

## GENERAL ACADEMIC LIFE

- Seek professors who set the same clear expectations for everyone in the class. Make sure that you know exactly what is required to earn the grades you desire.
- Learn precisely how class participation, research, laboratory work, presentations, and examinations will be factored into your final grade for the course.
- Inform others that routines are important to your success. Explain how they lend an air of familiarity to all the coursework in your major area of study.
- Finalize your entire degree or certification plan as early in your collegiate career as possible. Each term, double-check your plan to ensure you are in compliance with graduation requirements.
- Express your belief that everyone deserves the same opportunities to earn good grades on tests, projects, research papers, or experiments. Help professors and classmates understand why you become upset when someone is given special treatment.

## STUDY TECHNIQUES

- Anticipate what you need to do to earn the grade you want in each class. Set up and adhere to a study routine. Realize that you excel when your life has a rhythm to it.
- Make a habit of studying at the same time each day. Designate a specific study area and equip it appropriately. Replenish supplies on a specific day of the week.
- Establish predictable and uniform patterns for doing different kinds of assignments, such as writing, researching, calculating, and rehearsing speeches.
- Heighten your awareness of how much time you require to complete each assignment. Honor the ways you study best rather than mimicking those of successful classmates.
- Balance all the facts when conducting research, making a presentation, or writing a report. Seek to remove biases by being objective.
- Create study rituals that suit your thinking and learning style. Read ahead. Write down questions to which you want answers. Highlight key ideas, steps, and concepts. Take notes on note cards, in a spiral notebook, or in computer files.

## RELATIONSHIPS

- Understand that your predictability makes you a valuable study buddy. Partner with classmates whose need for routines and processes mirror your own.
- Inform people about your need for uniformity. Help them understand how they can benefit from consistency.
- Recruit some classmates and professors with enough patience to help you recognize the need to make changes in procedures, study patterns, and routines.

## CLASS SELECTION

- Identify similarities and differences in your professors' teaching styles. Choose classes taught by instructors whose approach matches your learning style.
- Avoid taking courses from professors who play favorites, change assignment requirements unexpectedly, and fail to abide by the rules they set at the start of the term.
- Make a list of courses of study that naturally incorporate routines, processes, and procedures. Consider specific science, mathematics, accounting, music, engineering, and law programs.

## EXTRACURRICULAR ACTIVITIES

- Join clubs and teams known for their adherence to practice and rehearsal schedules.
- Help with special events that have a long history of doing things the same way from one year to the next.
- Assume accountability for monitoring compliance to rules for membership drives, fundraising, and contests.
- Volunteer to maintain the records of an organization. Ensure that accepted procedures are followed in meetings, and reports are properly submitted.