

Course Record

✓ **Course:** _____

✓ **Instructor:** _____

Office: _____ Office Hours: _____

Telephone: _____ Email: _____

✓ **Contact Students:**

Name	Telephone	Email
_____	_____	_____
_____	_____	_____
_____	_____	_____

✓ **Grades:**

Test/Major Assignment	Date	Grade

Student Success
Survival Tips
Time Management

✓ **Semester planning**

Use a Bakersfield College Semester Calendar and note each important event. Include:

- all exams
- all major assignments
- all finals
- any personal commitments that will require time, such as work, practice schedules, and family commitments.

✓ **Weekly/daily planning**

For a week, keep track of how you spend your time.

- On what do you spend most of your time?
- Are you giving your class work enough time? You should be spending 2 hours out of class for each hour of class.

Use the weekly planner to organize day to day activities.

- Write down daily commitments.
- To help you accomplish what you need, keep a daily to-do list:
 - the night before, write a list of what you need to do the next day . Put them in order of importance.
 - Do each in order the next day.
 - If you do not complete your list, add the items to the list for the next day.

✓ **Planning for a major assignment**

As soon as it is assigned, break the project down into smaller parts that need to be accomplished.

Set a due date for each part and put it on your calendar. Complete each part when due.

Force yourself to complete the entire assignment a few days before the final due date so that you have time to take care of any last minute problems.

Student Success
Survival Tips
Note Taking

✓ **Before**

- Read any textbook pages assigned so that you can keep up with the pace of the lecture.
- Review the notes from the previous class.
- Come to class on-time and prepared
- Sit where you can concentrate

✓ **During**

- Write down the important points
 - Leave a 2.5 inch margin on the left side of the paper
 - Place main ideas next to the margin
 - Indent with supporting points
- Leave a space between main points to show the beginning of a new idea.
- Abbreviate words to save time, making sure they are understandable later.
- If you do not understand or missed something, make a note of it in your notes

✓ **After**

- Review your notes within 24 hours
 - Fill in any missing information
 - Edit and correct them
- Write in possible test questions on the margin and use them to quiz yourself.
- Systematically review your notes so that you do not have to “cram” before an exam.

Student Success
Survival Tips
Textbook Reading

✓ **Before you read**

- Notice what supplemental materials are supplied to help you understand and remember what you read. Read any:
 - Objectives
 - Headings
 - Study Questions
 - List of Terms
 - Introduction
 - Conclusion and Summary
- Look at the assignment and divide it into smaller sections that you can comfortably read and pay attention to, (usually about 20 minutes worth).
- Before you start on the first section, ask yourself:
 - What, (if anything), do I already know about this subject?
 - What do I think I will learn when I read this?
 - Write down several questions that you think will be answered while you read .

✓ **While you read**

- While you are reading the first section, look for the answers to the questions that you wrote down before you started to read.
- Note any main ideas, supporting details, and technical terms and definitions given.
- Continue the same process with the remaining sections of reading.

✓ **After you read**

- Vary your input and output.
 - Do not just read passively, (input). To remember what you read, you must also do something with it, (output). You can choose to:
 - Highlight and note the important information
 - Write the important points in outline form
 - Put the important information in a data chart or mind map
 - Repeat the important points aloud
 - Put the important information on note cards in the form of test questions and answers.

Student Success
Survival Tips
Test Taking

✓ **Before you take the test**

- Study!!! The best way to combat test anxiety is to be prepared for the exam and to know it!
 - Study systematically over a period of time, not all in one night.
 - Review what you have studied several times.
- Get plenty of rest the night before and eat a healthy meal before class.
- Get to class at least five minutes early and be prepared.
 - Have a sharpened pencil or pen, if required
 - Have a scantron or bluebook, if necessary
 - Bring notes or dictionary, if allowed
- Use the time before the test to review your notes and relax.

✓ **While you take the test**

- Read through the exam before you start to answer questions.
- Do a data dump.
 - If you must remember an equation or a list of items, as soon as you get the test write down a quick set of notes to remind yourself and then relax.
- Determine how much time you will need to spend on each section and then hold yourself to it.
- Start on the easy, objective questions first. Answer the ones you know, skip the ones you don't, and go back to them. Move to the subjective or essay questions next.
- Answer all of the questions, even if it is a partial answer.
- Check all of your answers before you turn it in. Make sure you have answered each question and that the answers are on the corresponding numbers of your scantron.

✓ **After you take the test**

- Notice what questions you missed.
 - Is there a certain type of question that gave you particular trouble?
 - Did you study the right information?
 - Did you study enough?
- Decide what you will do differently next time.

Student Success
Survival Tips
Memory

✓ **Understand it**

You are much more likely to remember something that you really understand than something that you don't. Do not try to simply memorize facts. Be able to put them in your own words and explain them—then you really understand them.

✓ **Connect it**

What do you already know about this subject? How does it fit in with the previous chapter or last semester's course? If you are able to see the "big picture", how the new facts fit in with what you already know, then you are far more likely to remember what you study.

✓ **Recite it**

One of the most powerful tools for memory is recitation, or repeating the new information aloud. Saying and hearing the new facts increases the likelihood that you will remember them, especially for auditory learners.

✓ **Repeat it**

Never assume you will remember new facts by studying them only once. Review the new information within the first 24 hours. Then set a schedule to concentrate on and review the same information several times before the exam.

✓ **Associate it**

If you are having difficulty remembering a list or process, use artificial association:

- acronyms-

Take the first letter of each word and make them into an another easy to remember word.

Example- **HOMES** = The Great Lakes. . . **H**uron, **O**ntario, **M**ichigan, **E**rie, **S**uperior

- acrostics

Create a sentence that is made of words that begin with the first letters of the words you needs to remember.

Example- "**K**ing **P**aul **C**ried, **O**h **F**or **G**oodness **S**ake" = Classifications in the Animal Kingdom. . .

Kingdom, **P**hylum, **C**lass, **O**rders, **F**amily, **G**enus, **S**pecies