



Steps to **SUCCESS**

College Survival Skills



Empowering People

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www.lc.edu

The mission of the Student Success Center (SSC) is to support the college's learning environment and promote student success through graduation and beyond. Your future is our vision. We have a variety of student services and open computer labs to help you reach your goals.

Various locations are open throughout the campus, and SSC Specialists and/or peer tutors are available to support students in different disciplines, including:

- Math
- Writing
- Reading
- Study skills
- Speech

Students are seen by appointment or on a first-come, first-served, walk-in basis, depending upon tutor availability.

Please call (618) 468-4SSC (4772) or visit www.lc.edu/ssc for locations and availability.

Ten College Survival Skill Tips

1. Use your time wisely.

For each class you take, you should plan for 2-3 hours of work/study time each week, sometimes more, sometimes less. This can be difficult if you have a full-time job or if you are a caretaker to children or parents, so it's important to look ahead and plan accordingly. Buy a daily planner so you can record when assignments and readings need to be completed.



2. Be aware.

When you start a class, be aware of what your instructors' names are, where their offices are, as well as office hours, and what their policies are. For instance, one instructor may not take attendance while another is a stickler and will dock letter grades for missing too much class. Be aware, too, of whether your instructor uses Blackboard or some other online resource.

3. Attend class.

Success hinges upon your ability to attend class. Life happens, definitely, and you may be forced to miss a day or two because you have strep throat or a relative passed away. In a typical, 16-week semester, missing more than one or two full weeks of class could put you behind and make it extremely difficult to catch up. Keep track of your absences in a planner, and make sure that you get any notes and assignments you missed from one of your peers.



4. Have specific goals.

Even if you don't know what you want to do career-wise, you can still have goals in mind, such as passing your general education courses, personal enrichment, or the desire to transfer to four-year university. Always keep your goals in mind. Eye on the prize!

5. Ask for help.

Most colleges have ample resources to help you. Here at Lewis and Clark Community College, we have emergency funds for textbook purchases should you be unable to afford them, tutoring services, counseling, career development courses (great for goal setting and getting to know your personality-type and what careers are good fits for you), and many other resources created with you in mind. You can speak to your advisor, tutors, or instructors if you EVER have any concerns.

6. Track your progress.

Always keep homework, essays, or other assignments that your teacher hands back to you with a grade on it. Do not just get something back and then toss it in the trash. Use it to review what you did well and what you could improve, as well as to keep track of your overall progress in the course. If your teacher uses Blackboard to record grades, check in once a week to see how you're doing, and if you find yourself struggling, ask for help.



7. Learn to take good notes.

Taking notes is not just important for remembering what was discussed during class or what you read. Taking notes also helps keep you engaged in a class. You may notice that other students around you aren't taking notes, but if the teacher is talking, you should be writing because it will help keep your attention on the class as opposed to what's happening outside the window. We have an informational packet with more tips on taking good notes on our website.



8. Listen carefully.

Asking the teacher to repeat something because you weren't paying attention is disrespectful. Be mindful of where you are. Remove distractions (phones, ear buds, tablets, etc.), sit up straight, and keep your eyes up front.

9. Spend plenty of time reviewing what you've learned.

Review your notes, and review your textbook frequently. In a psychology course, for instance, not reviewing what you've learned could result in forgetting something important that you need for an upcoming test, so review your notes, textbooks, and flash cards several times a week.

10. Remember that this is temporary.

It's easy to get stressed during the semester. Some students start to lose hope as a result. Keep things in perspective, and remember your goals. Why are you taking college courses? What do you want from your life? And while you may be stressed because you have a math exam, a psych test, and an English paper all due within the same week, by the next week, it will be over.

