

Strategies for Academic Success - - Midterms through Final Exams

- 1. Stop and reflect on your practices and strategies for effective studying and time management used thus far in the semester.**
 - a. How have you been spending your time on a weekly basis? Keep a diary and then evaluate how much time is dedicated to leisure activities, sleeping, studying, etc.
 - b. When you "study," what are you studying? How are you studying?
 - c. Where and when are you studying? Are you studying in areas free from distractions (visual distractions and auditory distractions that are often related to your learning styles)? What time of day are you most awake, alert, and engaged? Are you using those times for classes and studying or for socialization or sleeping, etc.?
- 2. Spend at least 6 – 9 hours outside of class studying for each class that you have.** This is how you will gain the repetition and understanding necessary for critical analysis and application of new information. Read and re-read materials. Review notes; rewrite notes; ask questions; get into study groups; attend SI sessions - - SPEND THE TIME!!!
- 3. Use the resources provided by the Office of Educational Services for Students.** Visit ESS in the Sears Building, Room 470; 368-5230; <http://studentaffairs.case.edu/education/>
 - a. FREE individual counseling on time management skills, study skills, reading strategies and test taking strategies.
 - b. FREE Tutoring
 - c. Information on FREE SI Sessions for many courses.
 - d. SAGES Peer Writing Crew - FREE advice for any writing assignment.
 - e. FREE Workshops on a variety of topics to enhance academic performance.
 - f. Accommodations for students with disabilities.
 - g. Resources for study skills and time management <http://studentaffairs.case.edu/education/learning/onepages/>
- 4. Attend EVERY class!**
- 5. Talk to all of your professors.** Seek them out during office hours to build a relationship and ask for assistance.
- 6. Talk to your advisor and/or Undergraduate Studies Representative.** Set up an appointment to speak with your advisor about how all of your classes are going this semester. Ask for his/her advice on strategies for success.
- 7. Visit University Counseling.** Are you feeling overwhelmed? Depressed? Have your eating and sleeping habits changed drastically? Get some FREE, CONFIDENTIAL support by going to talk to the counselors at University Counseling Services. Sears Building, Room 201; 368-5872; <http://www.cwru.edu/stuaff/ucs/index.htm>
- 8. Are you questioning your interest in an academic discipline?** In addition to speaking with your professors and advisors, consider a trip to the Career Center in Sears 206 (368-4446) <http://studentaffairs.case.edu/careers/>. They have many resources that can assist you in considering your academic interests and options.
- 9. Consider a Course Withdrawal.** Your goal each semester should be to earn as many credit hours with the highest grades possible. That being said, if you feel that you will not be successful in a course, you may consider a course withdrawal. **First year students may withdraw from a course until the last day of classes (Fall 2011 – Dec. 9th)** (See the Course Withdrawal section on p. 4 of the [October First-Year Student Newsletter](#)). You are strongly encouraged to employ the above strategies prior to considering a course withdrawal. Prior to dropping a course, you should refer to the [Academic Policies and Procedures](#) section of the [Bulletin](#) to review policies of academic good standing and scholarship retention. If you decide to withdraw from a course, please review the following information:

You may withdraw from courses through SIS, provided you are good academic standing (all first year students are in good standing in their first semester) and the action does not drop you to being enrolled in fewer than 12 credit hours. If a withdrawal will take you below 12 credit hours, you must see Dean Mason for approval. You may not withdraw from your SAGES First Seminar without permission from Dean Mason. When you withdraw from a course on-line, you will receive the message: "You have been given a grade of W for this class." In accordance with the First-Year Student Withdrawal Policy, the course and the grade will be deleted from your transcript at the end of the semester. (Be sure to note that the W will remain recorded in SIS.)

If you need to use the drop/add form to withdraw from a course, you must have your advisor sign it. Once that is complete, come to the Office of Undergraduate Studies in Sears 357 during walk-in hours for a representative's signature. The final step is to take the form to the Registrar's Office in Yost 110 for processing.