



**Academic Success
Guide
2018-2019**

Study Skills & Tips

The contents of this Academic Success Guide of “Dos and Don’ts” was created from input and feedback from HAAMI members and UofM faculty and staff in three enrichment sessions in September, 2018.

DO

- Create a vision board with goals, deadlines and a game plan
- Do use electronic and paper calendars to organize your responsibilities
- Be thoughtful of what major you choose
- Take your studies seriously. Value your education
- Review and regularly refer to the syllabus
- Get your books before classes start
- Keep the books from the classes in your major
- Complete assignments in advance
- Do ask professors to review assignment drafts
- Check and edit your work
- Cite/Credit ownership of writing you include in your work
- Use the Writing Center
- Make studying and learning a continuous process
- Pick the right time, place and environment to study
- Have an organized study plan
- Know your learning style
- Figure out how you study best
- Join a study group
- Think about the course material and study beyond the material

DO

- Take study breaks, doing something different from the study activity. (i.e. if you're studying on the computer, do something away from the computer during your study break)
- Focus
- Build a relationship with your professors
- *Get to know several professors in the department of your major*
- Make sure the professor knows you're interested in being successful
- Communicate regularly with professors
- Visit professors during office hours
- Seek out special projects you can work on with faculty
- Study material before class
- Go to class prepared
- Pay attention and participate in class
- Take notes in class
- Be open to learn
- Be teachable
- Play to win in the education game
- Ask for help
- Allow others to be a support in your life
- Use support and tutoring resources

DO

- Understand what affects your GPA
- Keep your GPA above the minimum required 2.0
- Strive for an overall GPA of at least 3.0
- Meet the requirements to keep your scholarship
- Know your degree program requirements
- Monitor your progress in UMDegree
- Meet with your advisor regularly
- Manage your time well
- Set priorities
- Choose a job that won't have a negative effect on your studies
- Pursue internships
- Be aware that in your school work and job, you're building your professional reputation
- Realize that you are defined by more than what you do
- Take care of your physical, mental and emotional help
- Get enough sleep
- Have a mindset of growth
- Complete your work before you reward yourself with pleasures, parties, etc.
- Celebrate accomplishments
- Have friends and success partners to hold you accountable

DO

- Be well-rounded
- Do get involved in student organizations, especially those related to your major
- Have a hobby, outside interests
- Know what your spirit needs, whether you're an introvert or extrovert
- Push yourself to achieve
- Be open to the full college life experience
- Share your light
- Make a plan for your life or someone else will make a plan for you.

DON'Ts

- Miss class
- Procrastinate
- Rush through assignments at the last minute
- Miss deadlines
- Waste time
- Get a playful study buddy
- Be late
- Sleep in class
- Overload your brain; it causes diminishing returns
- Stay up all night, miss sleep
- Cram
- Cheat or plagiarize
- Risk being on academic probation or suspension
- Try to fool your professor
- Get an ego, assuming you already know everything
- Be afraid to ask questions
- Let your pride keep you from getting help
- Ignore emails
- Party too much

DON'Ts

- Have bad eating habits
- Focus on anger
- Talk too much
- Be irresponsible
- Overload your schedule
- Prioritize working and making money at the cost of your education
- Be distracted or be a distraction to others
- Fail to submit your HAAMI Academic Progress Reports

Resource List

Academic Support Departments

- ▶ Educational Support Programs
217 Mitchell Hall
678.2704
www.memphis.edu/esp/centers.php

- ▶ CARES Center (Center for Academic Retention and Enrichment Services)
500 Wilder Tower
678.2393
www.memphis.edu/cares

- ▶ Center for Writing and Communication
McWherter Library, First Floor
678.1694
www.memphis.edu/cwc

- ▶ Scholarship Office
107 Wilder Tower
678.3213
www.memphis.edu/scholarships/