



Student Success 101:

Creating a Successful College Experience

Online DIY Workshop

*Hosted by the Academic Success Center
& The Office of First-Year Experience*

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Student Success 101 Overview

- The following slides will guide you through the reading, note taking, studying, test taking and time management skills necessary to be successful in college.
- **Use this opportunity to get back on track!**
- Take advantage of the many free resources available on campus



Successful Students Go to Class

- The first step to success in college is going to class...
 - As basic as it sounds, lack of attendance is often the first mistake made by many college students. In fact, college studies show that successful students get involved in class as active learners, and that the difference between an A student & a C student is often attendance.*

* Source: “Where There’s a Will, There’s an A,” video series, by Professor Claude Olney, Arizona State University



Be on Time

- Instructors may give key information at the very beginning and end of class
- **Arriving late** and **leaving early** has definite disadvantages.



Learn to Read Effectively

- By **giving yourself purpose** & reason to focus on material from class, you can **maximize** study time. This can be particularly helpful with your least favorite subjects.
- So how do you help yourself focus when you are not interested?



Find a Study Method Which Works for You

Try the SQ3R Study Method:

- **Survey** - Preview all information to be studied by scanning or glancing over all headings, subheadings, diagrams, charts, bold features, etc., to get an idea of what is to come.
- **Question** - Form questions from the previewed information by adding “what,” “how,” “why,” etc. to all headings and subheadings. This will give you purpose when reading.



“SQ3R” Study Method

- **Read** - Read the information thoroughly, with the purpose of finding answers to the questions formed.
- **Recite** - Recite aloud the answers to the questions. The more repetition experienced with the information, the more chance for retention.
- **Review** - Thoroughly review all information, including headings, subheadings, text, questions, answers, and any additional notes.



Note Taking Basics

- *“How do I know what’s important?”*
 - Students often mistakenly try to write everything an instructor says. Not only is this approach tiring, it is inefficient.
- **Pre-Read/Outline**
 - By reading and outlining chapters, you will gather important information about the chapter.
 - You will be able to identify key terms which will prepare you for the lecture.



Benefits of Pre-Reading

- **Helps identify difficult concepts**
 - Pre-reading helps the student become aware of what to listen for during the lecture.
- **Helps prepare questions**
 - Asking prepared questions during class fosters active listening and provides further understanding of the material.



Note Taking Basics

- **Tune in to Key Ideas**
 - **Recognize key words and phrases.** By learning to recognize key words & phrases, you can take notes more efficiently.
 - “As a result,” “therefore,” “for example,” & “specifically” are just a few examples of these clues, which signify key ideas or summary statements that follow.
- **Maximize Use of Symbols**
 - **Commonly used symbols** include \$, =, %, etc. Be creative & come up with others.
 - The more you improve your “short hand,” the more you free yourself to focus in on key ideas.



- **Rewrite Notes Immediately After Class**
 - Rewriting promptly will help identify symbols, shortcuts, sloppy notes, and poor handwriting
 - Rewriting also allows time to fill in missing information or answer questions to “fuzzy” concepts
 - Rewriting helps start the studying process



Match Your Method to Your Learning Style

- If you are more **visual** (learn by seeing)
 - Try mapping or diagramming
 - Add color
 - Use flash cards
- If you are more **auditory** (learn by hearing) or **kinesthetic** (enjoy movement)
 - Tape lectures (if instructor permits) & listen while doing some other activity
 - Study with a friend or join a study group



Your Study Environment Matters

- **Where do you study?**
 - Is it quiet & free of distraction?
 - Are you able to stay alert & focused?
 - Do you have roommate or family issues?
 - Effective studying requires focus & concentration
 - If any of the above are affecting the quality of your study sessions, consider more appropriate alternatives.



Your Study Environment Matters

- **Alternative Study Environments**
 - UL Lafayette library
 - The 3rd floor is the best-kept secret on campus!
 - Coffee shops
 - Study Rooms in your Residential Community
 - Learning Center study groups
 - 2nd floor, Lee Hall
 - Regular groups for math & sciences



Minimize Test Anxiety

- **Avoid Procrastination**

- Develop a study schedule as soon as a test is announced; cramming contributes to fatigue on test day, which in turn leads to anxiety, and poor performance.
- Improve your time management skills with the assessment and exercises offered later in this presentation.
- Review/translate notes the same day that you write them (recopying the same day increases retention and reduces cramming).



Minimize Test Anxiety

- **Proper Test Preparation**
 - Study in advance to avoid cramming
 - Get adequate sleep the night before the test
 - Eat sensibly before the test
 - Learn relaxation techniques
- **Visit Counseling & Testing** – located at the Saucier Wellness Clinic, 482-6480, for further information on test anxiety



Test Taking 101

- **General Tips**

- 1st put your name, date, section, etc.
- Always read and follow directions
- Try to read through the entire test before beginning (if time permits)
- If there is no penalty for guessing, do **NOT** leave an answer blank
- Watch your time limit
- Go back and review your answers (if time permits)



Test Taking 101

- **Matching**
 - Read each column first
 - Match easiest items first
 - Use the process of elimination
- **Multiple Choice**
 - Carefully read the question and try to answer before looking at the answer choices
 - Lightly cross out answers you know or feel are incorrect
 - Read all options before making your decision



Test Taking 101

- **True/False**
 - Read the statement carefully
 - Pay attention to words that may indicate true – some, few, many, often
 - Pay attention to words that may indicate false – never, all, every, only
 - If any part of the statement is false, the entire statement is false



Test Taking 101

- **Short Answer/Listing**

- Read the question carefully to understand what they are asking
- Be short and to the point
- Look for answers or clues in the test itself

- **Essay**

- Understand what the question is asking
 - Explain – give reasons why
 - Compare and contrast – how are two or more events alike or different
 - Define – provide information about what something means
- Be clear and concise by using paragraphs, complete sentences, and proper grammar



Approach Professors for Assistance

- **Don't be afraid to ask professors for help**
 - Professors are required to hold office hours. Take advantage of this time to meet with them, but always make an appointment first. Be prepared with questions.
- **Take classmates along**
 - If you feel intimidated about approaching a professor, consider taking classmates along until you feel more comfortable.



Great Job!

You Are One Step Closer to Completion...

- You have completed the **first** portion of the **Student Success 101 Online DIY Workshop**
- Click on the link below for a quiz on the previous slides.
- [Study Skills Quiz](#)

PLEASE PROCEED TO THE NEXT SECTION



Time Management is Key

- **Effective time management** decreases your stress level
 - & dramatically increase your chances for academic success
- **This second portion of the workshop is designed to help you understand & improve time management**
 - how it relates to studying, and how it can affect your life in general
 - the following slides will help you understand how you currently manage your time & what you can do to improve your skills in this area



Assess Your Time Management Skills

- Does it ever seem like there aren't enough hours in the week to get everything done?
 - That may be true or it may be that you are not using your time as efficiently as possible.
- [Click here for an assessment of your current time management skills](#)



Where Does the Time Go?

- For an assessment, complete the inventory at the link below
 - Be honest with yourself. Items done every day should be multiplied by 7 to arrive at a weekly total
 - For tasks done multiple times per week, multiply accordingly
 - After responding to all questions, you will see how many hours remain during the week for studying
- [Time Management Inventory](#)



Developing a Time Management System

- With the quiz and assessment results providing a basic picture of how you currently manage your time, **you are ready for the next step...**
- The following slides will help you build a weekly time management system that will allow you to:
 - identify appropriate study times
 - have a visual representation of where you are spending your time
 - determine if you are spending too much time on hobbies or other activities (television, internet, gaming, telephone, etc.) and not enough time on education



Developing a Time Management System

- The following planner will demonstrate step by step how to track your time spent during one week.
 - Check suggested work/class recommendations at the top of the calendar
 - If you discover you are lacking enough hours in the week for proper study time, make adjustments to daily activities and priorities



Developing a Time Management System

- The following planner will be as useful as you allow it to be.
 - It is designed to fit into your typical week.
 - As you know, depending upon your course load, some weeks require less study time and some require more.
 - Adjust your schedule accordingly, but use the basic system daily.
- If you have used the excuse “I do not have enough time,” this system will help you to find extra minutes or even hours.
 - By implementing the planning suggested here, you can become more efficient in managing your time and more effective at studying.



Weekly Schedule

Average Student Recommendation								
Work hrs	Class hrs							
15	15							
20	12							
30	9							
40	6							
		SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5:00-5:30								
5:30-6:00								
6:00-6:30								
6:30-7:00								
7:00-7:30								
7:30-8:00								
8:00-8:30								
8:30-9:00								
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8:00-8:30								
8:30-9:00								
9:00-9:30								
9:30-10:00								
10:00-10:30								
10:30-11:00								
11:00-11:30								
11:30-12:00								

You first start out
with a clean
calendar



Time Management Calendar – Step 1

Weekly Schedule w/ Classes

	SUNDAY	MONDAY	TUE SDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
5:00-5:30							
5:30-6:00							
6:00-6:30							
6:30-7:00							
7:00-7:30							
7:30-8:00							
8:00-8:30							
8:30-9:00		Engl 090	Engl 090	Engl 090	Engl 090		
9:00-9:30							
9:30-10:00		ACSK 100		ACSK 100			
10:00-10:30							
10:30-11:00							
11:00-11:30							
11:30-12:00			Mus 300		Mus 300		
12:00-12:30							
12:30-1:00							
1:00-1:30							
1:30-2:00		Math 092		Math 092		Math 092	
2:00-2:30							
2:30-3:00							
3:00-3:30							
3:30-4:00							
4:00-4:30							
4:30-5:00							
5:00-5:30							
5:30-6:00							
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8:00-8:30							
8:30-9:00							
9:00-9:30							
9:30-10:00							
10:00-10:30							
10:30-11:00							
11:00-11:30							
11:30-12:00							

Next add in your
course schedule for
the semester

Time Management Calendar – Step 2

Weekly Schedule w/ Activities

Now you can add in all of your activities (work, commute, tv, meals, grooming, club meetings, etc)

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
5:00-5:30								
5:30-6:00								
6:00-6:30		Grooming	Grooming	Grooming	Grooming			
6:30-7:00		Breakfast	Breakfast	Breakfast	Breakfast			
7:00-7:30						Grooming		
7:30-8:00		Commute	Commute	Commute	Commute	Breakfast	TV	
8:00-8:30	Grooming						Grooming	
8:30-9:00	Breakfast	Eng1090	Eng1090	Eng1090	Eng1090		Breakfast	
9:00-9:30								
9:30-10:00	Church	ACSK 100		ACSK 100			Commute	
10:00-10:30							Work	
10:30-11:00								
11:00-11:30								
11:30-12:00		Break	Matr 300	Break	Matr 300	Break		
12:00-12:30	Break							
12:30-1:00	Break		Commute		Commute	Commute		
1:00-1:30			Break		Break			
1:30-2:00		Math 092		Math 092		Math 092		
2:00-2:30			Commute		Commute			
2:30-3:00								
3:00-3:30			Work		Work			
3:30-4:00		Club Meeting				Commute		Break
4:00-4:30	Break					Break		Break
4:30-5:00		Commute						
5:00-5:30		Break						
5:30-6:00			Work		Work			
6:00-6:30								
6:30-7:00			Commute		Commute			
7:00-7:30	Break							
7:30-8:00	Break		Break	Workout	Break	Workout		
8:00-8:30		Workout	TV	Break	TV	Break		
8:30-9:00	TV	Workout	TV	Break	TV	Break		
9:00-9:30		Break		TV				
9:30-10:00		Break						
10:00-10:30	Bed		Bed	Bed	Bed			
10:30-11:00		TV						
11:00-11:30		Bed				Out with Friends		
11:30-12:00						UL Football Game		

Time Management Calendar - Step 3

Develop Your Own Weekly Planner

- Using the previous slides as an example, create your own weekly schedule using the Time Management worksheet below.
- [Time Management Worksheet](#)
(Look for excel file in bottom toolbar.)



Academic Success Center University of Louisiana at Lafayette

Location: Lee Hall Room 115
Email: asc@louisiana.edu
Website: <https://studentsuccess.louisiana.edu>
Phone: 337-482-6818
Hours: Mon-Thu 7:30am-5:00pm
Fri 7:30am-12:30pm



References

Gardner, J. N., Jeweler, A. J., & Barefoot, B. O., (2007). ***Your College Experience*** (7th Ed.). Boston, MA: Thomson Wadsworth.

Williamson, J. C., McCandrew, D. A., & Muse, C. T. (2007). ***Roadways to Success*** (4th Ed.). Upper Saddle River, NJ: Pearson Education, Inc.



Congratulations!

If the following components have been completed and printed, you have completed the **Student Success 101 Online DIY Workshop**:

- 1) Study Skills Quiz Results
- 2) Time Management Quiz Results
- 3) “Where Does The Time Go?” Results
- 4) Completed Time Management Worksheet

Remember: Probation is an Opportunity

