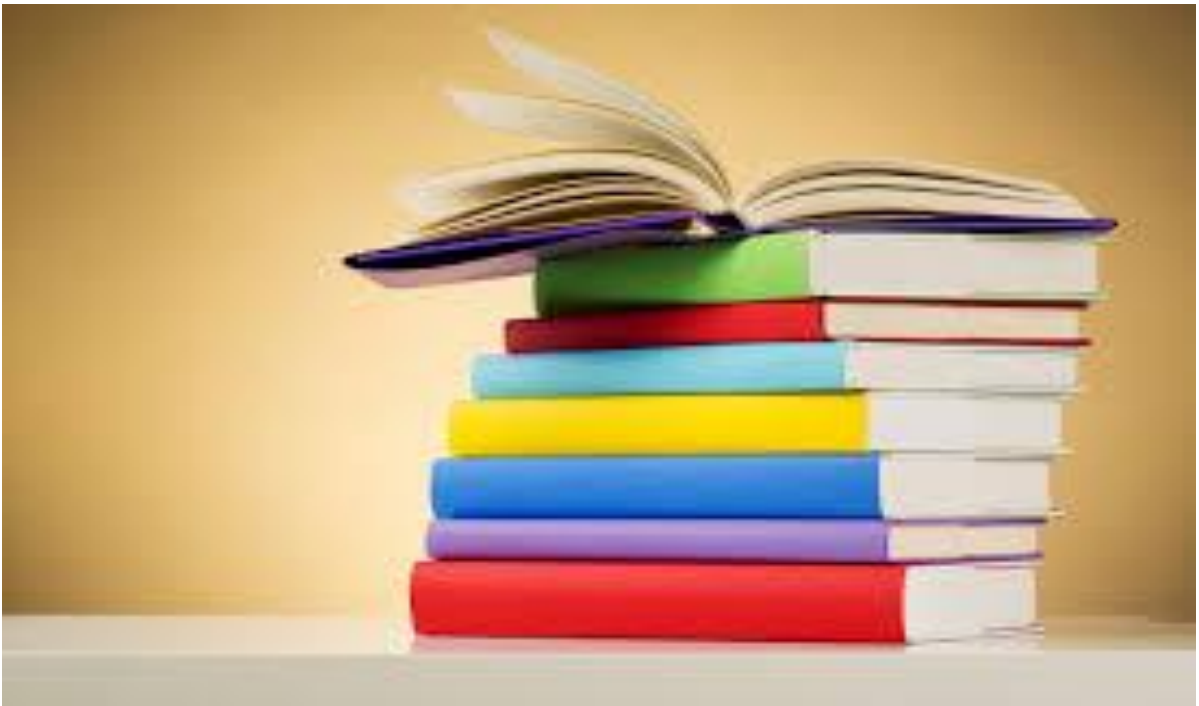


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# **IMPORTANT TIPS FOR COLLEGE STUDENTS**



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**Visit the Student Learning Center for Personal Assistance**

**Location: VCC 232, Phone (910) - 678 8266**

# **STUDENT LEARNING CENTER STUDENT CHECKLIST**

Fayetteville Technical Community College

## **Registration and Contacts**

- Dates for Open Registration
- Register for Classes
- Complete Funding Requirements
- Check Academic Evaluation
- Advisor Contact Information

## **Email and Password Information**

- Web Advisor Username \_\_\_\_\_
  - Web Advisor Password \_\_\_\_\_
- Blackboard Username \_\_\_\_\_
  - Blackboard Password \_\_\_\_\_
- Student Email Address  
\_\_\_\_\_ @student.faytechcc.edu

## **Blackboard**

- Log In Before First Day of Class
- Read Announcements Daily
- Check Each Tab for Assignments
- Print the Syllabus
- Print Assignment Calendar
- Check all Submission Dates
- Check Grades Posted for All Assignments

*\*Organize Your Notebooks*

*\*Monitor Due Dates*

*\*Communicate with Instructors*

## **STUDY TIPS WEBSITE**

### **Study Tips:**

<https://www.intelligent.com/how-to-study/>

<https://howtostudyincollege.com/>

### **Managing your study time**

<http://how-to-study.com/>

### **Organization in College**

<https://caps.ku.edu/10-steps-organization-college>

<https://www.thoughtco.com/get-organized-in-college-793182>

### **Printable Planner and Calendars**

[https://www.calendar-12.com/printable\\_calendar/2021](https://www.calendar-12.com/printable_calendar/2021)

### **App Planner**

<https://www.mystudylife.com/>

# FINDING YOUR FIT: THE 4 MOST COMMON TYPES OF LEARNERS

## 1. Visual Learners

Visual learners best comprehend information by visualizing relationships and ideas. Maps, charts and diagrams and even essays work well for visual learners. Many visual learners need quiet time to themselves to study. They may speak fast and prefer to work alone rather than in groups.

**You may be a *visual learner* if ....**

- Your notes are covered in drawings
- You are good with remembering faces but not names
- You can spell well
- You'd rather read a story than listen to it
- You're good with maps and directions

***Study tips for visual learners:***

- Sit in front of the classroom so you can take notes off the board
- Translate your notes into charts, diagrams and lists
- Use color coding to your advantage
- Study for tests with flashcards

## 2. Auditory Learners

Auditory learners are all ears. They tend to prefer listening to information rather than reading it or seeing it visually displayed. They may speak and read slowly. They tend to be linear thinkers and may repeat things they hear out loud.

**You may be an auditory learner if ...**

- You are easily distracted by noises
- You have difficulty working quietly for long periods of time
- You are a good listener
- You easily remember what others say

### ***Study tips for auditory learners:***

- Read aloud when possible
- Join a study group in order to discuss ideas with other students
- When using flashcards, give responses out loud
- Utilize videos for listening
- Record lectures for reviewing notes

## **3. Kinesthetic Learners**

Kinesthetic learners are the most hands-on learning type. They learn best by doing and may get fidgety if forced to sit for long periods of time. They do best when they can participate in activities or solve problems in a hands-on manner. They tend to have good coordination and remember what they do best.

### **You may be a kinesthetic learner if ...**

- You excel at sports, art or drama
- You enjoy building, making or creating
- You have trouble sitting still
- You fiddle with objects while thinking

### ***Study tips for kinesthetic learners:***

- Study in blocks of time with frequent breaks
- Walk around while reviewing your notes
- Trace words with your fingers as you study
- Use flashcards, games or activities to study
- Toss a tennis ball around while you're thinking

## **4. Reading and writing learners**

Reading and writing learners are extremely comfortable with the written word. They prefer to consume information by reading texts and can further absorb information by condensing and rephrasing

it. The traditional college lecture and note-taking environment works well with the reading and writing learning style.

**You may be a reading and writing learner if ...**

- You love making lists
- You enjoy reading and writing
- You prefer to have written directions

***Study tips for reading/ writing learners:***

- Review your class notes afterwards
- Use printouts of presentations to follow along
- Seek resources in articles, e-books and essays
- Rewrite ideas in your own words
- Translate visual information into statements

## **Personal Goal Setting**

The process of setting goals helps you choose where you want to go in life. By knowing precisely what you want to achieve, you know where you have to concentrate your efforts. You'll also quickly spot the distractions that can, so easily, lead you astray.

By setting sharp, clearly defined goals, you can measure and take pride in the achievement of those goals.

### **Starting to Set Personal Goals**

You set your goals on a number of levels:

- First you create your "big picture" of what you want to do with your life (or over, say, the next 10 years), and identify the large-scale goals that you want to achieve.
- Then, you break these down into the smaller and smaller targets that you must hit to reach your lifetime goals.
- Finally, once you have your plan, you start working on it to achieve these goals.

### **Setting Lifetime Goals**

The first step in setting personal goals is to consider what you want to achieve in your lifetime.

- **Career** – What level do you want to reach in your career, or what do you want to achieve?
- **Financial** – How much do you want to earn, by what stage? How is this related to your career goals?
- **Education** – Is there any knowledge you want to acquire in particular? What information and skills will you need to have in order to achieve other goals?
- **Family** – Do you want to be a parent? If so, how are you going to be a good parent? How do you want to be seen by a partner or by members of your extended family?
- **Artistic** – Do you want to achieve any artistic goals?
- **Attitude** – Is any part of your mindset holding you back? Is there any part of the way that you behave that upsets you? If



so, set a goal to improve your behavior or find a solution to the problem.

- **Physical** – Are there any athletic goals that you want to achieve, or do you want good health deep into old age? What steps are you going to take to achieve this?
- **Pleasure** – How do you want to enjoy yourself? You should ensure that some of your life is for you!

### **Setting Smaller Goals**

Once you have set your lifetime goals, set a five-year plan of smaller goals that you need to complete if you are to reach your lifetime plan.

Then create a one-year plan, six-month plan, and a one-month plan of progressively smaller goals that you should reach to achieve your lifetime goals. Then create a daily list of things that you should do today to work towards your lifetime goals.

### **Staying on Course**

Once you've decided on your first set of goals, keep the process going by reviewing and updating your To-Do List on a daily basis.

Periodically review the longer-term plans, and modify them to reflect your changing priorities and experience.

### **Further Tips for Setting Your Goals**

The following broad guidelines will help you to set effective, achievable goals:

- **State each goal as a positive statement** – Express your goals positively – "Execute this technique well" is a much better goal than "Don't make this stupid mistake."
- **Be precise** – Set precise goals, putting in dates, times and amounts so that you can measure achievement. If you do this, you'll know exactly when you have achieved the goal, and can take complete satisfaction from having achieved it.
- **Set priorities** – When you have several goals, give each a priority. This helps you to avoid feeling overwhelmed by having too many goals, and helps to direct your attention to the most important ones.

- **Write goals down** – This crystallizes them and gives them more force.
- **Keep operational goals small** – Keep the low-level goals that you're working towards small and achievable. If a goal is too large, then it can seem that you are not making progress towards it. Keeping goals small and incremental gives more opportunities for reward.
- **Set performance goals, not outcome goals** – You should take care to set goals over which you have as much control as possible. It can be quite dispiriting to fail to achieve a personal goal for reasons beyond your control!
- **Set realistic goals** – It's important to set goals that you can achieve. All sorts of people (for example, employers, parents, media, or society) can set unrealistic goals for you.

### **Achieving Goals**

When you've achieved a goal, take the time to enjoy the satisfaction of having done so. It's important to remember that failing to meet goals does not matter much, just as long as you learn from the experience.

Remember that your goals will change as time goes on. Adjust them regularly to reflect growth in your knowledge and experience.

### **Key Points**

- Deciding what you want to achieve in your life.
- Separate what's important from what's irrelevant, or a distraction.
- Remain motivated.
- Be confident.

Personal Goal Setting – Planning to Live Your Life Your Way. (n.d.). Retrieved April 23, 2019, from <https://www.mindtools.com/page6.html>

# Goal Setting Worksheet

Goals	Priorities	Action

# **College Study Tips**

## **Create Mnemonics**

Mnemonics are devices that can help you memorize formulas, key concepts, definitions, etc. A really basic example of a mnemonic is “Please excuse my dear Aunt Sally” which stands for parenthesis, exponents, multiplication, division, addition, and subtraction.

## **Make a Study Guide**

Whether or not your instructor gives you a study guide for an exam, making a study guide is very helpful when studying for tests. Go through the textbook, notes, and any other material and write down any information that you think may be on the test such as important concepts, definitions, and formulas. Reading and writing the information will help you memorize it faster. If your instructor gives you a study guide, make sure to cover all the points listed.

## **Make Flash Cards**

Making flash cards can be a bit time consuming, but flash cards are helpful tools in remembering vocabulary, formulas, and key concepts. They are also easy to carry around with you so you can review them anytime.

## **Quiz Yourself**

To ensure that you are prepared for your test, make a mock quiz to test how well you know the material. Write down a list of keywords or questions and make sure to leave room underneath each one. Then, pretend that you’re taking the test and write down as much as you can.

## **Set Time Goals**

Setting time goals for yourself will help make sure that you stay on track especially when you have time constraints. You’re more likely to be productive if you have goals to achieve

## **Remember to Take Breaks**

Studying is hard stuff. You need to take short breaks to allow your brain to process and retain the information. Otherwise, you may confuse yourself or forget something you have already studied. Be sure to take only a short

break, otherwise, it may be hard to go back to studying. When you begin studying again, review the material you have already studied, then, move on to something new.

### **Don't Study Alone**

Studying with other people can be easier. If possible convince your classmates to meet at the library at a specific time on a regular basis. If you and your classmates have different schedules, do your best to find time when at least two of you are able to meet. This will also help you and your classmates develop good study skills, keep tabs on each other, and make sure they will be with you on graduation day.

### **Study During the Week**

Everyone has varied schedules and responsibilities. Put in study time whenever possible. Don't always look for those big chunks of time like the weekends. If you have time between or after classes while you are still on campus, which may be a good time to pop into the library for a quick hour of studying.

### **Schedule Time for Studying**

College students who regularly have gaps in their class schedule should mark off those hours as study time. By making it part the routine, students should get into the habit after a few weeks, and not even think about it. Find time that works for you while on campus or at home and try to stick to a regular schedule.

### **Get Lots of Sleep**

Those who get a full night of sleep are usually more alert, more focused and learn things easier than those who are sleep deprived. Try to keep your sleep schedule as consistent as possible.

Document obtained from:

<https://gotoltc.edu/Assets/gotoltc.edu/pdf/accuplacer/preparingCollegeFinals.pdf>

# **PORPE: FIVE-STEP STRATEGY FOR TEST PREPARATION**

## **Step One: PLAN**

Read, underline, and annotate the assigned material. Predict possible issues on which questions might be asked. Identify sources such as:

- The instructor's syllabus. Ask the professor what to anticipate on the test if s/he does not volunteer the information.
- Chapter questions or study guides— boldface headings or italicized words.
- Ideas that the instructor stresses in his/her lectures.

## **Step Two: ORGANIZE**

Organize information to generate questions and answers. Create study checklists. Identify all of the material on which you will be tested - - list notes, formulas, diagrams, text assignments, semantic maps, review sheets, and charts. When you organize, make sure you do the following:

- Know the format of the test and study, accordingly; multiple-choice, essay, or a combination.
- Focus on large issues, while relating detailed information to general concepts.
- Map or chart key issues first, and then write an outline to organize their answer or...
- Write outline first and chart or map ideas to help flesh out the outline.

## **Step Three: REHEARSE**

- Begin by testing over key ideas.
- Say out loud or write down the major parts of your outline.
- Go back to the first point and learn the details that belong to it.
- Repeat the key points and ideas plus the details out loud.
- Test yourself!
- Move on to the second key idea and its details.
- Repeat this process until you have memorized key ideas and details of your outline.

## **Step Four: PRACTICE**

- Generate a list of possible questions. Take the "mock test" in the classroom or a quiet room.
- FROM MEMORY, write answers to each question you expect to be difficult.
- Time yourself.
- "Grade" and compare with classmates.

## **Step Five: EVALUATE**

- Evaluate the quality of your answer; are you ready for the exam or is there a need for further review.
- Examine organization again—did you leave out key ideas or details?
- Repair and go through PORPE steps—PLAN, ORGANIZE, REHEARSE, PRACTICE, AND EVALUATE.

Obtained from: <https://www.stetson.edu/administration/academic-success/media/PORPE.pdf>

## **General Note Taking Summary Tips**

Effective note taking takes practice, and even the very best students may lose track in a discussion or become confused about the objectives in a lesson. Don't become discouraged. Remember that the more you think about the lecture-- i.e., listen actively and take good notes-- the more you will understand. It is what you actually do with the ideas presented in class--or those generated in your thoughts through listening, reading and thinking-- that are critical to your understanding and retaining the material.

### **The purposes of good note taking are to:**

- Encourage you to listen carefully and critically to what is being communicated
- Increase comprehension and retention
- Help you create a concise and complete outline of important topics, subtopics, and supporting ideas.
- Clarify ideas and embellish the material presented

### **One aspect of preparation is setting up a notebook:**

- Keep a separate notebook or a separate section of a notebook for each course. This will help you stay organized and avoid misplacing your notes.
- If the course requires different types of notes (i.e. lecture notes, notes on outside readings,
- Lab notes, computation notes) arrange them on opposite pages for cross-reference purposes.
- Notes for each lecture should begin on a new page, with the date and page number.

### **Tips for structuring and maintaining good, accurate notes:**

- Make your notes brief: use a key phrase for a sentence or a word to represent a phrase.
- Abbr. (abbreviate!) whenever possible.
- Put notes into your own words.
- Formulas, definitions and specific facts demand exact wording.
- Number or indent items to distinguish between major and minor points.
- Highlight unfamiliar vocabulary and unclear areas. Take notes as completely as you can and check your text(s) for clarification.
- Develop questions for your friends or instructor to help clarify information or concepts.

- If you miss something completely, leave a blank space and locate the information later.
- Develop a coding system or scheme to mark your notes. For example: ?(question mark) would stand for "not understood"; an \*(asterisk) would mark "important points".
- A good place to locate your coding scheme is in the margin of the notebook.

### **Steps to take prior to the lecture:**

- Use active reading skills. Preview your text or reading assignments prior to the lecture. This will allow you to identify main ideas and concepts that will most likely be presented during the lecture. Try to determine what is and is not important.
- List unfamiliar terms and concepts prior to the lecture. Compose simple definitions of unfamiliar terms prior to the lecture. This will give you a general understanding of the material to be presented in class.
- If you don't understand a term or concept, compose a precise and concise question you can ask about it. You might request clarification from fellow students prior to the lecture. If you are still unsure of the meaning, ask for clarification during the lecture. If a term or concept has not been clarified during the lecture, ask the instructor before the class period ends. Remember, if you are confused, other students probably are, too.
- As you did with terms and definitions, note portions of the text or reading assignment that you do not understand.
- Listen for explanations during class. Prepare a question to ask during class if you are still confused.

\*\*Remember, this is your education. To get the most out of it, you will want to ask questions. Prepare a list of questions prior to class, especially on concepts you did not fully understand. Also, note concepts during the lecture that you do not understand and about which you want to ask questions. If you continue to feel that you don't understand, ask a classmate, make an appointment with your instructor, or visit the learning support center on your campus.

Obtained from:

(n.d.). Retrieved April 23, 2019, from <http://tutorials.istudy.psu.edu/notetaking/notetaking12.html>



## **Becoming a Flexible Reader**

To become a **flexible reader**, you need to know how to select and use a reading style that is consistent with your purpose for reading. There are three important reading styles you should learn to use. Each has its own purpose. Knowing when and how to use these three reading styles will make you a flexible reader. Read to learn about the three reading styles used by flexible readers.

**Study Reading** is the reading style used by flexible readers when their purpose is to read difficult material at a high level of comprehension. When using the Study Reading style, you should read at a rate that is slower than your normal reading rate. Further, as you read you must challenge yourself to understand the material. Study Reading will often require you to read material more than once to achieve a high level of comprehension. Sometimes, reading the material aloud will also help you improve your comprehension.

**Skimming** is the reading style used by flexible readers when their purpose is to quickly obtain a general idea about the reading material. The Skimming style is most useful when you have to read a large amount of material in a short amount of time. When using the Skimming style, you should identify the main ideas in each paragraph and ignore the details in supportive sentences. Because you are looking only for the main idea in each paragraph you read, a lower level of comprehension is to be expected than when using the Study Reading style.

**Scanning** is the reading style used by flexible readers when their purpose is to quickly locate a specific piece of information within reading material. The piece of information to be located may be contained in a list of names, words, numbers, short statements, and sometimes even in a paragraph. Since you know exactly what you are looking for, move your eyes quickly over the reading material until you locate the specific piece of information you need to find.

Before you begin your next reading assignment, identify your purpose for reading. Decide if you are reading for a *high level of comprehension*, *trying to get a general idea about what you are reading*, or *looking for specific information*. Then use the reading style that is appropriate for your reading purpose.

Obtained from:

[http://www.solano.edu/academic\\_success\\_center/study/Becoming%20a%20Flexible%20Reader.pdf](http://www.solano.edu/academic_success_center/study/Becoming%20a%20Flexible%20Reader.pdf)

# Helpful Websites for Various Subjects

## Math

Math calculator:

<https://www.calculatorsoup.com/calculators/math/fraction-to-percent-calculator.php> (2006-2020).

Convert fraction to decimal to percent

<https://www.mathsisfun.com/decimal-fraction-percentage.html> (2008).

Math Worksheets with answers and explanations (printable)

<https://www.dadsworksheets.com/> (2008-2020)

[www.sosmath.com](http://www.sosmath.com) : The perfect study site for high school, college students and adult learners. Get help to do your homework, refresh your memory, or prepare for a test (2019).

[www.mathvids.com](http://www.mathvids.com) : Free online tutorials that are previewed by certified math teachers. Grouped by math subjects and area: middle/high school and college level (2019).

[www.purplemath.com](http://www.purplemath.com) : Online and printable math practice (2019).

[www.virtualnerd.com](http://www.virtualnerd.com) (2019).

<http://nlvm.usu.edu/> : National Library of Virtual Manipulatives is a library of uniquely interactive, web-based virtual manipulatives or concept tutorials, mostly in the form of Java applets, for mathematics instruction (K-12 emphasis) (2019).

[www.mathatube.com](http://www.mathatube.com) : Free videos and text lessons on all math subjects and all grades, Worksheets, Tables and Charts, Glossary, Formulas, and Symbols.

[www.kutasoftware.com/](http://www.kutasoftware.com/) : Software for **math** teachers that creates exactly the worksheets you need in a matter of minutes. Try for free. Available for Pre-Algebra, Algebra 1, Geometry (2019).

<https://www.mathportal.org/calculators.php> Math calculators, lessons, and formulas for all types of math problems such as polynomials, quadratic equations, calculus, and more.

## **Science**

[www.ptable.com](http://www.ptable.com) : interactive chemistry table (2017).

[www.innerbody.com](http://www.innerbody.com) : Human anatomy website (2019).

<http://phet.colorado.edu> : Interactive science simulations (2019).

[www.wiley.com/college/apcentral/anatomydrill](http://www.wiley.com/college/apcentral/anatomydrill) : Free anatomy practice (2019).

Melissa Maribel on YouTube: High school and college chemistry tutorials.

## **Writing/English**

<https://owl.purdue.edu> : Writing help along with grammar and punctuation practice exercises (2019).

<http://grammar.ccc.commnet.edu/grammar> : Online practice/tutorials in grammar, punctuation, and writing techniques.

[www.pppst.com/languagearts.html](http://www.pppst.com/languagearts.html) : PowerPoints and links to sites with interactive and handouts in language arts.

<http://grammar.ccc.commnet.edu/grammar/powerpoint.htm> : PowerPoint presentations with a focus on grammar.

**\*\*Continued on back\*\***

[www.paperrater.com](http://www.paperrater.com) : Grammar & Spelling Check; Free Online Proofreading; No downloads.

## **Nursing**

[www.dosagehelp.com](http://www.dosagehelp.com)

YouTube : RegisteredNurseRN

[www.nrsng.com/med-math.dosage-calculations/](http://www.nrsng.com/med-math.dosage-calculations/)

<https://www.straightnursingstudent.com/dosage-calculations-the-easy-way/>

<https://testandcalc.com/quiz/index.asp>

## **All Subjects**

[www.khanacademy.org](http://www.khanacademy.org) : Free video tutorials, as well as online practice in all subject areas (or Google Khan Academy) (2019).

[www.hippocampus.org](http://www.hippocampus.org) : Free video tutorials in math, natural science, social science for middle school, high school, and college students (2019).

[www.teachertube.com](http://www.teachertube.com) : Teacher created videos... browse by subject area (2019).

[www.pppst.com](http://www.pppst.com) : PowerPoints and links to sites with handouts in all content areas.

<http://www.nwlincs.org/> : This is the North West Internet Gateway for Adult Education Online Resources, which has links for math and language arts (2019).

[www.wolframalpha.com](http://www.wolframalpha.com) : Wolfram | is more than a search engine. It gives you access to the world's facts and data and calculates answers across a range of topics, including science and math. This site can also be downloaded as an app on smartphones (2019).

**WEEK \_\_\_\_\_ DATES \_\_\_\_\_**

SUN	MON	TUE	WED	THU	FRI	SAT

**NOTES**

**TASKS**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**IDEAS**

\_\_\_\_\_

**WEEK \_\_\_\_\_ DATES \_\_\_\_\_**

SUN	MON	TUE	WED	THU	FRI	SAT

**NOTES**

**TASKS**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**IDEAS**

\_\_\_\_\_