**Tips for Academic Success**

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| The Basics* Set the scene for success
* Organize and plan from the start
* Find a friend in each class
 | Taking Notes* Eliminate distractions
* Use provided guides
* Compare with a friend
* Put it in your own words
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| Your Faculty* They are the most knowledgeable resource you have
* Write down what you don’t understand, if you can’t answer your questions after class… ask your professor!!
 | Planning* Map major assignments and events monthly
* Weekly To-Do lists
* Identify daily *Must Do’s*
* Map your week in detail
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Using Time Wisely

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| Small Blocks < 1 hour* Review Quizlet or Note Cards
* Re-read notes
* Shorter tasks (ex: 2 math problems vs. paper writing)
 | Long Blocks > 1 hour* Identify your attention span
* Rotate subjects to stay focused
* Stay in the moment and be realistic
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**The Center for Academic Success is in the lower level of the Library and can help you improve these skills, just stop by and ask how!**

Reading a Textbook

* Survey what’s coming
* Read in chunks
* R – read a paragraph/section

A – ask what main idea and supporting details are

P – Put it in your own words

* Review note summaries to study
* Try an audio book

Test Prep

* Create quizzes as you study
* Simulate your test conditions while studying
* Note card exercises

Taking Tests

* Brain Dump – As soon as you get your test, write anything you need to remember at the top or on the back (formulas, dates, names, etc.)
* Prioritize the test and plan your time
* Use the test as key words to jog your memory
* Visualize your study session if you are stuck
* Essay’s – brainstorm a key word outline before you begin writing