1) Establish 3 practical and clear goals for the semester
2) Create a “great year” action plan
3) Create your own personal mission statement
4) Have the mindset that this is NOT (high) school – that this is your job. You need to go about this work as a professional!
5) Realize that success in school will lead to success in your career. Lay out a plan to learn as much as possible in each course and to earn your desired grades.
6) Identify your personal strengths and weaknesses. Work to your strengths. If possible, change weaknesses to strengths. If not possible, minimize (or deal with) your weaknesses.
7) Talk to your employer BEFORE registering to make sure you won’t miss class or work.
8) Make sure to let your work know you can’t work as much
9) Don’t work outside of school too much – focus on school.
10) Prioritize! What is the most important right now? Turn down offers that will use up valuable time at this point in your life.
11) Research teachers before signing up for one of their classes
12) Complete financial aid paperwork (FAFSA) early
13) Register early – Balance your class schedules. (Think about which classes demand a lot of reading and writing and which classes have daily homework like math.)
14) Apply for Higher One card and then activate it!
15) Make child care arrangements
16) Make transportation arrangements
17) Find your classrooms ahead of time.
18) Get to know the Department Chairs for courses you are taking.
19) Budget for books and supplies
20) Make sure you have all the needed materials
21) Purchase a folder or use dividers for each class.
22) Buy books ahead of time and start reading the first chapters of each
23) Ask professor whether books are actually needed or not.
24) But school supplies (notebooks, pencils, calculators…)
25) Set up your college email account so that mail is forwarded to your main email account.
26) Check your student email and Bb regularly.
27) Know how to use Banner and Bb
28) Use the student Fact Finder
29) Plan out the semester based on syllabus
30) Plan, plan, plan and use time effectively
31) Start a list of important due dates for your classes
32) Get a planner with enough space for activities every day and use it to get organized.
33) Prioritize and plan each day!
34) Write down assignments – be sure to list the details like when they are due
35) If you have a paper due at the end of the semester, begin thinking about the topic in the first week of class.
36) Make a list – check it twice! Get everything done!
37) Enter important information from all your syllabi into your planner. Evaluate potential workload
38) Organize a way to remember all your passwords and pin numbers
39) Schedule your time wisely.
40) Plan to work slightly ahead so you can ask questions if needed
41) Plan for extra time to develop needed skills
42) Put reminders in your phone.
43) Don’t wait to the last minute to do things.
44) Plan ways to decrease stress. Find out where the Counseling Office is.
45) Relax. Plan downtime – you need a life – avoid burnout!
46) Plan time to exercise often – do it right
47) Eat a good breakfast
48) Eat well, exercise and get plenty of sleep.
49) Get your brain going before class
50) Get at least 7 hours of sleep every night
51) Use spare time to work ahead.
52) Avoid late night activities
53) Stay focused!
54) Attend all “success” seminars offered on campus
55) Take advantage of Supplemental Instruction if offered in any of your classes
56) Find and use learning centers – tutoring, writing, etc...
57) Find the tutoring center/lab/student success center for each of your subjects and then use the tutoring center/lab/student success center.
58) Get into a habit to use the tutors to your benefit
59) Get help if you don’t understand
60) Seek help AS SOON as you’re confused about something before it gets overwhelming.
61) Don’t be too proud to ask for help
62) Ask for help when struggling! Don’t be shy!
63) Check out all student resources at least once – writing center, student success center, academic center, math lab counselors, faculty office hours, computer labs ...
64) You can get advice about your essay from the writing center.
65) Use the computer labs. You can print there for free.
66) Utilize the Library
67) Find out when CLUB DAYS are and go!
68) Participate in student events.
69) Join clubs, get involved. It makes for a great support system and also helps for scholarships
70) Find out about the Honor’s Program and about Honor’s contracts
71) Begin building your resume right away by volunteering on campus, in clubs and in the community.
72) Go to your teachers’ office hours.
73) Introduce yourself to your teachers and be kind and courteous to them.
74) Be respectful to your professors and peers.
75) Speak to teacher during office hours one on one
76) Evaluate the instructor – see if the class is writing intensive
77) Find the best way to contact your teachers.
78) Learn professor’s name
79) Make acquaintance with your teacher pre/post classes – let them know who you are.
80) Create personal and professional relationships with your instructors. (Be comfortable with them!)
81) Talk to your teacher before and/or after class if you are confused with anything in the class lecture.
82) Come to class EARLY (or at least on time) and don’t miss class – especially in the beginning of the semester.
83) Attend every class regardless
84) Begin reading the first day of class
85) Be an active note taker in all of your classes and then rewrite your notes when you get home.
86) Take notes on all the chapters in your textbook even if they are not assigned
87) Pay attention in class like your life depends on it!
88) Don’t text in class.
89) Participate in class discussions
90) Come prepared to every class with books, notebooks, pencils etc...
91) Keep your syllabus. It is your contract with the professors.
92) Strive to do your best in every class
93) Turn off your phone! (I survived! 😊)
94) Complete assignments as soon as possible and be neat and accurate
95) Use at least 2 hours to study for a test on a day that is not the day before the actual test.
96) Know where you can get a cheap snack. Can’t study if you are hungry!
97) Find your best study place.
98) Find a YouTube educational video that is related to what you are learning in class
99) Choose friends wisely!
100) Get to know upperclassmen as sources of information.
101) Get to know the students in SGA and who serve as Ambassadors.
102) Get to know older students/teachers for later help
103) Align yourself with the students who you know are good students – the students who are paying attention.
104) Immediately meet the non-traditional students in class and ask their major
105) Get phone numbers from classmates
106) Make a friend in your classes in case you need notes.
107) Evaluate the students in the classroom – choose who you want to be in your study group
108) After you have studied by yourself, have a friend quiz you.
109) Find a study support group and build cooperation
110) Find a study buddy
111) Study with a friend or two.
112) Get to know your classmates – especially the ones who sit to your left and your right. Write down their names and contact information.
113) Make friends! Being alone can lead to sad days...
114) Do all math homework the day it is assigned
115) Do your homework right away (on time!)
116) Read the textbooks regardless of whether PowerPoint slides are available!
117) Read the text and supplemental readings
118) Use memory mnemonics
119) Participate in the “Commit to Complete event” on your campus.
120) Commit to complete each course!