

HOW TO SUCCEED IN COLLEGE: TEAM

Time Management, Effort, Academic Attitude, Motivation

Every year, thousands of students across the country register for college courses with expectations of successfully completing each one. Many students do successfully complete their classes. However, unfortunately, many students do not. Many find they must drop classes; others stop attending classes, and all too frequently, students fail classes. Many of these students are often surprised that their hopes and expectations at the beginning of the semester are never realized. What allows a student to be successful at college? The answer is that the successful student has joined the **Academic TEAM**.

The first key to successful college work is **TIME MANAGEMENT**. Effective time management begins at registration. Successful students are realistic about their workload and do not attempt to do too much at one time. For college courses, the minimum study time is 2 hours a week for EACH credit hour enrolled in. If a student is taking four three-hour classes which is a total of 12 credit hours, then he/she will need at least 24 hours of study time a week. Combining class time and study times means that 36 hours a week are devoted to school. A student who is working 20 hours a week who tries to take 4 classes is committing him or herself to a 56-hour workweek! Most people cannot do their best work under these conditions. Here is a guideline to follow in determining how many credit hours to take:

- If you work 10 hours per week, take 12-16 credit hours.
- If you work 20 hours per week, take 10-12 credit hours.
- If you work 30 hours per week, take 7-9 credit hours.
- If you work 40 hours per week, take 3-6 credit hours.

Once a semester begins, time management becomes crucial. Create a written schedule for yourself or buy a time management aid (such as a daily planner). Upon receipt of a syllabus, immediately write in class deadlines, such as assignments, project/paper due dates, and test dates. Now fill in all other committed times: class times, study hours, work schedule, required family time, leisure activities, etc. Of course, no time management system is perfect, and it is useless if not followed! If a created schedule is not working for you, change it. Keep trying until you find a schedule that fits your lifestyle.

The second key to success is **EFFORT**. To succeed, students will have to work hard. College courses require students to spend time reading textbooks, reviewing and revising notes, thinking about class material prior to class, attending every class, being on time to class, preparing for tests, researching and writing papers, and completing all projects on time. Self discipline and personal responsibility are the tools for success in college.

The third key to success is the **ACADEMIC ATTITUDE**. Successful students approach their studies in a positive and open-minded manner. They look at each class meeting as an opportunity to learn something new, and they enjoy the critical thinking process that takes place in class. Some students may exhibit a passive, apathetic attitude such as “just tell me what you want me to know for the test.” Successful students are active thinkers who take responsibility for their own learning by asking questions, participating in class, doing their own research, and exhibiting a positive attitude.

The fourth and final key to success is **MOTIVATION**. Students are responsible to motivate themselves! They have to find the motivation within themselves to complete their courses. To understand your motivation, ask yourself why you are in school. Examine your goals and how college will help you achieve them. College is an incredible opportunity to discover new ways of thinking

about the world and an opportunity to explore your own individual talents and interests. Discover your own personal motivation, and remind yourself frequently why you have chosen to be here.

Lastly, remember that students are only one player on the **TEAM**. The other players are classmates, instructors, advisors, and administrators. We are working together toward one common goal: Your success!

KEYS to Success

- Personal commitment to expend the effort and time to do excellent work.
- Regular, if possible perfect, attendance of classes.
- Budgeted time that includes 2 hours outside study for every hour in class.
- Scheduled meetings with instructor for necessary extra help.
- A study group with other students for difficult classes.
- Attending tutoring services in the Tutoring Center.
- Regular meetings with an advisor to keep you focused on your program.