**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 |
| 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 |

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 |

**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