



Strategies for Success and Action Planning Guide

Part I: Getting started.

To help get you started, we've designed this guide to help you organize and approach your course assignments. To start, please take into consideration the following steps:

1. Create a personal Self Study Schedule around your life. Take into account fixed commitments like working hours, commute time, etc.
2. Take into account any family activities, leisure activities, and downtime to relax.
3. Now schedule in regular study time per week using the CCU estimated average of 45 hours that you will spend doing coursework to complete one class.
4. Each course breaks down into 9 separate assignments, 4 Unit exams, 4 Essay exams, and 1 Final exam. (Note: EDU students 4 Unit Essay exams and 1 Final exam.)
5. Print a copy of your Self Study Schedule Worksheet for each course.
6. Create a Study Support Team by recruiting family members, friends, coworkers who agree to support you in sticking to your Self Study Schedule and commit to sharing this plan with your team.
7. CCU will be happy to assign you to a Student Success Advisor for extra guidance, motivation, and renewed commitment to reaching your goals; and as another important member of your Study Support Team!

Part II: Time spent on each assignment.

- Write down how much time you anticipate the assignments will take to complete and submit to grading.
- Then, keep track, time yourself, and write it down so you will know how much time it actually took you to complete each assignment.
- Remember, once you get into a steady rhythm and routine you will no longer need to keep track of Part II, as you make the Self Study Schedule a habit based on previous course completion times.



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Part III: Study Strategies/Self Questions

Indicate whether or not each statement is true for you.

1. I study in a comfortable place that is free of distractions.
YES NO
2. I rely on my Study Support Team to help me keep my commitments to set aside time and to block interruptions during my Study Schedule times.
YES NO
3. I study during a regular block of time on already scheduled days.
YES NO
4. I have planned my study schedule during times of my own maximum alertness. (morning vs. night, weekends vs. weekdays)
YES NO
5. I limit study time to 1-2 hours before taking a break.
YES NO
6. I have planned my time realistically into a regular study schedule, so that I can do a little bit each session.
YES NO
7. I allow for flexibility when something unexpected comes up and get back to my regular study schedule without procrastination or delay.
YES NO

If you answered “no” to any of the questions above, please write down how you plan to take action to improve your habits regarding this specific study strategy. Then read and apply as needed!

Part IV: Graduation Timeline, Self-Study Schedule and Weekly Study Calendar Worksheets

California Coast University is proud to have you as a student. To help you organize your program, we’ve developed the following worksheets to use as tools in planning how to complete your program:

- Graduation Timeline
- Self-Study Schedule
- Weekly Study Calendar

We hope you find them useful guides as you complete your program. Together, they can help you have a solid action plan to follow as you reach your educational goal. We wish you success!



Graduation Timeline Worksheet

Student Name: _____

Degree Program: _____

For each question below, place the answer in the column on the right. This will help you calculate the time needed to successfully complete your degree program.	
When do you expect to graduate? (Month and Year)	
Number of months until your graduation date? (Calculate the number of months from today's date)	
How many courses do you have to complete? (Total number of courses)	
Total number of months divided by total number of courses = (Number of months to complete one course)	
Convert the number of months to complete one course into total number of weeks. (This will help to make your study time easier to schedule.)	

If at any time you fall behind, simply create a new Graduation Timeline to help you get back on track.

If you need help at any time, please feel free to contact Student Services through "My Messages" on the student portal to request assistance.

California Coast University is committed to your success!



Self-Study Schedule Worksheet

Course Name: _____

Start Date: _____

Completion Date: _____

Date	Study Guide Assignments	Hours	# Days	(%) Complete	✓ Done	Points/ Grade
	Unit 1 Assignment : Read text for assigned chapters per Study Guide					
	Complete Unit 1 Exam					
	Complete Unit 1 Essay					
Percentage of course completed				20%		
	Unit 2 Assignment : Read text for assigned chapters per Study Guide					
	Complete Unit 2 Exam					
	Complete Unit 2 Essay					
Percentage of course completed				40%		
	Unit 3 Assignment : Read text for assigned chapters per Study Guide					
	Complete Unit 3 Exam					
	Complete Unit 3 Essay					
Percentage of course completed				60%		
	Unit 4 Assignment : Read text for assigned chapters per Study Guide					
	Complete Unit 4 Exam					
	Complete Unit 4 Essay					
Percentage of course completed				80%		
	Request and Complete Your Final Exam					
Congratulations you have completed your course!				100%		



Weekly Study Calendar Worksheet

Course Name: _____

Start Date: _____

Completion Date: _____

Week	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
#1							
#2							
#3							
#4							

Notes:
