

Tips from Valencia Faculty (from the Student Handbook)

Let's face it – faculty were successful students – that's how they were able to complete college and graduate school! Here are some tips from Valencia faculty who know what it takes to make it:

1. **Read and understand the course syllabus.** It will tell you what the professor expects, what her/his priorities are for your learning, and what/when assignments are due.
2. **Build a master calendar** with all your work and school obligations, including time for studying and homework. This will help you see in advance and plan for two assignments due in one day, for example. It will help you be proactive rather than reactive in approaching your academic assignments.
3. **Don't skip class EVER** (unless you are very sick or have a real emergency). Attendance does count, even if the professor doesn't take roll. Look at it this way – when you buy a car, you'd be upset if it came with a tire or a radio missing. You have paid for your college education. Don't rob yourself by missing classes.
4. **Do all assignments on schedule.** Falling behind is self-perpetuating, and coming to class unprepared makes you feel less able to understand new material and ask meaningful questions.
5. **Talk to your professor.** Use office hours to touch base for guidance with assignments, discuss any difficulties you are having, or talk about your career and educational goals. If we don't know about it, we can't help you!
6. **Investigate student support services.** Tutoring, computer labs, writing and language labs, advising and counseling services, library resources, a career center – all are available free of charge. Use them early and often to strengthen your work and hence, your grades!
7. **Don't drop a course without first talking to your professor and/or an advisor.** There may be solutions to your difficulties that you do not see on your own, or consequences to dropping a course that you do not know.
8. **Set reasonable academic and personal goals each semester.** A major difference between students who do well and who don't is that students who succeed have clearly defined, reasonable goals.
9. **Accept personal responsibility for your academic progress.** Successful students tend to be realistic and recognize that their success or failure is primarily determined by their own efforts. Students who are not successful often blame outside forces (professors, work, family) for their lack of progress.

Success is a choice. Your choice.