

How to Be Successful in College



10 Reasonable Steps
Nunez Community College
Jade J. O'Dell, PhD

Step One: Attend Every Class

- Yes...EVERY CLASS!
- You miss class, you miss important information
- You cannot make up what you miss
- Getting it from someone else is NOT the same thing as getting it and hearing it for yourself



Step Two: Be Organized

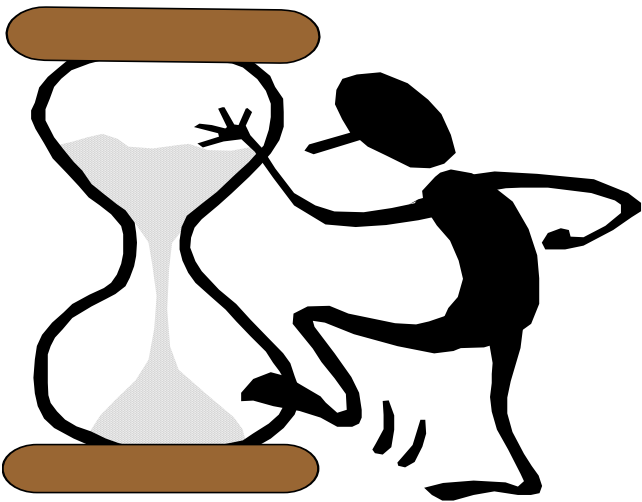


- Use a planner...and I do not mean your cell phone!
- Break down your assignments
- Use a three ring notebook or binder with loose leaf paper for class notes
- Organize and save computer assignments on a USB device
- Keep all returned papers, tests, quizzes or assignments
- Exchange phone numbers with your classmates...always have alternate contacts other than your instructor
- Maintain a neat and organized study area



Step Three: Manage Your Time

- Don't overextend yourself
- Be organized with your time
- Schedule 90 minute study sessions
- Make efficient use of your time; do not procrastinate
- Learn to say "NO!" (Social life vs. homework...you decide)
- Make "to do" lists and PRIORITIZE tasks



Step Four: Be Successful in Class

- Do all class assignments
- Learn how to adapt to various teaching styles
- Sit in the front of the class whenever possible
- Be a good group member and team player
- Be on time for each class
- Participate in class
- Communicate with your instructor & classmates



Step Five: Take Good Notes

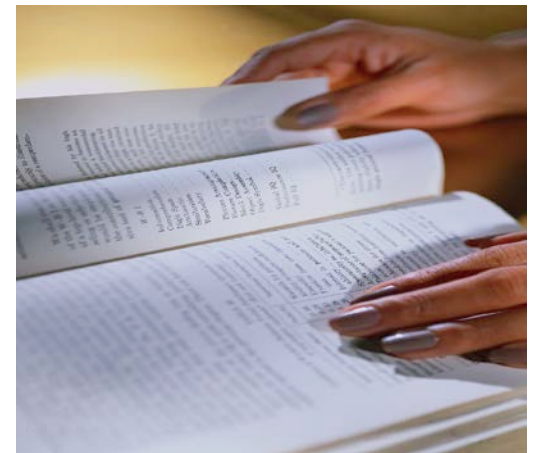
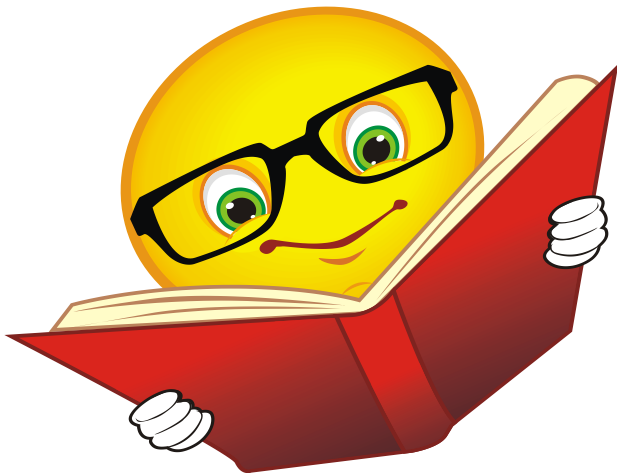
- Be an active listener
- Good note taking helps you pay attention
- Recognize important information
- Take notes that are easy to read
- Go over your notes as soon as possible after class & re-write them to give them more structure & clarity
- Get lecture notes if you miss class





Step Six: Know How to Read Your Text

- **SCAN** by reading section headings, words in bold & italic print, summaries, charts, & review questions
- **READ** with a **PURPOSE**
- **ANNOTATE** what you read by writing notes in the margins or questions you may have
- **REVIEW** by scanning the material to check your comprehension



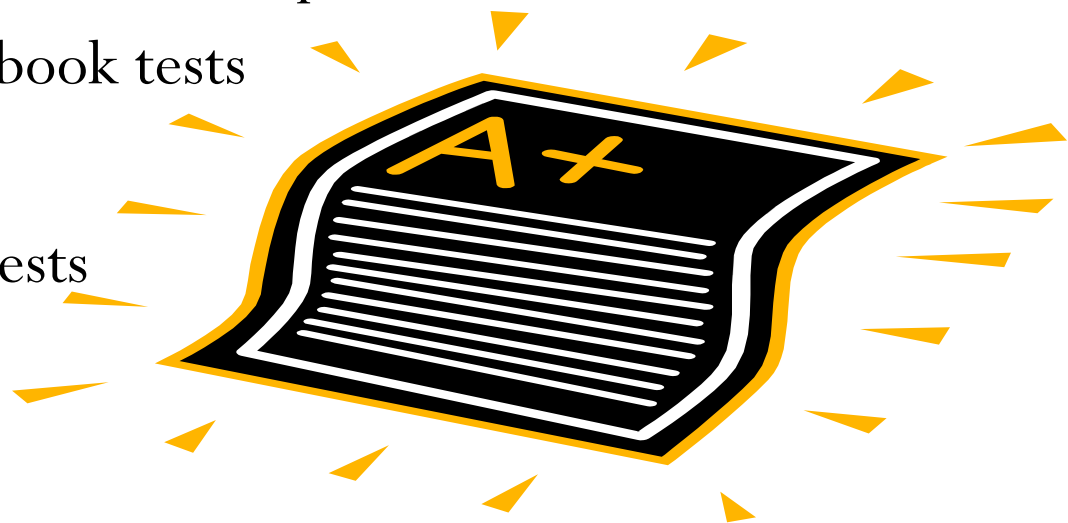
Step Seven: Study Smart

- Find a good place to study
- Get started...don't wait to do assignments
- Know your learning style
- Organize your study time
- Know how to study for various types of tests
- Know how to remember information
- Know how to use technology
- Use tricks when making a presentation or speech
- Know how to write a paper



Step Eight: Learn and develop basic test-taking skills

- Develop a plan
- While taking the test, mark the questions for which you are unsure
- Increase your odds on multiple choice questions
- Know how to approach an essay question
- Look for key words in true/false questions
- Be prepared for open book tests
- Check your answers
- Go over all returned tests



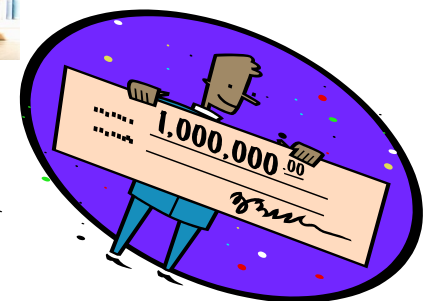
Step Nine: Reduce Test Anxiety

- Start studying early...**AVOID CRAMMING!**
- Mentally practice your upcoming testing experience
- Walk into the class on test day confident
- Breathe deeply
- Close your eyes and visualize your calmest place and let it wash away any fears or doubts
- Think Positively



Step Ten: Use Available Resources

- Academic Advisor
- Career Services
- Clubs/Activities
- Computer Labs
- Counseling Services
- Disability Services
- Financial Aid
- Learning Centers/Tutors
- Libraries
- Student Services/Student Affairs



SUMMARY – 10 STEPS AT A GLANCE

- Attend Every Class
- Be Organized
- Manage Your Time
- Be Successful in Class
- Take Good Notes
- Know How to Read Your Text
- Study Smart
- Learn and develop basic test-taking skills
- Reduce Test Anxiety
- Use Available Resources

Climb the ladder of life...and do it NOW!

- It's never too late to start working on being successful in college and life
- Even if this is your first week attending classes, start following these steps...NOW!!!
- WATCH YOUR ATTITUDE & BE POSITIVE!



Questions

- Any questions?
- Anything to add?

- Jade J. O'Dell, PhD, jodell@nunez.edu, 504-278-6297
- Office 1-231, 2nd floor of library

HAVE A GREAT, PRODUCTIVE SEMESTER!