TOP 10 STEPS TO ACADEMIC SUCCESS

1.) *Evaluate Yourself and Past Performance:*
   - What went well and why?
   - What did not go well and why?
   - What changes need to be made?
   - What is my purpose for pursuing academic success? (Ex: The purpose for my academic success is to provide me with options to pursue a variety of majors.)

2.) *Set your Goals and your Objectives:*
   - Put goals and objectives in writing (This provides focus, clarity, and direction.)
   - Review Goals = Are they reasonable, attainable, and specific?
   - Objectives = measurable tasks or activities that support you in meeting your goal
     (Ex: My goal is to make all A’s this semester. My objectives in supporting this goal are as follows: Have perfect attendance in all classes; Sit towards the front in all my courses; Study at least 4-6 hours/day in all of my courses)

3.) *Schedule and Set your Study Hours:*
   - Study hours should be double to triple the amount of credits hours currently enrolled
     (Ex: 15 credits hours = 30-45 study hours per week)
   - Employment should not exceed 20-25 hours per week for full-time students
   - Provide 50 minute study intervals with 10 minute breaks for each hour long study session
   - Spread out your study hours and avoid exceeding 2-3 hour study sessions
   - Avoid last minute all-night cramming sessions (Less effective than adequate sleep)

4.) *GO TO CLASS! GO TO CLASS! GO TO CLASS!*
   - Perfect attendance should be listed as your first objective to meet your academic goal
   - Missing class without a legitimate reason is a major first symptom of academic failure

5.) *Position Yourself to Succeed:*
   - Be prepared with the tools (Ex: textbook, notebook, highlighter, flash cards, etc.)
   - Sit as close to the front of the class as possible
   - Be an active learner (Ex: taking notes and engage in class discussions)
   - Designate a specific place for just out of class study to help train your brain to focus
   - Avoid studying where you sleep (Your brain is already conditioned for sleep in this area)
   - Study away from distractions that can disrupt your focus (Ex: Turn off your smartphone.)
   - Consider study partners and study groups to gain a variety of perspectives and motivation
6.) *Manage your Time Wisely:
- Time management is critical to all types of success
- Plan ahead and make sure you utilize a planner to keep track of your schedule
- Read over material in your textbook before class for better assimilation and memorization
- Avoid procrastination by maintaining your balanced schedule and do things in advance
  (Ex: Review the instructor’s syllabus and put all major due dates and test dates in your planner.)

7.) *Be Aware of your Academic Resources and the Processes:
- Utilize a variety of multiple areas for academic support
- Tutoring Services, UCAE, Writing Resource Center, Subject Labs, Faculty, Advisors, Career Center, etc.
- Utilize your professor’s office hours and meet them at least once outside of class
- Pay attention to detail (Ex: Thoroughly review and check daily all emails, 49er express account, and Moodle for information from major academic departments such as Academic Advising, Financial Aid, Registrar’s Office, Faculty/Instructors, etc.)

8.) *Maintain your Motivation:
- Find ways to stay focused and maintain your purpose
- Connect the skills you develop in college to prepare you for your future career
- Take advantage of the resources available to build on your skills and network
- Seek any additional and variety of support via mentors, advisors, faculty, family/friends, etc.

9.) *Monitor and Evaluate your Progress Regularly:
- Self-evaluate your academic progress on a weekly basis
- Monitor your grades in all of your courses
- Focus on any necessary changes or adjustments that need to be made
- Seek help early (Ex: Utilize tutoring services consistently and well in advance for exams)
- Meet with instructors mid-way through the semester for feedback

10.) *Build your Momentum:
- Learn how to respond to any challenges, pitfalls, or failures appropriately
- Seek additional advice or assistance and continue to learn from others
- Consider other alternative pathways to reach your ultimate goals
- Maintain good physical health overall (Refer to Student Health and Wellness)
- Maintain good mental and emotional health overall (Refer to Counseling Services)
- Get plenty of sleep and maintain a healthy diet
- Celebrate any and all areas where you have seen improvement
- Strive to continue to do better than before and seek counsel from qualified professionals
- Remember that the small accomplishments do matter in meeting your major goals