



HOW TO RESCUE A POOR GRADE

Success Strategy #1: Establish Goals

- Establish goals that are specific, realistic and measurable.
- Goals should be written down, not just in your mind.
- Keep goals posted somewhere so you'll see them daily.
- Reevaluate your goals periodically.
- Reward yourself for accomplishment of your goals.

Success Strategy #2: Manage Your Time Wisely

- Avoid marathon study sessions. Study in blocks of no more than one hour with ten-minute breaks.
- Use daytime hours for tasks that require great concentration.
- Evaluate the time needed for each course you're taking. A general rule of thumb is: 2 hours outside class for every 1 hour in class.
- Schedule time just before class to review notes and assigned readings.
- Schedule time immediately after class to review what you just learned.
- Schedule continual review of previously learned material, not just new material.
- Learn to say "no" to those activities and people that prevent you from achieving your goals.
- Don't try to do everything yourself. Delegate responsibilities to others.
- Schedule time for yourself every day and don't feel guilty.
- Take breaks to improve your overall productivity.
- Eat well-balanced meals, and get plenty of rest and exercise.
- Double your time estimates for assignments, and start well in advance of due dates.

Success Strategy #3: Attend Class Regularly

- Regular class attendance is essential since your textbook is a "supplement" to classroom lecture material, not a "substitute."
- Researchers have shown that many students learn best through active discussions.

Success Strategy #4: Determine Your Learning Style

- Do I learn best by getting involved in class discussions? Auditory Learner.
- Do I learn best by watching and listening? Auditory/Visual Learner.
- Do I learn best by figuring things out myself through lab or hands-on experiences? Kinesthetic Learner.

Success Strategy #5: Take Organized Lecture Notes

- Date and identify each set of notes.
- Do not try to take “word-for-word” notes.
- Use your own words except for scientific vocabulary, formulas, etc.
- Copy diagrams, examples.
- Record instructor’s emphasized points.
- Leave space in notes for later clarification.
- Develop your own shorthand only if you’ll recognize it later!
- Review and edit notes immediately after class.
- Not sure you’re getting the “important” points? Ask your instructor to review your notes with you a time or two.

Success Strategy #6: Read to Increase Your Understanding

- Read the preface, table of contents, introduction, or foreward to find out how the information is organized as well as the main topics of the book.
- Before you begin reading, preview the chapter. Pay attention to the section titles, graphics, and questions at the end of the chapter.
- Examine the supplemental information in the back of the book.
- Read the assignment slowly and carefully.
- Make connections as you read.
- Underline important information.
- Summarize each paragraph in a word or phrase and write it in the margin.
- Make a fact sheet or key term sheet.
- Make a list of specific questions that you need answered as you read.

Success Strategy #7: Exam Preparation Begins on the First Day of Class

- After reviewing your lecture notes, think about the topics presented and write down a list of the most important points of the lecture.
- At least one week before the exam, consolidate lecture notes and textbook notes, handouts, quizzes, etc. and create a study plan.
- If you learn best with others, work with a study group throughout the quarter.
- If you learn best on your own, schedule regular sessions with a tutor at SCC’s Tutoring and Learning Center.
- Give yourself a practice exam to build your comfort and confidence with exam material.

Success Strategy #8: Regard Test Taking as an Opportunity, Not an Obstacle

- Be prepared.
- Read all instructions carefully.
- Assess the amount of time you should allow for each question.
- Don’t spend too much time on any one question.
- Put a check mark by questions that can’t be quickly answered and return if time and test format allows.
- Try to stay calm, but know a certain amount of anxiety is normal.

