Tips for Academic Success

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

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!

T. Carner and K. Davis, 2017
Center for Academic Success
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