



Thanksgiving Break
No School
Nov 23rd - 27th

**Viking
 Times**
 November/
 December
 2015

CARL ALBERT STATE COLLEGE

Time Management

Learning how to manage your time so that you can accomplish what you set out to accomplish is a skill that will help you throughout your life. It is particularly helpful when you are a college student as you have deadlines and many competing priorities that need your attention. It's natural to feel overwhelmed and anxious at times, but having a plan to help you get organized and set priorities will help ease the tension.

Everyone develops their own approach to better manage time, and here are a few tips to help you:

- A. Anticipate and plan
- B. Break tasks down
- C. Cross things off
- D. Don't procrastinate

ANTICIPATE AND PLAN

Every student needs to have some kind of tool to keep track of his/her busy life. This could be a calendar, a day planner, a hand held electronic planner, or a legal pad. Whatever the tool, it needs to be something you can carry with you, and you also need to be able to see at least a week at a time so that projects or tests don't sneak up on you. Most things take longer than we think they will, so if you think about things in advance and plan for the certainties, you will have enough flexibility in your schedule to handle the unexpected things that come up. Put everything on your calendar... tests and projects, study time, social engagements, etc.

BREAK TASKS DOWN

Whether you are faced with a big task, such as graduating in 4 years, or smaller tasks such as studying for a final, it helps if you break the task down into smaller, more manageable parts. Students who procrastinate often comment that when they wait to the last minute to complete a project, they often feel overwhelmed, and the task seems insurmountable. By setting priorities and breaking the bigger project into smaller tasks, the work is more manageable, and less intimidating.

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BE SURE TO FOLLOW US ON-



Instagram

CROSS THINGS OFF

Making a "to do" list is an essential part of effective time management. Making these lists helps you see all that has to be done, and it is a memory jogger to remind you of what has to be done. You can make immediate to do lists and longer term to do lists. Putting a date when tasks are due is helpful. Writing things on your hand to help you remember things can only take you so far!

DON'T PROCRASTINATE

If most of your life you have followed the belief of "don't do today what you can put off until tomorrow", then most likely you brought this mind set with you to college. Procrastination can lead to many sleepless nights (literally) and can contribute to academic and personal difficulties. Procrastination can simply be a way of life for many students, and this can be stressful for them as well as others around them. It might be hard to do, but take care of business first, and then do fun things. There are resources on campus that can help you learn how to deal with procrastination so that you can get your work done in a more productive way.

Finals week is December 7-11th! Check out this webpage for the schedule! Good luck students!

<https://carlalbert.edu/admissions/finals-test-schedule/>



Department Highlight

Financial Aid

The CASC Financial Aid Office's purpose is to provide students of Carl Albert State College financial assistance to obtain their educational goals. Realizing that financial aid is a vital part of most students' education, we are dedicated to providing the highest level of service. We are committed to total compliance with Federal and State regulations and college policies. We encourage students and their family members to ask questions and to continually check on their status with the financial aid office to assist us in completing their financial aid process as soon as possible. For any questions regarding financial aid please contact us.

Carl Albert State College
Financial Aid Office
Hemphill Hall
918-647-1343
financialaid@carlalbert.edu



SPOTLIGHT



Student Spotlight

Remington "Steve" Young is a sophomore student from Buffalo Valley, OK. He is majoring in Allied Health. He is a Resident Assistant and Student Activities work-study. Remington is very involved in intramural sports, film club, and VIKES Club. He is a great student who goes above and beyond for the college on a daily basis. The Student Affairs Office says Remington is an all-around student who makes them laugh every time he is in the office. He plans to apply for the PTA Program for the Fall of 2016.



Faculty/Staff Spotlight

Kodey Toney has been a member of the CASC Family since 2004. He is a Guidance Specialist for Educational Talent Search, a TRIO Program, in Sallisaw. As a Guidance Specialist, Kodey works with low-income, first-generation middle and high school students preparing them for success in post-secondary education. "I love my job," says Kodey, "It's a pleasure to wake each morning knowing that I am helping students reach their goals." Kodey is a father and husband. He and his wife Jennifer have two sons, Konner and Kruz. Kodey has an Associate's Degree in Broadcast/Journalism from Carl Albert State College; a Bachelor's Degree in Liberal Arts from Rogers State University, and a Master's Degree in Education Administration from East Central University.

In addition to his job at CASC, Kodey is an advocate for people with disabilities. He and his wife Jennifer created the Pervasive Parenting Center. His son Konner's diagnosis of autism at the age of three sparked him to do many of the things he has to help bring awareness to the rural areas of eastern Oklahoma, helping families find resources for their loved ones with disabilities. Kodey has 12 hours of training in special education law through Wrightslaw, completed the William and Mary Law Institute on Special Education Advocacy, is a 2013 graduate of the Partners in Policymaking program through the Oklahoma Developmental Disabilities Council, a member of the local NAMI chapter, co-director of the eastern Oklahoma Sibshop, the author of a weekly column titled "Pervasive Parenting" which runs in several publications and online websites, and is employed by the Oklahoma Family Network as the eastern Oklahoma regional support navigator. He was appointed by the governor to the Oklahoma Developmental Disabilities Council in 2015.

Upcoming Events!

- November 19- Miss CASC
- November 19- CASC Basketball Game
- November 23-27- Thanksgiving Break
- December 1- Movie Night
- December 2- BCM
- December 2- WOW
- December 3- Beard Contest Ends
- December 7- Late Night Breakfast
- December 7-11- Finals Week
- December 8-10- Book Buy Back
- December 14- January 8- Christmas Break
- January 3- Interim Move in 2pm
- January 4-8- Interim Classes
- January 9- Spring Move In - 9am-12pm
- January 11- First Day of Spring Semester
- January 12- Intramural Flag Football
- January 12- Bowling Night
- January 13- Noonday
- January 13- WOW

Business Spotlight



FOR MORE INFORMATION

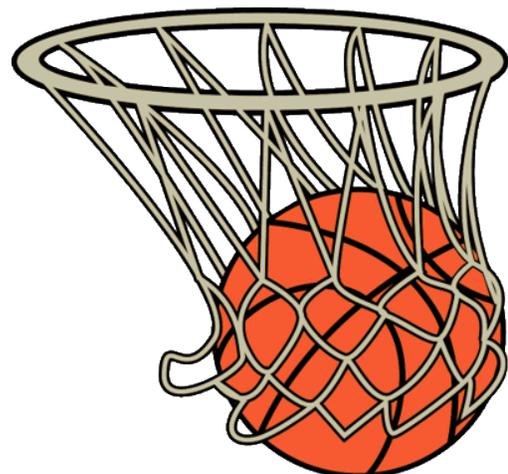
Queen B

Address: 34636 US Highway 59 S
Poteau, OK. 74953

Phone: 918-647-0671

With your current CASC Student ID you are allowed into the CASC Women and Men's Basketball Games for free! Go cheer and support your Vikings!

Did you know?



Sallisaw News!

This month CASC Sallisaw hosted the 4th Annual Head Games Competition. This Jeopardy style tournament is a 3-day event held to showcase academic achievement amongst students on campus. This year's competition drew more than 20 participants vying for the chance to win a \$1000 tuition waiver for the spring semester. The winner of this year's competition was Joanna Skipper of Sallisaw, second place was awarded to Kevin Lacquement of Sallisaw and third place was awarded to Jake Sims of Muldrow.



1st Place- Joanna Skipper



2nd Place- Kevin Lacquement



3rd Place- Jake Sims

A group of Sociology students are hosting a canned food drive event as a community service class project. The proceeds from this event will benefit the Catholic Charities Center of Sallisaw. Donations will be accepted until Friday, December 11. Donation boxes can be found at the all campus entrances and the Student Support Services office.



Student Support Service students need to check-in with Terri Cox to ensure that all points are turned in by Monday, November 30.

