

## LEARNING SUPPORT SERVICES

# 10 Habits of Highly Successful Students

The college experience is a wonderful process in self-discovery and self-development. It affords students the opportunity to take an in-depth analysis of their strengths and weaknesses in order to discover their individual talents and areas of expertise. To successfully navigate through the college maze, there are several areas students must be able to manage to reach graduation.

Listed below are “ten” habits of highly successful students that will ease the collegiate journey:

## 1. **Begin with the end in mind – Graduation!**

- ✓ Goal: college degree! Integrate your learning inside and outside the classroom.
- ✓ Employers want well-rounded students.

## 2. **Manage your time.**

- ✓ Utilize your time wisely on a daily basis.
- ✓ Those blocks of time outside of class need to be scheduled for studying.

## 3. **Learning is a lifelong process.**

- ✓ Realize that each course you encounter will help you with self-knowledge.
- ✓ Slowly build upon your skills, first in one area and then another.

## 4. **Focus your energy on positive actions you have completed on a daily basis.**

- ✓ Reflect daily on those actions you have completed that have positive outcomes.
- ✓ Do not make the mistake of spending valuable time feeling sorry for yourself.

- ✓ Take action to make positive change. It is up to you to define success.

## 5. **Dress for success and always do quality work.**

- ✓ Your appearance both inside and outside of class can have a lasting impact on your academic success.
- ✓ Appropriate dress during class and university programs will have a lasting impression on some instructors as well as prepare you for the working world outside of campus.

## 6. **Understand how your strengths and weaknesses will impact your college success.**

- ✓ College is a process. Discover the things you do well and those you do not.
- ✓ Go to student services offices that offer an array of programs that can assist in you developing a student success plan.

## 7. **Do not be afraid to admit you need help, then go get it.**

- ✓ Some material will be difficult and challenging.
- ✓ Not getting help will ensure you will fail!
- ✓ Make an appointment to see your instructor and ask them about strategies or additional resources that may help.
- ✓ A visit to your campus tutorial program at Learning Support Services.

## 8. **Keep all-important documents in a designated file.**

- ✓ Make a habit of keeping all important documents in a folder or box in one designated place in your room. These documents

should include:

1. Course registration forms.
2. Business office receipts.
3. Copy of important papers and projects on two disks. Update them every semester.
4. University memos that affect your plan of study.
5. Documents from your departmental advisors.
6. Grades.
7. Transcripts.
8. Book store receipts.
9. Catalog in which you entered the university.
10. Student handbook.
11. All financial aid/scholarship materials.

## 9. **Your academic catalog and student handbook are your bibles.**

- ✓ Commit the information contained in these two documents to memory.
- ✓ Make sure you understand the curriculum course of study for your degree.
- ✓ Always read your campus e-mail and check your mailbox.

## 10. **You are the captain of your ship.**

- ✓ Find your inner spirit and personal gifts. This will sustain you through rough waters and obstacles you will encounter –not only in college, but throughout life. There is nothing else like the college experience, except one that ends with you receiving your degree.

*Good luck and do succeed!*

Adapted from: Dr. Felicia C. Harris, *Off to College 2001 edition: A guide for college bound students.*

## HERE ARE SOME OTHER TIPS THAT MAY HELP YOU

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- ✓ On a calendar or personal planner, record the dates of all assigned quizzes, mid-terms, paper due, projects and especially final exams. Look at it regularly, and pay attention to deadlines.
- ✓ Get a school calendar. Note all the days to add/drop and withdraw from classes. Note when holidays and spring breaks are scheduled.
- ✓ Know where you are. You are new on campus, so locate all the buildings and scout out where your classes will be held. Highlight the locations on a campus map. Write down the days and times each class is held and tape this information inside your notebook.
- ✓ Visit the library. Learn its system. Obtain your library card during your freshman orientation program.
- ✓ Write down your instructors' office hours, the operating hours of the book store, the financial aid office, the cafeteria, and other relevant campus services.
- ✓ Find out where the health center is. Chances are you will visit it at least three times during the school year.
- ✓ Find out where Learning Support Services is. Visit it for tutoring and academic success counseling.
- ✓ Send your parents a copy of your semester class schedules, a phone number and e-mail address where they can leave a message in case of an emergency.
- ✓ Look for ways to maximize your time. For instance, plan to read your homework while doing laundry. What else is there to do while you wait?
- ✓ Memorize your social security number. You will need it for college and the rest of your life.
- ✓ Plan to sleep. Develop a routine sleep pattern of going to bed and rising at the same time each day. Maintaining a regular schedule will help you sleep more soundly, reduce your stress, and help regulate your energy levels.
- ✓ Buy your books early. Don't wait until a day before class. Avoid long lines. Get there before all the books are sold out, or worse yet, all the used ones are gone and you are forced to buy new ones.
- ✓ Get involved in campus activities. Attend a sports event or a concert, take in the theater - learn to enjoy your college opportunities.
- ✓ Finally, create a "TO DO" list and stick with it. Keep it with you and update at every day or so.

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