

## GUIDELINES FOR STUDENT SUCCESS



### **Student Services Counseling Center**

*Where students are assisted with academic, career and personal needs.*

To be successful in college, you'll need to be prepared, develop effective study skills, and manage your time productively.

#### **1. BEING PREPARED AND ORGANIZED**

- Buy textbooks and any required materials as soon as your course begins.
- Use a planner to record your class schedule and to track due dates for daily/weekly assignments, projects and tests.
- Use a notebook with pockets to organize class notes, course syllabus, handouts and related course materials.
- Always be prepared for class with pens, pencils, notebook and textbooks.
- Have a paperback college dictionary or online dictionary available.

#### **2. STUDENT BEHAVIOR THAT CONTRIBUTES TO SUCCESS**

- Attend all classes and be on time.
- Read assigned material before class.
- Ask questions if you're not sure about assignments or the material covered.
- Show your interest by sitting near the front of the class, by establishing eye contact with your instructor, and by taking notes.
- Participate in class discussions.
- Avoid whispering or talking with classmates in side conversations or working on your computer while the instructor or another student is presenting information.
- Complete your assignments on time.
- Contact your instructor before you miss a class, if at all possible and make up all missed work.

#### **3. PREPARING FOR AND TAKING EXAMS**

- Be sure what material the exam will cover and what type of questions (essay, multiple-choice, short-answer, matching) will be asked.
- Study from the beginning of the course, a little bit each day (Boyd, 1988).

- Use chapter outlines and summaries to help you organize and remember the course material. Try to relate information to your own experience or to what you've previously learned.
- Study with a partner, or organize a small (three- or four-person) study group. Meet after you've studied the material individually so you can compare notes and quiz each other.

### 3. PREPARING FOR AND TAKING EXAMS (continued)

- Use the “**SQ3R**” (Survey, Question, Read, Recite and Review) method. Add “**Write and Reflect**” (Lefton, 2000) for the “SQ3R Plus System:
  - **SURVEY** the chapter outlines, topic headings, tables, graphs, the summary and review sections to gain an understanding of the **overall picture** and the purpose of what you will study.
  - **QUESTION** what you need to learn in terms of **what, why how, when, who and/or where to support the central concept.**
  - **READ** specifically to answer questions noting that most paragraphs contain one or more main ideas in support of a concept; highlight them with a marker; make notes in the margins summarizing key points; notice bolded or italicized type and to tables, graphs and illustrations which may explain an idea more thoroughly than the text.
  - **RECALL** by pausing every 15 minutes to recall and summarize in your own words the ideas that you have read (mini-review).
  - **REVIEW** by rereading difficult parts and by asking yourself if you have answered your questions, understood the material and accomplished your goal.
  - **WRITE AND REFLECT:** Write a summary of the key terms and concepts in your own words and think about how they relate to your life. When you reflect on your own learning, you're an active learner and a critical thinker (Lefton, 2000).

### 4. TIPS FOR TEST PREPARATION AND TEST TAKING

- Get a good night's sleep before the exam so you can think clearly.
- Eat a healthy meal before taking a test.
- Always follow directions very carefully when you take an exam.
- Bring all the supplies you'll need to the test (pencils, pens, paper etc.).
- Arrive early for the test.
- Try to relax. Take a few deep breaths, stay calm, and listen carefully to instructions.
- Budget your time so that you'll be able to complete the test.
- If time permits, double-check your answers.

Boyd, R.T.C. (1988). In Angela Provitera McGlynn (2001). *Successful beginnings for college teaching*. Madison, WI: Atwood Publishing.

Carr, Patricia Ann (undated). In Angela Provitera McGlynn (2001). *Successful beginnings for college teaching*. Madison, WI: Atwood Publishing.

Lefton, L.A. (2002). In Angela Provitera McGlynn (2001). *Successful beginnings for college teaching*. Madison, WI: Atwood Publishing.