

# Guidelines for Student Success

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

## Be Prepared and Organized

- Buy the textbook(s) and any accompanying supplements, such as workbooks and study guides, before your class starts or as soon as your course begins.
- Carry a calendar or an appointment book to keep track of your classes, assignments, due dates, work schedule, and any appointments you make with your instructors, counselors, or advisors. Check your calendar every morning to make sure you don't miss any appointments.
- Use a notebook with pockets, a binder, or a folder for each of your courses to have a place to take class notes, and to keep copies of your course syllabi, handouts, and any other pertinent materials so that you do not waste time looking for those "special notes", or "must-do" reading lists or test review questions.
- Always be prepared for class with pens and pencils, your notebook, and any other books required for class.
- Carry around a good paperback college dictionary. It's common to see figures for vocabulary quoted such as 10,000-12,000 words for a 16-year-old, and 20,000-25,000 for a college graduate. So how do you think people get from "here" to "there"?

## Student Behavior that Contributes to Success

- Attend all of your 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 in the subject by sitting near the front of the class, establishing eye contact with your instructor, and taking notes.
- Participate in class discussions.
- Avoid whispering or talking with classmates in side conversations while the instructor or another student has the floor.
- Complete your assignments on time.
- If you unavoidably miss a class, be responsible by informing your instructor; ask a classmate or your instructor what was covered, and make up the missed work.

Adapted from "Successful Beginnings for College Teaching: Engaging Your Students from the First Day" by Angela Provitera McGlynn (2001), Madison, WI: Atwood Publishing.