10 THINGS YOU CAN DO TO BE SUCCESSFUL AT BAY STATE

From BSC’s Center for Learning & Academic Success (CLAS)

☐ 1. Obtain all your required textbooks.
   You are already devoting a lot of time, energy, and money to getting your degree. Really commit to your educational goals by making sure you have a copy of your books readily available to you 24/7.

☐ 2. Check LMS and your school email frequently.
   Keep up with your assignments and messages from your professors and college staff. Log in daily if possible.

☐ 3. Plan to spend at a minimum 2-3 hours studying for every hour spent in class.
   Create a weekly calendar that indicates when you will go to school, attend class, study, sleep, eat, bathe, work at your job, do chores, exercise, and relax. Your activities should not amount to any more than the total number of hours in a week, 168.

☐ 4. Complete the reading assignments before class.
   In class, your professor will assume that you have already done the reading and will spend most of the time going deeper into a subject rather than simply explaining it. In order to keep up with your professor, familiarize yourself with the terminology and concepts beforehand. When you read, make a note of the questions you have about the material and get those answered in class.

☐ 5. Take notes on the reading.
   Before you start taking notes on a reading assignment, look through the chapter to get a sense of what material will be covered and how the chapter is organized. When you take notes, use phrases, abbreviations, and symbols rather than complete sentences. To create organized notes, use headings, indentations, bullet points, and other visuals.
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☐ 6. Take notes in class.
Taking notes involves more than simply copying what the professor puts on the board. Take notes on everything the professor discusses. It will be easier to take good class notes if you have done the assigned reading ahead of time because you will already be familiar with key terms and concepts.

☐ 7. Review material regularly.
Do not wait until a few days before a test to start reviewing material. Rather, regularly review your notes from past weeks so that the information stays fresh in your mind.

☐ 8. Quiz yourself when you prepare for a test.
Ask yourself questions and try to think of the answers before looking them up. Forcing your brain to recall the information will help you store that information in your long-term memory. For questions to pose to yourself, look at the learning outcomes and the review sections of your textbook and at your old homework assignments, read through your notes, and work with classmates.

☐ 9. Meet with your professors.
You can meet with your professors during their office hours or ask to meet with them before or after class or by appointment. Your professors can explain any material you’re struggling with and can give you study tips. Remember, you may one day need a recommendation from them, so make sure they get to know you now and see that you’re a committed student.

☐ 10. Take advantage of college resources.
There is a variety of services on campus that can help you achieve your academic and professional goals. One such resource is the Center for Learning & Academic Success (CLAS), located in the library. Stop by or email clas@baystate.edu and ask to meet with a tutor. You can ask for help for a specific subject as well as for help with skills such as time management, note-taking, and exam preparation. The service is free!