

# *CSP Newsletter*

## *February - March 2004*

Comprehensive Studies  
Program  
G155 Angell Hall  
(734) 764-9128

[www.lsa.umich.edu/csp](http://www.lsa.umich.edu/csp)

### Director's Corner

by **William Collins**

Winter term at Michigan is known for certain time-honored challenges like trudging to class through a foot of snow or staying in your room whenever possible as a defense against the wind chill factor. Yet, one of the most important challenges is simply managing your time in a way that allows you to achieve the academic goals you set for the term. It's a challenge that can be easier to identify than to resolve.

A first step is to identify all the commitments that confront you for the term. The most obvious are apt to be those that are course-related, like attending class and completing assignments. But it can also be useful to identify time-wasters, such as excessive socializing. By eliminating those activities that waste your time, you can actually increase the time you have available for the things that are really important.

Also, be sure to note important deadlines and anticipate the effort required to meet them. For example, if you will need to complete applications for such things as financial aid, summer internships or jobs, or for admission to graduate or professional school, then it will be important to start the process early. And don't forget to schedule time to meet with your academic advisor or course instructors. In this regard, Dr. Charles Taylor is our featured writer for this Newsletter's "Spotlight" section, and he offers some useful insights about the value of using "office hours."

Winter term is also full of a variety of intellectually stimulating events and activities. I urge you to schedule time to take advantage of them, including lectures and programs associated with the Theme Semester: Brown v. Board of Education - 50 Years later.

Nothing is particularly hard if you divide it into small jobs.

Henry Ford (1863-1947)  
Ford Motor Co., Founder

### Academic Advising Staff

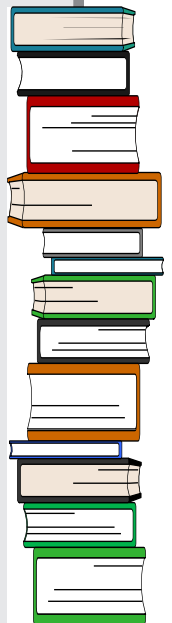
**Dr. Dwight Fontenot**  
**Charlae M. Davis**  
**Elzora Holland**  
**Liese A. Hull**  
**Gus Pappas**  
**Dahlia Petrus**  
**Michele Ruffino**  
**Chauncey Williams**

Please call our office at (734) 764-9128 to make an advising appointment.

We have walk-in hours for more urgent situations

Monday - Friday  
1:00 - 3:30

Keep in mind that appointments allow you & your advisor time to discuss academic and personal concerns.



## Spring & Summer 2004 Financial Aid

The deadline is March 5, 2004 to submit a Request for Funds and to be eligible for Sp/Su aid. Again, as a reminder, for students already have a 2003-2004 FAFSA filed, all they have to complete is the RFF form by March 5, 2004.

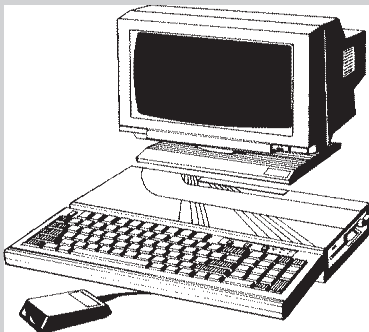
Students who do NOT have a 2003-2004 FAFSA filed, must complete a 2003-2004 FAFSA form and an RFF form.

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The Spring/Summer 2004 Request for Funds (RFF) form is available at OFA-- 2011 Student Activities Building, The Pierpoint Commons, and CSP--G155 Angell Hall

OR

You can submit your form via the web!  
[www.finaid.umich.edu/forms/ssrff04](http://www.finaid.umich.edu/forms/ssrff04)

**Completed Forms must be  
submitted by  
March 5, 2004**



**Pre-Engineering  
Advising with  
John Rue  
1255 Angell Hall  
Tuesdays 9-12  
by appt. only  
764-0332**

## Announcements

\* To apply for Financial Aid for Fall/Winter 2004-2005, You must submit your FAFSA or Renewal FAFSA to the federal processor by February 15, 2004, and if you are requested to submit additional application items to OFA (such as copies of tax returns), OFA must receive these additional items by May 28, 2004. **Very little, if any, grant funds will be available for students who do not meet these deadlines dates!**

\* Wolverine Access is changing this February. Check out the new changes before registration in April.

\* The Registrar's new website is [www.umich.edu/~regoff/](http://www.umich.edu/~regoff/)

\* The Time Schedule will no longer be printed. The Spring/Summer and Fall 2004 Time Schedule will be available on-line to students by March 8, 2004. Other information formerly found in the Time Schedule concerning policies, deadlines and calendars can be found on the Registrar's site.

\* The last day for approved Late Drop from a course, for which you will receive a "W" on your transcript, is Friday, March 19, 2004.

\* Summer Bridge 2004- Bridge Peer Advisor Applications are due by March 8, 2004 to the CSP office.

## Pre-Medical Peer Advising

**Kristen M. Harris-**  
**harriskm@umich.edu**  
Monday 11 - 1 pm & 2 -5 pm  
Wednesday 11 - 2 pm



**Dayna LePlatte-**  
**dleplatt@umich.edu**  
Tuesday 2:30 - 5 pm  
Wednesday 12- 5 pm



### Services Offered:

- Scholarship & Internship information
- Preview books for pre-med classes
- Answering pre-med/public health questions, application processes, & MCAT information

## Financial Aid Advising

**Nancy Roy**  
**nancyroy@umich.edu**  
When: Monday & Thursday  
10:00 a.m. - 3:00 p.m.  
Where: G155 Angell Hall

or stop by the:  
**Office of Financial Aid**  
2011 Student Activities Building  
(734) 763-6600  
[financial.aid@umich.edu](mailto:financial.aid@umich.edu)  
[www.finaid.umich.edu](http://www.finaid.umich.edu)

## Tutoring

### CSP Offers Tutoring for Courses in:

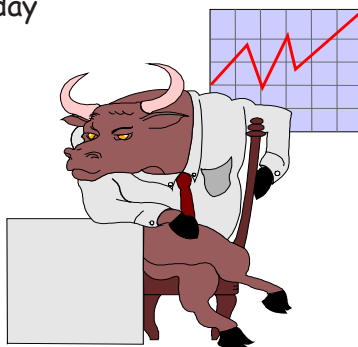
- ! Accounting
- ! Biology
- ! Chemistry
- ! Economics
- ! French
- ! Math
- ! Physics
- ! Spanish
- ! Statistics



## Pre-Business

### Pre-Business Peer Advising

**Lauryn Hale**  
**lhale@umich.edu**  
Monday & Wednesday  
3 - 5 pm  
Tuesday & Thursday  
11 - 1 pm



If you are interested in becoming a CSP Tutor, contact Chauncey Williams, our Tutor Coordinator at [cwsc@umich.edu](mailto:cwsc@umich.edu) or stop by the CSP office for an application.

**CSP SUPPLEMENTAL  
INSTRUCTION  
MATH 105, 115, & 116  
FREE  
WORKSHOPS**

**Dr. Haggai Elitzur: Instructor  
WINTER TERM 2004**

**For More information contact  
CSP at 764-9128 or e-mail  
[helitzur@umich.edu](mailto:helitzur@umich.edu)**

**SCHEDULE**

**All workshops are in 2330 Mason  
Hall 6pm-9pm  
Mock exams start at 7pm  
The very first meeting in January will  
start at 7pm**

**Math 105**

**Exam#1 Prep**

1. January 13 – Exam preview 7pm
2. January 20– 6pm review, Mock exam 7pm
3. January 27 – 6pm review, Mock exam 7pm
4. February 3 – Review

**Exam#2 Prep**

1. February 17 – 6pm review
2. March 9 – 6pm review
3. March 16 – 6pm review, Mock exam 7pm
4. March 23 – Review

**Final**

1. April 6 – 6pm review, Mock exam 7pm
2. April 13 – 6pm review, Mock exam 7pm

**Math115**

**Exam#1 Prep**

1. January 12 – Exam preview 7pm
2. January 19 – 6pm review, Mock exam 7pm
3. January 26 – 6pm review, Mock exam 7pm
4. February 2 – Review, Mock exam 7pm
5. February 9 – Review

**Exam#2 Prep**

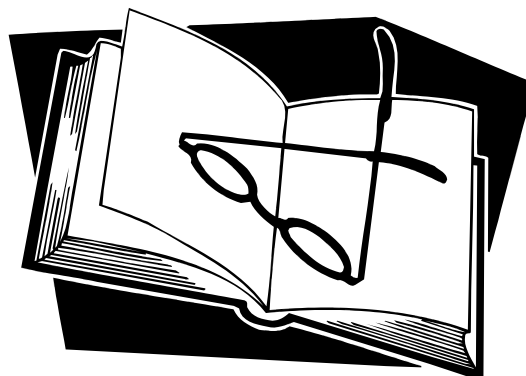
1. February 16 – Review
2. March 8 – Review
3. March 15 – 6pm Review, 7pm Mock exam
4. March 22 – 6pm Review, 7pm Mock exam
5. March 29 – Review

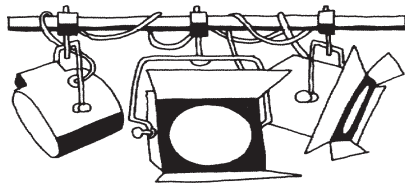
**Final**

1. April 5 – 6pm Review, Mock exam 7pm
2. April 12 – 6 pm Review, Mock exam 7pm
3. April 19 – 6 pm Review

**Math 116**

**By Appt every Wednesday with Dr. Haggai Elitzur contact at [helitzur@umich.edu](mailto:helitzur@umich.edu)**





## Spotlight on "Student Success 2004"

An ongoing feature of our Newsletter is "Spotlight on Student Success." This is in an effort to inform you and the University community of some of the achievements of current CSP students and recent graduates. CSP has a rich history of academic achievement and we want to let everyone know. Please take a moment to fill out the form in the CSP lobby and let us know about your academic and personal successes.

The Comprehensive Studies Program is a family of more than 1,800 scholars. Help us inform the entire community about your success.

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**Please stop by the CSP Office to fill out a Student Spotlight Form today!**

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**Michele Jeffrey, CSP** Junior concentrating in English and maybe Communications with a possible minor in French. She is currently studying abroad in Florence, Italy for Winter 2004 term. She has served as a legal/media assistant for Materre and Associates Law Firm in Chicago and has served as a morning news intern for Fox 5-WNYW in NYC. She was offered to come back to Fox 5 NYC again for Summer 2004.

**Ignacio Benedetti, CSP**  
December 2003 graduate. Ignacio graduated with a BS in Economics and Mathematics. He specifically studied Actuarial Mathematics. Ignacio is now working for Towers-Perrin Consulting Firm in Chicago. He will be working with retirement pensions. His e-mail is ignacio.benedetti@towers.com. The company website is [www.towers.com](http://www.towers.com)

**Andreas D. Penna, CSP & Business Administration** BBA Student. Andreas was accepted into Microsoft's Marketing Leadership Recruit (MLR) Program. This program was designed to bring undergrads into the Marketing profession. The MLR program begins in August and is a two year formal training program to prepare the participant to become a successful Marketer at Microsoft. Andreas was one of twenty-five people hired out of thousands of applicants. He will be working in the Mobile Devices Group on Global Strategy.

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**Congratulations on these wonderful achievements!**

# Spotlight on “Office Hours”

By Dr. Charles Taylor

Imagine calling your doctor to say that you are feverish, unable to hold down solid food, and changing colors every half hour. Imagine that your doctor says, “What you have sounds very serious. I can give you general advice about how to treat your symptoms, but if you don’t come in to allow me to examine you, I can’t be sure what’s wrong or what medicines to prescribe.” Now imagine that you tell the doctor “thanks, but I think I’ll take my chances on my own.”

Sound silly? Sure it does. But how many of you take very difficult classes, yet refuse to go to office hours, sessions with experts who can help you with the problems you’re experiencing in those classes—free of charge?

The very best friend of a university student is information. You have several instructors, all demanding at once that you read and write and research and discuss at a highly competent level. You need to know how to accomplish the tasks in those courses quickly and effectively, and preferably in a way that allows you to avoid shaking loose an excessive number of brain cells due to stress. (After all, this is when you really need all those brain cells—right?) Some of the best sources of that information are the people who designed the courses in the first place. If they are willing to share it, shouldn’t you take every opportunity to collect it?

Here’s another way to look at it. The classes here at the University of Michigan vary in size from somewhere in the teens to somewhere in the hundreds. Your instructors may be very meticulous in their preparation for lectures and discussions, but during class they are lecturing to and answering questions from a large number of people. They might never get to your question, or fully understand it (especially if you’re a little nervous about asking questions in a roomful of people to begin with), or have time to answer it adequately. Worse yet, you might be so reluctant to appear unknowledgeable in front of others that you simply never ask questions. Then you become like that poor soul in my opening example: gacking up your lunch and twitching like a gerbil, but too proud or too uncomfortable to consult with the one person who could help.

In office hours you can come equipped with any questions you need to ask. You can have the instructor or G.S.I. evaluate your performance with no distractions. You can ask for clarification if a particular response doesn’t really answer your question. A side benefit is that you and your teachers may get to know each other better, and developing a relationship with someone who will have a substantial impact on your future can be pretty vital.

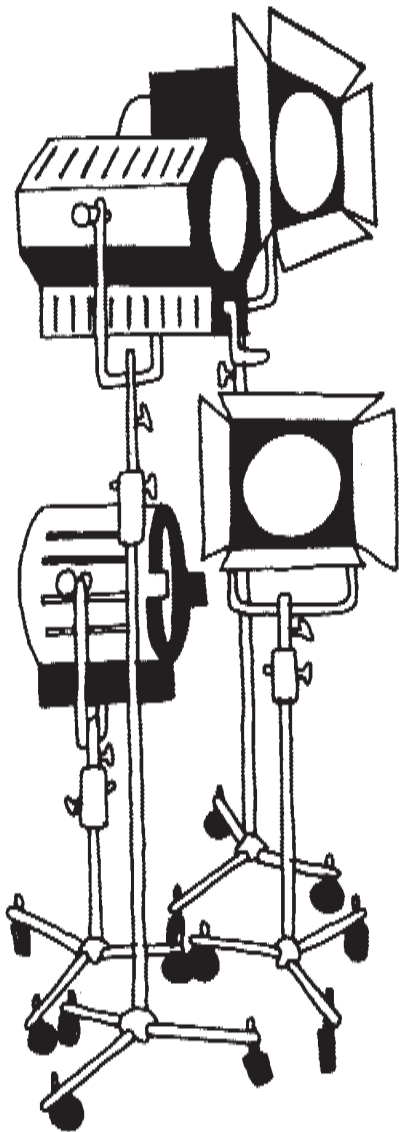
Think about what office conferences really mean, and their value becomes even more obvious. We accept that lectures and exams and grades are important because institutions of higher education require them. Well, did you know that those same institutions also require instructors to hold office hours? What does that tell you? Remember, too, that a quality education is neither free nor cheap, and access to your professors and lecturers and G.S.I.s outside of class is one of the things you pay for. You should attend office hours if for no other reason than to get your money’s worth.

I’ll say it again: information is the best weapon you have in the battle to succeed academically. Take advantage of the opportunity to meet with your instructors, possibly the best and clearest source of information available. (You also should read a little now and then, but that’s another story.)

# CSP Students

## Share Your Successes & Experiences

Tell your advisor or fill out a form  
in our lobby for entry into the  
**"STUDENT SPOTLIGHT"**  
section of the CSP Newsletter



### Featuring:

- ★ Awards
- ★ Graduate School
- ★ Internships
- ★ Jobs
- ★ Law School
- ★ Medical School
- ★ Research
- ★ Scholarships &
- ★ Study Abroad

If you have any comments or questions regarding the CSP Newsletter, please contact Michele Ruffino, Academic Advisor & Newsletter Coordinator (print & web) in the CSP Office at (734) 764-9128 or e-mail [loraine@umich.edu](mailto:loraine@umich.edu).

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Be a Positive Role-Model for Other Students

Comprehensive Studies Program  
The University of Michigan  
G 155 Angell Hall  
435 S. State St.  
Ann Arbor, MI 48109-1003