



BLACK HAWK COLLEGE

Strategies for Success

SUCCESS THE FIRST WEEK OF CLASSES AND BEYOND!

1. Buy all your books early and get a head start on reading the material.
2. Read the class syllabus very carefully. Ask your instructor to clarify anything you do not understand.
3. Make a weekly class/study schedule and a quarterly calendar of academic due dates.
4. Find out how to contact your instructor, and where his/her office is located.
5. Look for places to study on campus that are convenient, quiet, and comfortable.
6. Locate the computer labs and tutoring labs on campus.
7. Familiarize yourself with campus services and policies – read the student handbook, the class schedule and other campus publications.
8. Find out deadlines and procedures for adding and dropping classes.
9. Get help before there is a problem -- talk with your instructor, use the campus labs and tutors. Always get help if there is a problem – never try to do everything by yourself.
10. Start a study group. Get to know other students in your classes.
11. Keep up with your studying and class assignments.
12. Meet with your academic advisor during the middle of the quarter to plan your next schedule and develop an educational plan.
13. Find out what your learning style is and adjust your studying to match your learning style.

Go to <http://www.vark-learn.com/english/page.asp?p=questionnaire>

CHARACTERISTICS OF SUCCESSFUL STUDENTS

1. They attend class and they are on time. If they miss a session, they feel obligated to let the instructor know and why.
2. They take advantage of extra credit assignments or ask if they are offered. They demonstrate care about their grades and are willing to work to improve them.
3. They speak up in class; they ask questions and participate.
4. They turn in assignments that look neat and sharp.
5. They are attentive in class. They don't chat, read, or stare out of windows.
6. They do all of their work and turn in all assignments.
7. They develop a positive working relationship with their teachers.

8. They develop a network of people at college – relationships with other students, faculty, and staff.

TRIED AND TRUE STUDY TECHNIQUES

1. Study in the same place all the time. This gets your mind set for studying. Your body gets accustomed to certain things in certain places.
2. Avoid, or at least minimize, distractions. Never study with the TV on. Isolate yourself. Put the answering machine on; put a sign on your door. Your study time is just that, study time!
3. Have everything you need in your study area: paper, pencils, erasers, pens, notebooks, books, etc. Continually getting up to get things will break your concentration.
4. Get to work right away – just do it! Take a few minutes to plan your study time, review what you want to accomplish and get to it.
5. Don't study longer than you can concentrate. Study 25-30 minutes then take a short 5 minute break. A short break does wonders for the concentration. Stand up, stretch, and get a glass of water.
6. Set definite goals and schedule enough study time to meet them. Write your study time into your daily/weekly schedule.
7. Be comfortable physically. Make sure the temperature is not too hot or too cold and that the lighting is right for you.
8. Study during a time that matches your biological clock. Some of us are morning people and others are evening people. Know your peak energy time (the time when you are at your best) and study during that time.
9. Try to study at school, between classes or before you go home. Choose places like the library, study lounge, or lab. Utilize tutoring services and study groups.
10. Spend 5 minutes every day to review class notes, do weekly reviews of each subject.
11. Repeat what you are learning at least 3 times in 3 different ways – read it, write it, say it out loud.

GET TO KNOW YOUR INSTRUCTORS

Your instructors are a very valuable resource. Most instructors did not choose their profession for the money they can earn. They chose it because they enjoy seeing their students grow and learn. If they see you interested in learning, your instructors will go the extra mile to ensure your success. Here are some questions you can ask your instructors:

1. How do I really learn about this subject and not just memorize?
2. I'm having trouble understanding... could you please explain it to me?
3. I'd like to learn more about this subject . . . any suggestions?
4. What can I do for extra credit?
5. How do you suggest I study for this test?
6. I want to do well in your class. Please let me know the areas I need to work on to improve.
7. When would be the best time to meet with you outside of class?