

TOP TEN TIPS FOR SUCCESS AT UNIVERSITY

GET TO KNOW:



Learning Skills Services

Western's Student Success Specialists!

PAL Centre

(Peer Assisted Learning)

- Drop-in help (Fall & Winter terms)
- Room 4139 WSS

Presentations

- including *Writing Multiple Choice Tests and Successful Time Management*

Confidential appointments

- to discuss strategies to improve or maintain your grades

E-newsletters

- with suggestions on how to be a successful student

All Services are **FREE!**

For more information,

- visit: www.sdc.uwo.ca/learning
- email: learning@uwo.ca

Student Development Centre's Learning Skills Services

Western Student Services,
Room 4100
519-661-2183

- 1 LOCATION, LOCATION, LOCATION**
Serious about getting work done? Find a good location. Use the libraries, study rooms, or empty classrooms.
- 2 MAKE IT A HABIT: DO COURSEWORK EVERY DAY**
Cramming is not conducive to understanding and remembering large amounts of information. Spending time on your courses each day is the best way to learn. Use the time between classes and stay on top of readings.
- 3 HELP EXISTS! SEEK IT OUT AND IMPROVE YOUR GRADES**
Whether you're an 'A' student or a 'D' student, you can strengthen your skills. Check out Western's Learning Skills Services. Get to know your professors and tutorial assistants. Use study guides and help centres.
- 4 WRITE IT DOWN**
Use a dayplanner or wall calendar. Plan time for coursework. Plan ahead for assignments and exam periods. Record your grades so you always know where you stand (see back of sheet for grade tracking resources).
- 5 GET ENERGIZED—EAT, EXERCISE, SLEEP**
Fatigue and stress weaken memory and comprehension. Eat properly, exercise regularly, and get adequate sleep.
- 6 PERFORM LIKE A PRO: GO TO CLASS PREPARED & TAKE THOROUGH NOTES**
Don't miss class. Someone else's notes aren't going to be as good as having gone to the lecture yourself. While taking notes, listen for emphases and examples. Questions after the lecture? Go to the professor's or TA's office hours. Learn as you go and you won't find yourself unprepared the night before an exam.
- 7 LECTURES AND TEXTBOOKS: WHAT'S THE BIG PICTURE?**
University learning often requires understanding where and how details fit in the 'big picture'. Use course outlines, tables of contents, and headings & subheadings to organize information.
- 8 DO SOMETHING TO REMEMBER KEY INFORMATION**
Be active! Generate examples, create mnemonics, make summary notes, identify key words, highlight textbooks or add margin notes. Improve your memory by being creative and interested.
- 9 THINK YOU'LL REMEMBER KEY POINTS? PROVE IT!**
No matter how well you understand something, without practice forgetting will occur. *Before* a test, recall information without looking at notes or textbooks and by doing practice questions.
- 10 BE TEST SMART**
Don't lose marks because of test-writing errors. Use strategies to tackle different types of tests (e.g., multiple-choice). Read instructions, budget time to marks, and do less difficult questions first to build confidence.



TRACK YOUR GRADES

You need to be realistic about what your grades are and what they mean so that you can change strategies and fix mistakes before it is too late! Here are some **resources** to help you track your grades:

Excel Spreadsheet

Go to the below website and save the Excel file on your computer. Read the instruction manual that is embedded within the spreadsheet. You can enter your grades as you receive them and automatically see your current mark and what you need on all remaining assignments to hit your goal. You can create separate spreadsheets for all of your classes.

<http://udi.uconn.edu/index.php?q=node/464>

Paper Record

Course	Goal Mark	Evaluation #1	Evaluation #2	Overall Mark so far	Evaluation #3	Overall Mark so far	Evaluation #4	Mark needed on final to achieve goal

For help calculating your marks, use an online grade calculator: http://web.ku.edu/~utile/grade_calculator.html.

To discuss effective learning strategies to improve your grades, drop by the Peer Assisted Learning (PAL) Centre in Room 4139 WSS during the fall and winter terms. You can also schedule a confidential Learning Skills appointment by calling 519-661-2183 or visiting the Student Development Centre's Learning Skills Services in Room 4100 WSS year-round.

For further information, including PAL Centre hours, see www.sdc.uwo.ca/learning.

