

Professor Moore's Helpful Hints for Academic Success
as an Undergraduate Student
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- 1. Always go to class!**
You (or your parents) are paying tuition to give you the privilege of sitting in classes.
- 2. Sit in the front of the classroom.**
There will be fewer distractions, and it will be easier to see and hear. Do not worry that you will be singled out by the professor.
- 3. Don't just sit there; take notes.**
Writing helps to imprint information on your brain. Listen carefully, take concise notes, and ask a question if you don't understand.
- 4. Consult your class syllabus frequently.**
The syllabus is an important source of information about test dates, grading policies, and schedule of material to be covered.
- 5. Do not let your studies slide...**
You need to study for every class on a regular (if not daily) basis. Before the next lecture for a given class, you should have mastered previous material.
- 6. Don't be afraid to ask for help if you are having problems.**
Professors and teaching assistants have office hours (see course syllabus) to help students who are having difficulties. Don't wait until the day before an exam to seek help.
- 7. Don't be "sick" on the day of an exam.**
Except for the rare legitimate emergencies and illnesses, it is your responsibility to be prepared to take an exam on its scheduled day. Some professors will give make-up exams (usually more difficult than the original); some won't give make-ups. None of us like dealing with a missed exam.
- 8. See your academic advisor on a regular basis.**
It is a waste of time and money to register for classes that do not fulfill a function in your academic program. If you want to graduate in a timely manner, you can't afford to waste a single class.
- 9. Get to know your college catalog.**
This book describes all of the rules and requirements for completion of your degree. The more familiar you become with its contents, the more efficient your progress.
- 10. Don't drop classes capriciously.**
A transcript riddled with dropped classes is a bad sign; it signals to prospective employers or graduate schools an inability to follow through. In most cases it's best to

persevere—one or two low grades won't ruin your record. Better yet, if you stay on top of things, you won't have any low grades.

11. Don't whine!

Take responsibility for your own actions.

12. Study productively!

Find a quiet environment for your studies. Review your lecture notes; rewrite or reorganize as necessary. Correlate lecture notes with text material. **Work problems**—don't rely on problem solution manuals and workbooks.

13. Refer to your dictionary frequently.

It is extremely important that your written work is articulate and grammatically correct at all times. Be cautious in your use of "spell-check" programs.

14. Do not pull "all nighters."

This is a very poor way to learn anything, especially math and science. If you study on a regular basis, there is no need for cramming.

15. If you are a full time student, college is a full time job.

You will need to spend 40 to 50 hours per week in class and studying; you probably shouldn't consider working more than a few hours per week. If you are not a full time student, be realistic in your scheduling.

16. Take good care of yourself.

Eat well, sleep well, exercise regularly, and party conservatively.

17. Try to be organized.

This is valuable training for your future endeavors.

18. Remember, your college record will be with you for life.

Take your classes seriously; make your record one that will open doors for you.

19. Develop a positive attitude toward accented English.

Your career will probably involve significant international travel. While English is quite "international," you will need to develop listening skills that will allow you to comprehend the language as spoken by others.

20. Learn to solve your own problems.

College is an adult learning environment. If you run into problems, work to resolve them yourself with the assistance of campus resources. In most cases it is inappropriate for parents to be trying to fix the problems of their adult college students.

21. Enjoy the undergraduate experience.

You may never again have the opportunity to sample so many fields of knowledge or the freedom to participate in such diverse extra-curricular activities.

Good Luck!