

# HOW TO SUCCEED IN COLLEGE

## CHECKLIST FOR SUCCESS



**What you do before classes begin and in the first week of a new semester can make the difference between success or failure. Insure your readiness and success; complete each activity below and place a checkmark ✓ in the box to the left.**

<input type="checkbox"/>	Locate all your classrooms, <b>before</b> classes start. <i>(This ensures that you know where you need to go, before the first week of classes.)</i>
<input type="checkbox"/>	Buy all your books early and take them to class with you.
<input type="checkbox"/>	Attend all your classes. The <b><u>first week of classes is especially</u></b> important because this is when instructors will discuss course goals, expectations, attendance policies and go over the course syllabus.
<input type="checkbox"/>	Read syllabus for each course. Ask questions of your instructor if you have questions about anything in the syllabus. You are responsible to know what is contained in the syllabus, so you might as well understand what is expected of you.
<input type="checkbox"/>	Locate your instructor's office within the first week of classes. You should know where they are located in case you have questions in the future. <b>NOTE:</b> Always talk to an instructor if you don't understand comments they write on your assignments <b><u>OR</u></b> if you receive an F or a D on any assignment or tests.
<input type="checkbox"/>	Make a weekly class schedule that includes your class meeting times, 2 hours of study for each hour in class, and any other work or home obligations you know about.
<input type="checkbox"/>	Make a semester schedule that includes major assignment <b><u>due dates</u></b> for papers, homework assignments and tests as well as <b><u>dates</u></b> of Mid-Terms and Final Exams.
<input type="checkbox"/>	Visit the library and check out the references and services available to you. REMEMBER: The reference librarians are your best friends when you need help finding information.
<input type="checkbox"/>	Locate a place on campus where you feel comfortable studying. NOTE: Look for places that are convenient, quiet and comfortable.
<input type="checkbox"/>	Locate computer labs on campus that you can use.
<input type="checkbox"/>	Look for ways to lower your stress level with exercise – visit the gym, lift weights.
<input type="checkbox"/>	Familiarize yourself with campus services – Counseling Department, Academic Skills Center, Student Center, and Student Government
<input type="checkbox"/>	Become part of the campus by joining a student group, club or association that interests you.
<input type="checkbox"/>	Know how to “add” or “drop” classes correctly if you need to adjust your schedule.