



## Succeeding in the College Environment

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Attend all classes and be on time.

Learn the name of each of your instructors.

Know where your instructors' offices are and what their office hours are.

Go to class prepared – take paper, pencil / pen or whatever supplies the instructor expects you to have with you in class; some teachers want you to take the textbook to class, but others do not – expect that – be sure you know what your teacher wants.

Keep all course handouts – especially the course outline or syllabus.

Review each class outline / syllabus to be sure you know what is expected of you.

Do not expect “extra credit” opportunities; few college teachers provide for additional ways to raise your grade; what is in the course outline / syllabus is what you can expect.

Many college instructors do not give make-up exams or accept late assignments; if you know in advance that you will miss a class, ALWAYS check with the instructor first about how the absence will affect your grade; if you are ill and miss class, ALWAYS notify the instructor to find out if you will be allowed to make-up material you missed.

College classes move at a much faster pace than high school classes – DON’T FALL BEHIND WITH READINGS OR ASSIGNMENTS!

Just because the teacher doesn’t assign a specific task for homework due at the next class, doesn’t mean you don’t have homework – you should keep up with textbook reading and review / rewrite class notes.

Exams will cover more than just the textbook – test questions often address information given in a lecture or demonstration, so be sure to take good notes.

***If you are struggling with a class or a particular topic in a class, talk to your instructor as soon as possible.***