

## Tips for Academic Success<sup>1</sup>

As a student at the University of Delaware you are expected to be able to study on your own, manage your time, choose your courses, preview and review course materials, prepare for tests, and seek out academic resources and services in order to do your best. Here are some tips to help you take charge of your academic success:

### Work on your study skills and time management.

- **Attend class and pay attention.** This is probably the most important key to academic success. Make sure you attend each and every class, focus on what is being discussed during class, and be an active participant. Discipline yourself to put your cell phone away during class and if using a laptop or tablet to take notes do not surf the web, or check email or social networking sites.
- **Keep up with each class and study every day.** Cramming doesn't work. Do not wait until the last minute to complete an assignment or study for a test. Study every day! Preview new lecture materials and read assigned readings before class, then review what you covered in the class later that day.
- **Seek supplemental instruction and academic resources from the start.** You don't need to be doing poorly to seek out [helpful online videos or websites](#), a tutor, a study partner or group, or go to your instructors' or TAs' office hours. Utilize [academic support resources](#) from the beginning of the semester and throughout it, especially for your more challenging courses.
- **Do your reading assignments.** There is usually not enough time for the professor to cover all of the reading materials during lecture. You are responsible for learning the assigned reading materials even if the professor does not discuss them. Also, read assigned materials before the lecture about them so you can better understand what is being discussed.
- **Stay organized and plan out all of your activities each week.** Write down all assignments, deadlines, and activities in one location where you can easily see them, such as on a [Time Management Worksheet](#) for each week. Include all of your activities: academic, extracurricular, employment and personal ones on the sheet, and write them down in detail (ex: "Create an outline of Chapter 2 for Bio", instead of "Study for Bio"). This will help you plan ahead and have control of your schedule.

**Know the syllabus for each of your courses.** The syllabus contains the professor's name, contact information, and office hours—know this information for each of your classes. Know the class attendance policy and any other class policies. Know how your grade is calculated in each class. Know when assignments are due and when tests dates are. Make certain that you know where your grade stands in each class after major assignments or tests.

**Attend your course instructors' and/or TA's office hours.** Take advantage of instructors' and TAs' office hours to discuss your concerns and seek supplemental instruction and academic assistance. You are not "bothering them" when you do so!

**Keep track of UD's academic deadlines and policies.** The NUCLEUS website provides helpful links under the [UD resources page](#).

**Meet with academic and career advisors.** Faculty advisors, professional advisors and career counselors can help you plan out an academic program that is in line with your interests and abilities; and aid you in developing your educational and career goals. Be proactive—set up meetings with academic advisors and career counselors. They are not likely to initiate setting up a meeting with you—you must seek them out to arrange meetings.

**Create study groups with classmates.** Meet with other students in your courses on a weekly basis to discuss lecture content and keep up with understanding it. Some activities you can do in study groups include: sharing notes and using them to make a "most complete" set of notes, take turns teaching topics to each other, take turns asking and answering each other's questions, create outlines of chapters together, work through problems together, create potential test questions and possible answers together, quiz each other, and continually challenge each other's answers and understandings.

**Create a healthy learning and living environment.** Make sure everyday things such as your living situation, friends, eating habits and sleep schedule all contribute to your academic success and overall wellbeing.

**Set short-term goals.** Set goals each semester and share them with your academic advisor. Identify what concrete things you need to accomplish in the near future to reach these short-term goals. Also, identify resources to help you.

**Think "big picture."** Complete an [Academic Planning Worksheet](#) to plan out your course-taking. What large goals do you hope to accomplish in college? What are your values and what do you hope to accomplish in life? Outlining your long-term goals can help you stay motivated, help you identify beneficial opportunities you can get involved in now, and give you direction during your college career.

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<sup>1</sup> Adapted from <http://www.indiana.edu/~udiv/need-know/resources/keys-success.shtml>; <http://www.wpi.edu/offices/arc/skill01.html> and <http://www.cas.udel.edu/uas/academic-planning/Pages/cas-advising.aspx>.