

Get Organized This Semester



Use an assignment notebook or planner – Take your assignment notebook to every class and record each assignment under the date it's due. When you are given a large assignment, use your notebook to break the assignment down into smaller parts. Whenever you are given a syllabus, immediately copy the assignments into your assignment notebook or planner



Use three-ring notebooks for class notes – Three-ring notebooks work well because you easily insert handouts, and if you ever do have to miss a class, you can copy someone else's notes and insert them where they belong.



Save all files in organized computer folders- Most classes require that you write papers and do projects using a computer. Keep a separate, labeled folder for each class, and save all of your work in them. Make sure that computer folders are saved to a disk or hard drive. Always have a backup.



Keep returned papers, quizzes, and tests – Have a folder for each class, and in that folder, keep all of your returned papers, quizzes, and tests. Old quizzes and texts can help you study for future tests; they can also come handy if there's ever a question about your grade. You can also use the old exams and papers to study for midterm and final exam.



Record emails and phone numbers - Make sure that you have the e-mail address or phone number of at least one person in each class along with the professors and/or TAs. E-mail addresses and phone numbers are also helpful when you have a question about an assignment or an upcoming test.



Maintain a neat and organized study space – Set up a desk or study area so that it has everything you need. In addition to paper, pens, and pencils, your study area should be equipped with a calculator, dictionary, thesaurus, and a one-volume encyclopedia.



Tutors and/or Academic Coaches - Sign up early for a tutor and meet your tutors every week. Tutors can help you with understanding content, readings and assignments. Sign up for an Academic Coach to keep you on track with your study skills such as time Management and test taking.



Ask
Mike
Advisor/Counselor

Academic Advisor/Counselor – See your advisor/counselor whenever you need help with scheduling, finances and other career options. You should see your advisor at least 5 times a semester.