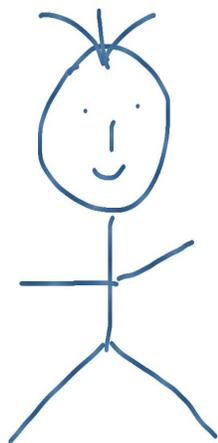


## If I Knew Then What I Know Now College Success Guide: Weeks 1-2



College  
Success  
Guide:  
Weeks  
1-2

1. google  
calendar  
2. faculty  
office hours  
3. Plan your  
week

4. Find the  
academic  
resource  
center  
5. Study  
hard from  
day 2

### Google (or any online) Calendar: Get a Grip on your Time from day 1

1. 168: number of hours in a week (fixed)
2. 148: - class time for 17-19 credits: 15-20 hours/week (depending on labs)
3. 113: - homework time per credit of class: 2+ (35 hours/week)
4. 63: - hours of sleep per week: 50+ (7 hours/day - if you are disciplined)
5. 42: - lunch/dinner/shower (3+ hours/day; 21 hours/week)
6. 32: - tutoring/faculty office hour meetings for academic help (10 hours/week)
7. 12: - practice (if athlete)/gym/commute/work/family/medical appts./school management (registration; add drop etc./general catch-all) (20 hours/week)
8. 2: - socializing/friends/on-campus clubs/activities
9. "Free time": 2-5 hours/week maximum

### TIME Management Tool:

#### Reverse Plan your School-Week

Your online calendar should tell you just how *little* time you have in any given week so you know when to procrastinate, and when it is not an option unless serious consequences are acceptable.

### Task Management Tool

SMART goal setting (templates online)

### Networking Tool: Faculty Office Hours

Introduce yourself to each faculty member early on. **Learn your professor's NAME.** And show up to office hours with legitimate study (or college)-related questions. This is Networking 101. A couple of years from now, a couple of these faculty members will be writing your recommendation letters for the first, second, or third internship, then jobs or grad school. Get to know your professors, and let them get to know you.

### Be GPA Strategic

It is more important to take 12-14 credits in your first semester (drop a class if needed) and end the semester with a strong GPA (>3.5) than to take 19 or 17 credits and end the semester with a 2.7 GPA. Start slow and steady and end strong. You can take the 22 credits in your second semester, sophomore year or junior or senior year when you are a savvy college student and know **HOW TO STUDY IN COLLEGE.**

### E-MAIL Etiquette

1. Read, then re-read, all e-mail from your professors and respond specifically & courteously.
2. "Dear Prof. \_\_\_" (NOT 'Hey,' or nothing at all as a salutation). Do not use texting language. Write in complete sentences. And always sign your name after 'Sincerely' or 'With Best Wishes'.

### Academic Resource Center

Get familiar, then friendly with the Writing Center tutors, Academic Coaches, and Subject Tutors. Study with them, and study in groups. Don't waste time trying to learn on your own; in the 'real' (i.e., work/adultering) world, collaboration and teamwork is a skill you will be expected to have. So, get over the 'I need to do this by myself' counterproductive mindset, and find your tutors, coaches, and mentors, both amongst your peers and amongst faculty and staff.

**Learn Smart, not Unnecessarily Hard**