectibles</u>
- Buy/Rent/Sell Textbooks: <u>Campusbooks.com</u>

- Computer Considerations: Computer Requirements | Washburn University
- Paid Internships:
 - Disney: Disney College Program Disney Careers
 - NCAA: Postgraduate Internship Program NCAA.org
 - Google: Internships Google Careers
 - The National Institute of Health (NIH): <u>Summer Internship Program (SIP)</u> Office of Intramural Training & Education at the National Institutes of <u>Health</u>
 - Amazon: <u>https://www.amazon.jobs/content/en/career-</u> programs/university/internships-for-students v
 - NASA: <u>https://www.nasa.gov/learning-resources/internship-programs/</u>
 - Deloitte: Internships | Deloitte US
 - Smithsonian Institution: <u>https://internships.si.edu/</u>



Mental Health and Wellness

College can be extremely stressful, and it's essential to prioritize both your mental and physical health. These often get pushed aside when you're juggling multiple tasks and responsibilities. Consider this your reminder and your permission to make your well-being a top priority.

Managing Emotions: <u>Mental well-being: resources for the public</u>

Stress Reduction: I'm So Stressed Out!

Stress Effects on the Body: Stress effects on the body

Mindfulness: Home - Jon Kabat-Zinn (Pioneer of mindfulness)

Coping with stress and Burnout: Coping with stress and burnout :: Keeping Well

Sleep:

- About Sleep | Sleep | CDC
- How Sleep Deprivation Affects Your Health Forbes Health
- <u>The Benefits of Napping National Sleep Foundation</u>

Coping with Loss in College: <u>Grief - Coping with Grief in College, a College Students</u> <u>Guide to Grief</u>

Disaster Distress Helpline: Disaster Distress Helpline

THRIVE Lifeline: THRIVE serves underrepresented individuals facing mental health issues, including LGBTQ+. It also applies to persons living with disabilities and those who are neurodiverse. Call 2-1-1.

Suicide and Suicide Prevention Resources:

- National Suicide and Crisis Lifeline Call/Text/Chat: 988
- I Want to Help My Friend | Jed Foundation
- Help Yourself | 988 Suicide & Crisis Lifeline

Free Counseling Services:

- Washburn Counseling: Call 785-670-3100. <u>https://www.washburn.edu/student-life/services/counseling/emergency.html</u>
- **Talkspace**: Talkspace is an online therapy platform. It accepts many major insurance plans for students on their parent's insurance. There are also a variety of therapy plans out-of-pocket for less than a standard office visit.<u>Talkspace #1 Rated</u> <u>Online Therapy, 1 Million+ Users</u>
- **Bliss:**Bliss is a free 8-session online interactive therapy program for depression that you complete on your own. It's offered by the Centre for Interactive Mental Health Solutions, a non-profit in Toronto, Ontario, Canada.<u>Bliss Free Online Therapy for Depression</u>

Mental Health Apps



🛑 headspace

Headspace



Intellect: Create a Better You



Daylio Journal: Mood Tracker



VOS Wellbeing Plan and Journal



WorryWatch

Additional Resources:

Faith-Based Support: Christian Mental Health Apps | Faith-Based Support

College Students and Eating Disorders: <u>Eating Disorders in College Students | Child Mind</u> <u>Institute</u>

Emotional Wellness: <u>Emotional Wellness Toolkit — More Resources | National Institutes</u> of Health (NIH)

Physical Health:

- <u>Resources Stay Fit in College</u>
- <u>Strategies to Increase Physical Activity PMC</u>

College Mental Health Toolkit: <u>College Mental Health Toolkit: Facts, Tips & Resources for</u> <u>Students - The Mental Health Coalition</u>

BIPOC Mental Health Resources

- BEAM: Black Emotional and Mental Health Collective
- Therapy Of Black Men
- Black Girls & Women | Black Girls Smile
- BIPOC Mental Health Guide: Reclaim Your Roots The Mental Health Coalition

LBGTQ+ Focused

- The National Queer & Trans Therapists of Color Network
- The Trevor Project

Test Anxiety:

- <u>3-3-3 Rule for Anxiety: How to Use, Scientific Basis, Other Coping Strategies</u>
- Coping with Test Anxiety | Get Schooled

Loneliness: Loneliness among University students as a growing concern

Energy Drinks:

• <u>Study: Energy Drinks Linked to Insomnia, Poor Sleep Quality</u>

- Energy drink consumption is associated with reduced sleep quality among college students: a cross-sectional study - PubMed
- Energy Drink Effects on Hemodynamics and Endothelial Function in Young Adults | Cardiology | Karger Publishers

Sports Betting:

- Sports Betting Apps Are Ensnaring College Students | TIME
- Sports Betting Is Taking Over Young Men's Time—And Money
- More than fun and games: Problematic sports betting and its adverse impact on mental health and well-being in young adults PubMed



We Thrive Together

WU-101 Learning Goals

- Literate with Information & Tech
- Demonstrate Academic Honesty
- Engage with WU Community
- Develop an Academic Plan
- Establish Connections
- Establish Learning & Study Skills

Center for Student Success & Retention

Plass Learning Resources Center www.washburn.edu 785-670-1942