

## Manage Time

Time management is one of the biggest challenges for college students as they balance school, work, personal, and family/relationship responsibilities. It is important that students be informed and realistic about how much time it takes to be a successful college student.

### How Many Units?

Students taking 12 units are considered full time. Student athletes and students covered by family health insurance are among the students who must be full time. Students who have financial aid or scholarships must maintain the number of units specified by the financial services they are receiving.

The number of units for each course is based on the number of hours per week spent in class. For instance, English 100, which is a 4-unit class, meets 4 hours per week. Courses with labs or other additional time requirements meet for more hours. In addition to the time spent in class, a successful student must dedicate 2-3 hours of study time outside of class for every hour in class. In other words, a student taking 12 units is spending 12 hours in class and 24-36 hours outside of class in order to succeed. **A full-time student has a full-time job just being a student.**

Courses and students vary. However, students should consider these guidelines when planning for each semester.

Work Hours Per Week	Units Per Semester
40 hours	6 units
30 hours	9 units
20 hours	12 units
5-15 hours	14-16 units

### How Many Units for How Long?

Students who start at SRJC in college-level courses can use this estimated timeline to see how long it will take to reach their goals. Taking summer session courses can shorten this time.

Number of Classes Per Semester	Number of Years to Reach Your Goal		
	Certificate Program (CTE)	Associate Degree	Bachelor's Degree
One class (3 units)	5 Years	10 Years	20 Years
Two Classes (6 units)	2-3 Years	5 Years	10 Years
Three Classes (9 units)	1.5 - 2 Years	3.5 Years	6.5 - 7 Years
Four Classes (12 units)	1-2 Years	2.5 Years	5 Years
Five Classes (15 units)	1-2 Years	2 Years	4 Years

# Manage Time

Use this weekly calendar to plan the first semester. Be sure to block out class time first, then work time (if it is a fixed schedule), and study time. After making those commitments, it will be easy to see where there is free time.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							