

TIPS FOR SUCCESS!

University of Arkansas

- Attend class and arrive on time.
- Purchase the textbooks and other required materials for each class at the beginning of the semester.
- Carefully read the course syllabus for each class and follow the outlined expectations. Check and double check due dates and procedures for completing assignments. Be clear about the faculty member's expectations for the course. Understand YOUR responsibility for completing assignments on time, preparing for examinations, knowing exam dates, and contacting the faculty member when you need assistance.
- Keep a calendar of assignments and examinations. Complete assignments on or ahead of time.
- Most classes require daily application of reading and reviewing to master the information and prepare for examinations.
- Participate in class through active listening, taking notes, asking questions, taking part in discussions, engaging your mind in the topic matter, respecting other people's viewpoints, completing assignments, and talking to your faculty members at the first sign you need assistance.
- Study outside of class by reading assigned material prior to every class, reviewing and re-writing class notes after each class, and studying in small groups with classmates.
- Be *assertive*. Ask for help when you need it. Good communication is vital to success.
- Attend study sessions or extra class sessions offered throughout the semester.
- Use the study "rule of thumb" by studying three hours for every one spent in class.
- Recognize that you are primarily responsible for your success and lack of success in each class.
- Notify faculty members ahead of time when you anticipate a class absence.
- Know the name, office address, office hours, telephone number and email address for your *academic advisor* and your *faculty members*.
- Check your University email account *every* day for important ****BROADCAST**** messages and visit the University web site for current information and general questions under the "INFO FOR" tabs links.
- Learn how to use the library and other resources such as tutoring and the Writing Center.
- Create a personal organization plan that puts classes and assignments *first in priority* with time *after* for work and social obligations.
- Get to know other people in your class and initiate study groups.
- Develop a working knowledge of the Academic Honesty Policy and other important academic policies found in the Catalog of Studies.
- Develop obtainable short and long-term goals related to your field of study.
- Complete lower level course requirements before enrolling in upper division coursework.
- Carefully consider the long-range consequences of your decisions. Dropping one or more classes can impact your degree program, scholarship status, and graduation date.
- Personal wellness is your responsibility. Maintain your ability to *study* and *learn* by regularly eating healthy meals, getting plenty of rest and exercise, and asking for help if you have concerns or questions about anything in your academic or personal life.