

**Academic Skills Advice (from your friendly Academic Services office)**  
**Post-Midterm Grade**

1. Success Strategy #1: Organization

- a. Know *what* you have to (or can) do.
  - \* Analyze syllabi
  - \* Extra credit?
  - \* Cumulative finals?
  - \* Make up work?
- b. Know *when* things are due.
  - \* Countdown calendar
  - \* Erase board
  - \* Weekly form
  - \* Planner
- c. Know *where* your *materials* are.
  - \* Room
  - \* Notebook
- d. Know *where* your *information* is in your materials.
  - \* Re-organize/rewrite notes
    - > Date
    - > Cornell style
- e. Know *where* to study.
- f. Know *when* to study.
  - \* Best times/worse times
  - \* Pacing: Eating an elephant

2. Success Strategy #2: Know *how* to study *effectively*.

- a. Pursuit of knowledge/understanding vs. memorization
- b. Highlighting effectively
- c. Reading *for* comprehension
- d. Note taking
- e. Organizing materials
  - \* Matrix
  - \* Who/what/where/why/when/how

3. Success Strategy #3: Knowing and using your resources

- a. Professors
- b. Students
- c. Tutors (subject), call x4388 for info
- d. Nancy Danganan, Academic Services, x4388 for appointment

4. Effective Strategy #4: Taking charge/getting directed/making a commitment