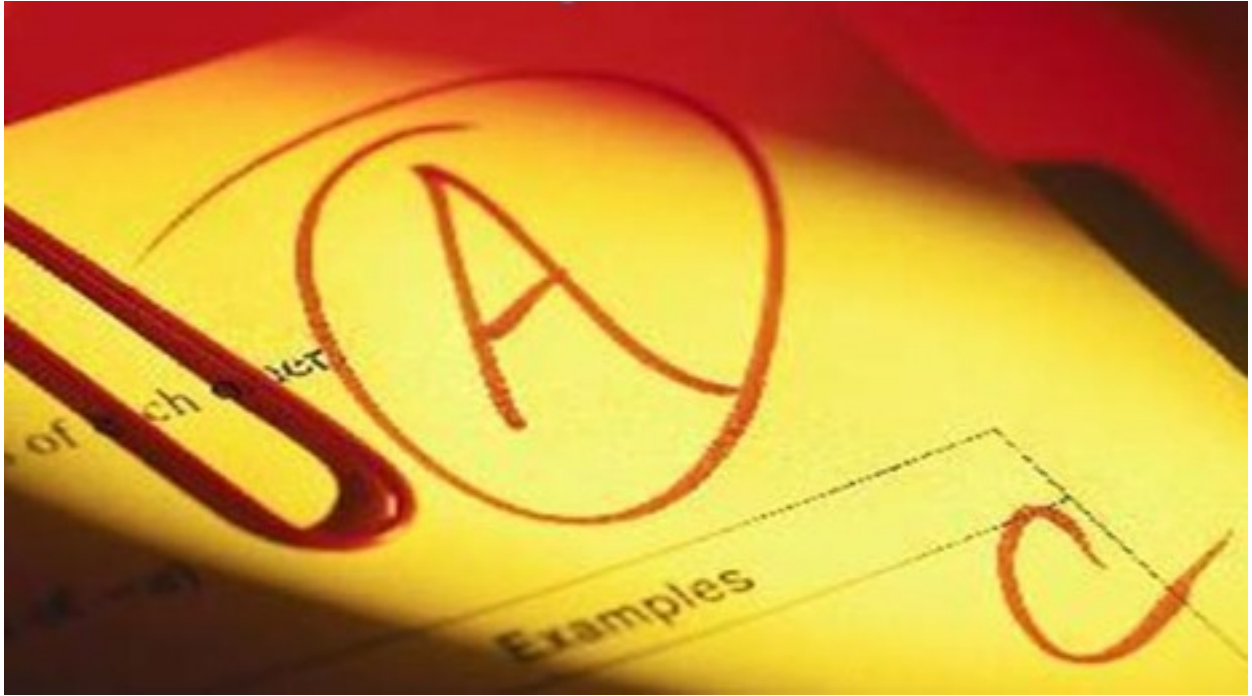


Making the Grade



COUNSELING & CAREER DEVELOPMENT



Row Hall

678-839-6428

<http://www.westga.edu/counseling/>

Schedule blocks of time for studying each day.

Get into the habit of routinely studying at those specific times. If you use your selected study time for recreation instead, try to make up that time during the same day.

Plan on studying at least 1-2 hours a day for each hour that you spend in class.

Studying in college is different from the studying you did in high school. Study time includes reading, reflecting on what you have read, organizing notes, reviewing material daily and weekly, doing homework, working in groups, etc. **Your professors expect you to take responsibility for learning the material.** Not all courses will require the same amount of work or homework, so use your best judgment and experience to determine how much time you need to do well in each class. Time spent means grades raised.



Shorter study periods are more effective than cram sessions

Try studying in blocks of 45-60 minutes. Stay focused on what you are studying. Take a break between study sessions.

Study when you are most alert.

Studying is an **active** process and takes energy. Don't wait until the end of the day when you are physically and mentally tired to start your studying. Study the hardest (or most boring) subject first and get it out of the way.

Create a daily schedule that balances your time between commitments and recreation.

It is extremely important to keep your life balanced and healthy. Plan some time for yourself as well as your studying. Also, make sure you get enough sleep.



Be aware of how you use your time.

Many students waste a lot of time during the day. Use time between classes to study or prepare and review for your next class. Use your time wisely and productively.

Take breaks when you need to.

When you lose your focus or start to “space out,” it’s time for a break. It does no good to sit there and turn page after page if you can’t think about and remember what you just read. Take a short walk or clean up your room! But... put a time limit on your breaks.



Think in terms of task, not time.

When you sit down to study, determine what you want to accomplish during that period. Set a goal for yourself to read 25 pages, outline your paper, do your math homework and 5 extra problems, etc. You’ll get more accomplished if you use this approach.

Study in a quiet, well lit area.

Avoid distractions and noise and do not study in bed. Studying with the stereo and TV on while your phone is ringing is not very productive!

Keep a daily and monthly calendar

Carry a pocket calendar with you to keep on track with daily tasks and commitments. Keep a monthly calendar to keep track of test dates, due dates for papers and other important information. Put your monthly calendar above your desk when you can easily see it, and make sure to keep it updated.

Review your notes and reading material daily and weekly.

Schedule 5-10 minutes daily for each class and review your notes and reading material. This will help keep things fresh in your memory. Do a longer, more in depth review at the end of each week. Reviewing like this makes preparing for tests a lot easier.



If you participate in class discussions, you will enjoy the class more and learn the material better. Ask questions. Talk to your professors outside of class. Use their office hours if you need some help. Remember, they work here for YOU and because of YOU. They are willing to help you, **but you must ask for it.**



If you need help, get it!

You're here to learn and there are lots of resources to help you. Use the Math and English Labs. Use the free tutors in the Freshman Center. Make an appointment at Counseling & Career Development to improve your study skills. Use your professors. Use their office hours. Form a study group. Don't wait until it is too late!

Who, What & Where

If you need....

A Tutor

Excel Center.....678-839-6280

Academic Advisement

Undeclared, Undecided Majors, and select Arts & Sciences Pre-Majors

Excel Center.....678-839-6280

Declared Major

Departmental Office.....678-839-____

Help Choosing a Major

Counseling & Career Development.....678-839-6428

Excel Center.....678-839-6280

Career Counseling

Career Development.....678-839-5222

Personal Counseling

Counseling & Career Development.....678-839-6428

Academic Counseling

Counseling & Career Development.....678-839-6428

Study Skills

Excel Center.....678-839-6280

Counseling & Career Development.....678-839-6428

MAP.....678-839-6280

A Job

Career Services.....678.839.6431