**In Classroom**

### Taking Notes

**BASICS**
- Clear, concise notes are more effective than long, complicated notes.
- Instead of using a spiral, use a loose-leaf notebook divided into class sections.
- Make all notes on loose-leaf paper; in an upper corner, title and date each sheet as it is used.
- Rewrite and combine your old study and lecture notes into a new single set of notes or outline; use them as a replacement for your old notes in the loose-leaf binder.

**LECTURE NOTES**
- Sit near the front of the class to avoid distractions.
- Be a good listener - focus and concentrate on the main points of the lecture; get them down on paper; you’ll put them into your own words later along with your study notes; pay attention to the instructors’ clues to what they consider important.

**QuickStudy BASICS**
- **STUDENT INTERVENTION RESOURCES**
  - Department Chair
  - Dean of the College
  - Chancellor or Vice President of Academic Affairs
  - Ombudsman
  - Student Government Attorney

**WHAT IRITATES PROFESSORS AND INSTRUCTORS?**
- Sleeping in class
- Not going to class
- Irresponsibility
- Failure to read the syllabus
- Excuses
- Failure to meet deadlines

**Repeat the recall process several times over several days to commit the new information to memory!**

Your listening skills, note taking and ability to manage your sessions will help determine your success in college!

### Dealing with Professors & Tough Classes

- **MEET WITH YOUR** professors during their posted office hours.
- **TALK TO OTHER STUDENTS** to find out the real scoop—which professors to avoid, etc.
- **DON’T BE AFRAID TO ASK** other students and professors for copies of old exams; the questions may change, but the style usually remains the same.
- **MAKE SURE YOUR PROFESSOR KNOWS YOUR NAME:** Putting a face with a name will be a big help, especially if your grade is borderline.
- **PROBLEMS WITH FACULTY** should be handled honestly and calmly; always try to remedy conflicts directly with faculty members first; if the problem remains unresolved, seek advice from your academic advisor, a student support services staff member, or your student handbook for the next step.

**QuickStudy BASICS**
- **STUDY STRATEGIES**
  - Prioritize: List what you need to study each day; prioritize and set times for each item and stick to it.
  - **USE THE 30-3-2 SCHEDULE**
    - Study for 30 minutes.
    - Take a three-minute break; let the break be a time to think about other things.
    - Upon returning, take an extra two minutes to mentally review what you have just read and do a quick preview of what is coming up next.

**STUDY - BREAK - REVIEW - PREVIEW - STUDY**
- **ATTEND** as many academic support activities and workshops as possible.
- **STUDY!** This may be a case of stating the obvious, but you would be surprised how many students don’t bother.
- **STUDYING WITH SOOTHING MUSIC** in the background (contrary to popular opinion) can enhance your concentration.
- **Studying in a soft chair or on a cushiony bed may not be the best strategy**
  - Active learning may require walking around the room or sitting on the edge of the chair.
- **STUDY SPACE:** Your regular study space should be as quiet and comfortable as possible, and large enough to have easy access to everything you need for studying (text and reference books, paper, pencils, rulers, etc.)
  - Libraries, study lounges, or private rooms are ideal.
  - Get rid of clutter; clear the desk or table of all materials not related to the current project.

**TUTORING IS NOT A BAD THING!** Get help early, before the academic damage is irreversible; many schools offer free tutoring in a variety of subjects.
- **Study groups are great, but in general, studying alone is more effective**

**Goal Setting**

- Set realistic goals within a specific time-frame (in writing).
- Goals should be specific and clear.
- Determine the purpose of your goals and their achievement benefits; write them down next to your goal.
- Set specific strategies for accomplishing each goal (in writing).
- Set target dates for self-evaluation.
- Periodically visualize your goal, as well as your strategies for accomplishing the goal.
- List potential obstacles to attaining the goal.
- List strategies for overcoming obstacles.
- Follow through on all strategies.
When to use a QuickStudy®

- Use at the start of a semester as an overview to visualize how all the elements of the subject fit together
- Use throughout the semester to refresh and reinforce your memory of the topic
- Use during homework time to understand and find answers quickly

New QuickStudy® products

Themes & Reports

Reducing Writing Anxiety

- GET A CALENDAR OR ACADEMIC PLANNER
  - Follow tips in Time Management on page 1
  - First, write down the due date of the paper; next, count backwards: How many days will you need to write, edit, rewrite, revise, take notes, research, read, select, and narrow the topic?
  - Now you know what day you will need to begin the paper
- BE SURE YOU KNOW EXACTLY WHAT YOUR INSTRUCTOR EXPECTS
- DON’T BE AFRAID TO EXPRESS A UNIQUE OPINION: The key is to document and support your ideas in an organized and cogent manner
- WHEN PROOFREADING TEXT, start at the end of your paper; read one sentence at a time and work your way to the beginning; by reading from end to beginning, the pattern is broken and you will find more errors in grammar, punctuation, and spelling
- DO NOT RELY ON SPELLCHECK: Remember “principle” and “principal” are both correct spellings; other biggies—“to” and “too,” “it’s” and “its”
- PLAGIARISM MEANS TAKING ANOTHER PERSON’S WORDS OR IDEAS AS YOUR OWN: Be careful to always cite your source whether you quote directly or paraphrase; remember, if it’s not common knowledge or your original idea, you must cite the source

Library Tips

- DO NOT WAIT UNTIL YOUR FIRST RESEARCH PAPER/PROJECT TO SCOPE OUT THE CAMPUS LIBRARY
  - Many libraries offer tours for freshmen
  - Determine the library’s resources, as well as its limitations, as early as possible
  - Learn now to use library computers and card catalogs to find books by subject or author
  - Practice using every machine in the library (i.e., microfiche, CD Roms, etc.)
  - Use the Reader’s Guide to Periodical Literature for magazine articles; encyclopedias for general information on most known topics; almanacs for facts, lists, charts and tables; atlases for maps, etc.; ask the librarian for instructions
- KNOW COPIER RULES AND PROCEDURES IN ADVANCE
  - Where are copiers located?
  - Does the copier require cash or some sort of copy card?
- CHECK OUT THE LOCAL COMMUNITY LIBRARIES
  - They may house the one obscure article or book you need to earn that “A”

Writing the Paper

- Make/use index cards (put the topic at the top of each card), notes, bibliographies, summaries, reports and reviews as part of your preparation process to organize your materials
- PREPARE A WRITTEN OUTLINE
  - Don’t make the mistake of trying to keep everything in your head
  - Make your outline in the form of main headings or ideas with subheadings fleshing out the flow of the paper; this will establish the paper’s content and conclusion
- WRITE THE PAPER
  - Use the outline as a guide and stick to it
  - Write in your own natural style
  - Reread, rewrite, revise and edit until the paper says exactly what you want to say, the way you want to say it
  - Use correct punctuation and grammar, and run spellcheck
  - Cite all sources, including Internet searches

Exam Strategies

Preparation

- Learn the exam format: e.g., objective (true/false or multiple choice) or subjective (essay)
- Review course outline, notes and QuickStudy® products
- Review previous tests; check at departmental office
- Summarize highlights on single sheet

MEMORY DUMP
At the beginning of the test, write down on a piece of paper everything you remember—formulas, facts, names, etc.; scan the test questions; then do a second memory dump and begin the test

Objective Exams

- Scan the exam to determine types of questions
- Always read and follow directions
- Determine the exam’s scoring rules and use them to your advantage; if wrong answers are penalized, don’t guess unless you can reduce the choices to two
- Answer easy questions first
- Mark difficult questions and return to them later
- True/False Questions:
  - Pick out key words or those on which the meaning of a statement hinges
  - If any clause in a statement is false, the statement is false
- Multiple-choice questions are essentially true/false questions arranged in groups
  - Usually only one alternative is totally correct
  - Eliminate obvious false choices
  - Of the remainder, pick the alternative that answers most fully all aspects of the question

Essay Exams

- Planning your time when answering essay questions is more important than in objective type tests!
- Read through the entire examination first
  - Get a feel for the questions you are expected to answer
  - If the exam allows you to choose from a number of questions, be sure to number your answers exactly to match the questions
- Follow directions carefully:
  - Pay attention to the key words in the question: Words such as “list,” “describe,” “compare and contrast,” and “outline” require different types of answers
  - Don’t “write around” the question, but answer it directly and concisely
- Outlining
  - After scanning the list of questions, choose those about which you know most
  - On scrap paper, quickly prepare an outline of important ideas and facts to be included in your response
  - Your opening statement summarizes what you are going to write; the following sentence should support your opening statement
  - Your conclusion should show how your body text supported your opening statement
  - It is absolutely essential that your ideas can be read and understood: Print neatly and use correct grammar, punctuation, and spelling
**Brain Power**

**Can you remember?**

- **MEMORIZE FROM GENERAL TO SPECIFIC:** Study the big picture, then learn the details.
- **CRAMMING DOES NOT WORK!** Cramming for an exam only commits the information to your short-term memory.
- **FOUR EXCUSES FOR FORGOTTEN PIECES OF INFORMATION:**
  - Don’t use the information
  - Confuse it with other information
  - Decide the information does not match what you already believe
  - Never really learned the information in the first place
- **KEYS TO REMEMBERING:**
  - **Be interested:** Pay attention; consciously choose to remember; establish a need to remember.
  - **Visualize:** Picture in your mind what you wish to remember.
  - **Relate:** Relate and form associations between the new ideas and information you wish to remember and information, ideas, persons, things, etc., that you already know.
  - **Repeat:** Even though something is initially learned, it will more than likely be forgotten if not over-learned; be sure to repeat information in your own words.
- **KEY IDEAS:**
  - Highlight them in your textbooks and outlines.
  - Give extra attention to bolded words or phrases.
  - Make up acronyms or mnemonics to recall (i.e., GIGO = Garbage In; Garbage Out) or (Please Excuse My Dear Aunt Sally = Parentheses first, then Exponents, then Multiplication, Division, Addition and Subtraction).
- **MAPPING**
  - Make a mental image of your notes, outlines, color-coded **QuickStudy** guides, etc., and where facts are located in relation to other topics; these images (fact maps) and their data can often be recalled during tests.

**Reading Skills**

**Skimming & Scanning**

- **WHEN TO USE:**
  - To determine main idea
  - To locate facts quickly
  - To answer test items
  - To answer chapter questions
- **HOW TO SKIM & SCAN—WHAT WE FORGET PIECES OF INFORMATION:**
  - Don’t use the information
  - Confuse it with other information
  - Decide the information does not match what you already believe
  - Never really learned the information in the first place
- **KEYS TO REMEMBERING:**
  - **Be interested:** Pay attention; consciously choose to remember; establish a need to remember.
  - **Visualize:** Picture in your mind what you wish to remember.
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- **MAPPING**
  - Make a mental image of your notes, outlines, color-coded **QuickStudy** guides, etc., and where facts are located in relation to other topics; these images (fact maps) and their data can often be recalled during tests.

**Critical Thinking Skills**

- **Learn to evaluate everything you see, read, or hear; decide for yourself what to believe.**
- **Critical thinking is important in order to:**
  - Enhance common sense
  - Filter emotion
  - Categorize experiences
  - Select references
  - Understand the “experts”
  - Sort fact from opinion
  - Learn to express yourself in a cogent and interesting manner
- **Critical thinkers are:**
  - Able to resist manipulation
  - Able to overcome confusion
  - Able to perceive connections between subjects and events
  - Able to base judgments on evidence and facts
  - Able to realize that the “truth” is never simple; grey or foggy areas always exist

**Money Matters**

**Financial Aid**

- **START EARLY AND BE PERSISTENT:** The money will not just come to you.
- **CONSIDER EVERY POSSIBLE SOURCE of educational funding and money leads:**
  - Your school’s financial aid office
  - The Admissions office and recruiters
  - Your academic college
  - Your church
  - Clubs and groups your parents belong to
  - Local civic and special interest organizations
  - Professionals already working in your major field
  - Scholarship resource books
  - Other students
  - Honor societies, sororities, fraternities, etc.
- **FILL OUT ALL FORMS COMPLETELY AND NEATLY:** Include all required documentation.
- **PAY ATTENTION TO PAYMENT DEADLINES:** Sometimes only a few days can cost you big dollars.
- **RESPOND QUICKLY** to all requests for additional information and documentation.
- **STICK WITH IT:** Sometimes the process is slow and frustrating.
- **MAKE AN APPOINTMENT TO SEE A FINANCIAL AID OFFICER AT YOUR INSTITUTION:**
  - Discuss the difference between grants, scholarships, subsidized loans, unsubsidized loans, etc.; find out what type of aid you are eligible for and what type of aid you can live with later; remember: all loans must be repaid.
  - **IF YOU ARE AWARDED FINANCIAL AID,** be sure you know the requirements that must be met in order to keep your award (i.e., GPA, work status, etc.)

**Survival Tips**

- **Realize from the onset that tuition does not include any other expenses.**
- **SHOP EARLY IN ORDER TO HAVE THE BEST SELECTION OF USED BOOKS**
- **YOU WILL BE BILLED WITH CREDIT CARD OFFERS:** Be careful; using plastic now may cost you a car or mortgage later.
- **GET A CHECKING ACCOUNT and learn how to keep your account in balance:** Most banks have customer service representatives who can assist you.
- **SET A REALISTIC BUDGET and STICK WITH IT:** Remember to include allowances for variable expenses such as clothing (new purchases and cleaning), transportation, personal care items, leisure activities and an emergency fund.

**Community Resources**

- **MAKE YOURSELF AWARE OF COMMUNITY RESOURCES, ESPECIALLY if you are in a new town:** Be aware of support services.
  - Religious institutions
  - Support groups
  - Counseling centers
- **REALIZE THAT YOU ARE A MEMBER OF THE TOTAL COMMUNITY:**
  - Do some volunteer work each semester.
  - It’s a great way to build your resume and gain practical experience, plus it feels good.

**Finding a Job**

- **It’s never too early to contact your school’s Career Development Center.**
- **STUDENT EMPLOYMENT OFFICES** usually list more than one thousand part-time jobs for students; employers who contact the school know that students will answer their ad; these employers usually do not squabble about your class schedule.
- **ALWAYS GO TO AN INTERVIEW DRESSED PROFESSIONALLY.**
- **DON’T CHEW GUM AT AN INTERVIEW.**
- **DO NOT BE DISCOURAGED if your first job is not in your major field.**
- **ALWAYS BE ON TIME FOR APPOINTMENTS:** Be sure to call well in advance if you need to cancel.
- **BE SURE TO FOLLOW ALL INSTRUCTIONS** (i.e., Don’t call a potential employer if the ad says fax a resume)
- **ALWAYS PRESENT A RESUME—no matter how brief.**
Tips for Freshmen
I wish someone had told me...

- **GO TO CLASS:** Class attendance really does correlate with your grade.
- **COMMUNICATION IS KEY—**especially when dealing with roommates and professors.
- **BE ON TIME TO CLASS:** Walking in late distracts both the professor and other students.
- **DON'T BE AFRAID TO ASK FOR HELP:** You don’t have to compete with anyone for your grade; learn at your own pace and don’t feel inferior if you don’t understand something the first time around.
- **DON’T BE INTIMIDATED BY FACULTY AND STAFF:** The bureaucracy of higher education is overwhelming; stay calm, ask questions, and be sure you know the name of the person you are talking to.
- **SUPPORT SYSTEMS ARE ESSENTIAL FOR:** Your guides have changed the way I study. No more digging through textbooks looking for formulas and such!”
  - Jason Blumenfeld, student
- **PAY ATTENTION TO FEE DEADLINES:**Computers have been known to lose grades, courses, credits, etc.
- **EXPECT TO FEEL LONELY, FRIGHTENED, AND ISOLATED:** But also remember—you are not the only person experiencing these emotions, and it all gets better with time.
- **READ EVERYTHING!** Read your mail! Don’t take policy advice from other students; check with offices on campus.
- **JOIN IN ALL THE ACTIVITIES YOU CAN:** There are five phases of college adjustment; as a freshman, you may experience some or all of the following phases in any order, some phases may repeat or overlap.
- **READ THE COURSE CATALOG CAREFULLY:** Your first choice classes may be filled.
- **THERE ARE FIVE PHASES OF COLLEGE ADJUSTMENT:** As a freshman, you may experience some or all of the following phases: in any order, some phases may repeat or overlap:
  - **Phase 1:** Fascination with the new environment
  - **Phase 2:** Severe homesickness
  - **Phase 3:** Finding fault with new surroundings; building stereotypes
  - **Phase 4:** Finding humor in your adjustment
  - **Phase 5:** Embracing the new culture; it becomes your “normal” environment

Registration & Advisement
- **ACADEMIC ADVICE IS CRITICAL!** Visit your advisor on a regular basis to make sure you are on track with your academic program, courses, etc.
- **PAY ATTENTION TO DEADLINES!** If you miss one, it could cost you—not just money, but grades as well (ex.: drop/add, fee payment, course withdrawal).
- **Avoid long lines and high frustration levels:** use telephone or computer registration whenever possible.
- **Be sure to have university or college resource:** a simple mistake could cost your degree.
- **Maintain a positive attitude:** you don’t have to compete with anyone for your grade; learn at your own pace and don’t feel inferior if you don’t understand something the first time around.
- **SAVE EVERY GRADE REPORT:** Computers have been known to lose grades, courses, credits, etc.
- **Periodically ask for an unofficial copy of your transcript:** Be sure your records match the registrar’s.
- **Select classes based on your own academic capabilities:** for example, if science is not your forte, don’t take biology and chemistry in the same semester.
- **Be very careful about taking writing classes during shorter summer semesters:** the same holds true for courses requiring large amounts of reading.
- **READ THE COURSE CATALOG CAREFULLY:** Typically, freshmen are the last students to register; plan an alternate schedule prior to registration.
- **Lock your doors—**even when you are in your room. Better safe than sorry.
- **Pay attention to fee deadlines:** Non-payment of housing fees can result in having to live in your car.
- **If your school allows cooking in the room:** Check to see which appliances are permitted for dorm use:
  - Dorm size refrigerator
  - Microwave
  - Toaster Oven
  - Hot plates are rarely allowed! All appliances must have enclosed coils
- **Never leave your food unattended:** Don’t take policy advice from other students; check with offices on campus.
- **Take out the trash every day:** It’s complete, yet concise and easy to use!”
  - Jason Blumenfeld, student

Dorm Do’s & Don’ts
- **Resident assistants are a valuable resource:** be sure to maintain open communication with your RA.
- **You must leave the building** when the fire alarm rings.
- **Clean up after yourself:** Avoid roommate problems and bug infestation.
- **Many schools offer “specialty floors”:** reserve your room early and be honest about special requests; some options are:
  - Quiet study floors
  - Upperclassmen floors
  - Health and wellness floors
  - Chemically sensitive floors
  - Multicultural floors
  - Single-sex or co-ed floors
- **Get involved in residence life:** Almost every school sponsors some type of residence hall government and community activities.
- **Stay away from smoking and drinking:** These can be a distraction and can lead to problems and bug infestation.
- **Check to see which appliances are permitted for dorm use:** Dorm size refrigerator
- **Majors are not a contest:** You don’t have to compete with anyone for your grade; learn at your own pace and don’t feel inferior if you don’t understand something the first time around.
- **Pay attention to deadlines:** If your school allows cooking in the room:
  - Low cost lab work
  - Free AIDS testing
  - Low cost or free medications
  - Low cost dental cleaning and x-rays
  - Low cost Ob/Gyn exams
  - Free condoms
  - Free condoms
  - Never leave your food unattended
  - Take out the trash every day.
- **Remember, some schools do provide community cooking facilities, but you may need to clean the area before and after you cook.

Staying Healthy
- **Beware of fast food and candy bars:** Gallons of coffee and cola are not the way to survive finals.
- **Sleep and study in small shifts:** Exercise often during exam weeks.
- **Pasta, peanut butter, non-sugar cereals, yogurt, and fresh fruit will provide natural and sustained energy:** Check with your school’s health services office; it may offer:
  - Free emergency treatment
  - Low cost lab work
  - Free condoms
  - Low cost dental cleaning and x-rays
  - Low cost or free medications
  - Free AIDS testing
  - Low cost lab work
  - Appreciate music—it helps everyone to relax