

## **PROCESS**

Every day we perform many activities that are *processes*, that is, series of steps carried out in a definite order. Many of these processes are familiar and automatic: for example, loading film in a camera, diapering a baby, or making an omelet. We are thus seldom aware of the sequence of steps that makes up each activity. In other cases, such as when a person asks us for directions to a particular place or when we try to read and follow the directions for a new table game that someone has given us, we may be painfully conscious of the whole series of steps involved in the process.

In this section, you will be asked to write a *process essay*--one that explains clearly how to do or make something.

### **How To Pick The Perfect Class Schedule**

As you look at the punch cards or computer printout that lists your courses for next semester, do you experience a terrible sinking feeling in the pit of your stomach? Have you gotten stuck with unwanted courses or a depressing time schedule that cannot be changed? If so you obviously don't know how to select the perfect schedule. But by following a few simple procedures, you can begin any semester with the right courses at the most convenient times.

First, you must find the right courses. These are the ones that combine the least amount of work with the fewest tests and the most lenient professors. Ask your friends and acquaintances about courses in which they received A's after attending only 25 percent of the classes. Ask around too, to see which professors have given the same test for the last fifteen years. Photocopies of these tests are usually cheap and widely available. Then pick up a copy of the master schedule and study it carefully. Find the telltale course titles like "History of the Animated Cartoon," "Arts and Crafts for Beginners," and "Rock Music of the 1950s."

Next, when you have accumulated lists of easy instructors and subjects you can begin to block out time periods. The ideal schedule will vary according to your individual needs. If you stay up late in order to watch old movies or work the graveyard shift, you may want a daily schedule that begins so sooner than noon. You should schedule only afternoon too, if you're one of those people who would rather be tortured than forced to leave a warm, cozy bed in the morning. On the other hand, if you are a "lark" who bounds out of bed at dawn, you may want to get

your classes out of the way as early as possible. That way you have the rest of the day free. Morning classes are also necessary if you are a soap opera fanatic who can't miss one day's events in Pine Valley or Port Charles.

Finally, you must outsmart the registration process. You want your ideal schedule to pass through official channels untouched. The main way to do this is to register early. Ignore things like registration by first letter of last name or by number of accumulated credits. Desperate stories about dying relatives or heartless employers will get you quickly through a registration line. If a course does happen to be closed because you simply couldn't register at 7:00 a.m., you may still be able to get in. Talk to the professor and convince him or her that a serious, ambitious, hardworking student like yourself would be a stunning asset to the class. Be sure to carry a list of backup courses to registration, though, just in case one of your chosen classes switches professors or changes time periods. Be ready to fill in vacant slots with courses that meet your strict requirements.

By following these suggestions, any student can pick the perfect class schedule. College can thus become a nonirritating, almost pleasant activity that disrupts your real life as little as possible. And you never know--you might even learn something in "Creative TV Watching."