

## **Tips to be a successful student**

- Attend every class
- Be on time
- Come to class prepared with assignments complete
- Know what work is assigned and when it is due by checking your syllabus often
- Be prepared to work outside of class regularly throughout the semester
- Submit class work by the due dates (late work will hurt your progress in the course)
- Have a good attitude about doing the work required
- Don't let your anxieties about college get the best of you
- Show respect for your classmates and the instructor
- Participate actively and appropriately in class discussions and activities
- Stay alert in class and take good notes (learn effective note taking strategies at the Academic Skills Center)
- Follow instructions for all assignments, particularly writing assignments
- Do not throw away any class materials or assignments—save everything!
- Do the assigned readings by the assigned dates (learn effective reading strategies at the Academic Skills Center)
- Report any special circumstances (such as a learning disability) to the instructor
- Use college resources (Academic Skills Center, Learning Resource Center, Computer Labs, Vista Online course components, counseling, etc.)
- Work steadily on big assignments instead of waiting until just before the due date
- Study continuously throughout the semester on exam preparation (learn effective study strategies at the Academic Skills Center)
- Ask questions. Your instructor wants to make sure you understand the information.
- Learn your instructor's name. This is important if you need to contact them.
- Let your instructor know in advance if you will have a planned absence. For unplanned absences, contact your instructor to let them know why and make up any missed assignments.
- Use your instructor's office hours for help with class work
- Work together with your classmates in study groups
- Turn your cell phone OFF! No text messaging!
- Get involved on campus. Research shows that students who take advantage of leadership opportunities, activities and clubs are more likely to be successful.