Step 1: **Attend every class.**
- Use a student planner.
- Break down assignments.
- Use three-ring notebooks for class notes.
- Organize and save computer work.
- Keep returned papers, quizzes, and tests.
- Get phone numbers for classmates.
- Maintain a neat and organized study area.

Step 2: **Be organized.**
- Don’t overextend yourself.
- Be organized.
- Schedule 90-minute study sessions.
- Make efficient use of your time.
- Learn to say no.
- Make “to do lists” and prioritize items.

Step 3: **Manage your time well.**
- Do every assignment.
- Learn how to adapt to different instructors.
- Sit in the front of the class whenever possible.
- Be a good group member.
- Be on time to each class.
- Participate in class.
- Communicate with your instructors.

Step 4: **Be a participant in class.**
- Take good notes.
- Be an active listener.
- Take notes to help you pay attention.
- Recognize important information.
- Take notes that are easy to read.
- Go over your notes as soon as possible.
- Get lecture notes if you miss a class.

Step 5: **Take good notes.**
- Be on time to each class.
- Participate in class.
- Communicate with your instructors.

Step 6: **Know how to read a textbook.**
- Read a purpose.
- Review by scanning the material to check your comprehension.

Step 7: **Study smart.**
- Find a good place to study.
- Get started.
- Know your learning style.
- Know how to study for tests.
- Know how to memorize and remember information.
- Know how to use technology.
- Use tricks when making a presentation or speech.
- Know how to write a paper.

Step 8: **Know how to take tests.**
- Get off to a good start.
- Develop a plan.
- Mark the questions you want to return to.
- Increase your odds on multiple-choice questions.
- Know how to approach essay questions.
- Look for key words in True/False questions.
- Be prepared for open book tests.
- Improve your math test scores.
- Go over all returned tests.

Step 9: **Reduce test anxiety.**
- Take a deep break. Then slowly release your breath, along with any tension.
- Start at the top of your head, flex, and then relax each part of your body.
- Close your eyes and visualize warm sunshine washing over you.
- Think of a place where you feel very relaxed and calm.

Step 10: **Use available services - examples include:**
- Academic Advising Office
- Disability Services Office
- Career Center
- Computer Labs
- Counseling Center
- Financial Aid
- Health Services
- Libraries
- Tutorial services
- Math Skills Center/Writing Center

**Visit the Academic Advising website for information about registering for spring semester classes!**

**Academic Advising Staff**

- **CSB Office**
  - Phone: 363-5687
  - Email: advisingcsb@csbsju.edu
- Michelle Sauer—Associate Director
- Jackie Hampton—Academic Advisor
- Theresa Anderson—Academic Advisor
- Jeanne Terres—Office Coordinator
- **SJU Office:**
  - Phone: 363-2248
  - Email: advisingsju@csbsju.edu
- Jason Kelly—Assistant Dean/Director of Academic Advising
- Mark Shimota—Assistant Director
- Lisa Scott—Academic Advisor
- Sharon Wenner—Academic Advisor
- Jo Eiynk—Office Coordinator
- **Disability Services:**
  - Phone: 363-5687
  - Email: disabilityservices@csbsju.edu
- Tom Sagerhorn—Disability Specialist

**Important Dates for October**

- 3rd-Last day to receive a permanent drop on B2 mod courses and last day to receive a W on AB2 mod courses (signature required).
- 10th-Last day to receive a W on B1 mod courses.
- 11th-Last day to receive a W on B2 mod courses.
- 12th-Courses end at 6 p.m.
- 13th & 14th-FREE DAYS
- 17th-Courses resume at 8 a.m. (Day 2).
- 24th-Mod C1 begins.
- 28th-Last day to receive a permanent drop on C1 mod courses.
- **28th-30th-FAMILY WEEKEND**
- 31st-Last day to receive a permanent drop on C2 mod courses.
- 31st-Spring Term 2012 Registration begins.
- 31st–HALLOWEEN
Preparing For Tests

Ask the professor specific questions about the format of the test:
- How long is it?
- What are the kind of questions (multiple choice, short answer, essay, etc.)
- Are there sample tests?

Find out the skills needed to take the test—do you need to:
- Remember specifics?
- Compare and contrast?
- Apply theories?
- Perform calculations?
- Explain ideas or concepts?

Make a list of things that will be on the test and then make a study guide.

You will receive your copy of ATLAS in your First-Year Seminar class soon!

Taking A Test

- Arrive at the test site EARLY.
- RELAX! Be calm, alert, and comfortable.
- Read over the test. Pay special attention to the directions.
- Write down things that you find difficult to remember.
- Answer questions that you can easily remember the answer to.
- KEEP TRACK OF TIME. Make sure you have enough time to answer all of the questions, especially ones that are worth the most points.
- Read the questions CAREFULLY. Make sure you understand the question. Be sure to do what it asks you to do.
- NEVER LEAVE A QUESTION BLANK. Make an educated guess if you are unsure about the answer. Partial credit is better than no credit at all.
- When you are done taking the test, check over your answers to correct mistakes or to add information.

Some of the information contained within this newsletter is from the book “How to Get Good Grades in College”, by Linda O’Brien, Woodburn Press.