

The Office of Academic Advising

College of Saint Benedict/Saint John's University

How to Get Good Grades in College

Step 1: Attend every class.

Step 2: Be organized.

- Use a student planner.
- Break down assignments.
- Use three-ring notebooks for class notes.
- Organize and save computer work.
- Keep returned papers, quizzes, and tests.
- Get phone numbers for classmates.
- Maintain a neat and organized study area.

Step 3: Manage your time well.

- Don't overextend yourself.
- Be organized.
- Schedule 90-minute study sessions.
- Make efficient use of your time.
- Learn to say no.
- Make "to do lists" and prioritize items.

Step 4: Be a participant in class.

- Do every assignment.
- Learn how to adapt to different instructors.
- Sit in the front of the class whenever possible.
- Be a good group member.
- Be on time to each class.
- Participate in class.
- Communicate with your instructors.

Step 5: Take good notes.

- Be an active listener.
- Take notes to help you pay attention.
- Recognize important information.
- Take notes that are easy to read.
- Go over your notes as soon as possible.
- Get lecture notes if you miss a class.

Step 6: Know how to read a textbook.

- SCAN by reading subtitles, words in bold and italic print, summaries, charts, and review questions.
- READ with a purpose.
- REVIEW by scanning the material to check your comprehension.

Step 7: Study smart.

- Find a good place to study.
- Get started.
- Know your learning style.
- Know how to study for tests.
- Know how to memorize and remember information.
- Know how to use technology.
- Use tricks when making a presentation or speech.
- Know how to write a paper.

Step 8: Know how to take tests.

- Get off to a good start.
- Develop a plan.
- Mark the questions you want to return to.
- Increase your odds on multiple-choice questions.
- Know how to approach essay questions.
- Look for key words in True/False questions.
- Be prepared for open book tests.
- Improve your math test scores.
- Go over all returned tests.

Step 9: Reduce text anxiety.—some common relaxation techniques:

- Take a deep breath. Then slowly release your breath, along with any tension.
- Start at the top of your head, flex, and then relax each part of your body.
- Close your eyes and visualize warm sunshine washing over you.
- Think of a place where you feel very relaxed and calm.

Step 10: Use available services - examples include:

- Academic Advising Office
- Disability Services Office
- Career Center
- Computer Labs
- Counseling Center
- Financial Aid
- Health Services
- Libraries
- Tutorial services
- Math Skills Center/Writing Center

Visit the Academic Advising website for information about registering for spring semester classes!

Academic Advising Staff

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Important Dates for October

3rd—Last day to receive a permanent drop on B2 mod courses and last day to receive a W on AB2 mod courses (signature required).

10th—Last day to receive a W on B1 mod courses.

11th—Last day to receive a W on B2 mod courses.

12th—Classes end at 6 p.m.

13th & 14th—FREE DAYS

17th—Classes resume at 8 a.m. (Day 2).

24th—Mod C1 begins.

28th—Last day to receive a permanent drop on C1 mod courses.

28th-30th—FAMILY WEEKEND

31st—Last day to receive a permanent drop on C2 mod courses.

31st—Spring Term 2012 Registration begins.

31st—HALLOWEEN

ATLAS **(Achieving Through Learning and Searching)**

Individuals come to college with dreams, expectations from their families, work experiences and ideas about the future. Many are not sure how to acknowledge and utilize this information. The CSB/SJU ATLAS is available to help you design your educational and life/work plans.

ATLAS will take you through a process of decision-making you will find useful, not only for choosing a major and your first career, but also for the subsequent career changes you are likely to make during your life. It is important to explore your passions and dreams as well as those important values that bring meaning and satisfaction to your life. It is typical to move back and forth between steps in an attempt to further clarify your goals.

You will receive your copy of ATLAS in your First-Year Seminar class soon!

Missing Class?

If you will be missing class for any reason (illness, death in the family, hospitalization, funeral, etc.), please contact Jeanne Terres at CSB (ext. 5077 or jterres@csbsju.edu) or Jo Eiynk at SJU (ext. 2561 or jeiynk@csbsju.edu) and let them know the following information:

- * **Name,**
- * **Banner I.D. Number,**
- * **Dates you will be gone (start to finish),**
- * **Why you will be missing class.**

An email will be sent out to all of your professors, your R.D./F.R., your faculty advisor, and the student employment office (should you have student employment at either CSB/SJU).

Attention Management/Global Business Leadership Majors!

Watch for information about important events in October. Some dates to keep in mind:

There will be advising sessions for all first year students interested in the Management/Global Business Leadership major. During this session, we will discuss the requirements for the new Management major which is now named Global Business Leadership and give some important information about spring registration. Attendance at one of these sessions is required if you are planning to major in MGMT/Global Business Leadership. You can attend either session on either campus.

October 25th, 4:00-5:30 pm, SJU – Quad 264

October 27th, 7:00-8:30 pm, CSB – Gorecki 120

Preparing For Tests

Ask the professor specific questions about the format of the test:

- How long is it?
- What are the kind of questions (multiple choice, short answer, essay, etc.)
- Are there sample tests?

Find out the skills needed to take the test—do you need to:

- Remember specifics?
- Compare and contrast?
- Apply theories?
- Perform calculations?
- Explain ideas or concepts?

Make a list of things that will be on the test and then make a study guide.

Decide what the most important things are on the test and make detailed study notes on them.

Taking A Test

- Arrive at the test site EARLY.
- RELAX! Be calm, alert, and comfortable.
- Read over the test. Pay special attention to the directions.
- Write down things that you find difficult to remember.
- Answer questions that you can easily remember the answer to.
- KEEP TRACK OF TIME. Make sure you have enough time to answer all of the questions, especially ones that are worth the most points.
- Read the questions CAREFULLY. Make sure you understand the question. Be sure to do what it asks you to do.
- NEVER LEAVE A QUESTION BLANK. Make an educated guess if you are unsure about the answer. Partial credit is better than no credit at all.
- When you are done taking the test, check over your answers to correct mistakes or to add information.

Some of the information contained within this newsletter is from the book “How to Get Good Grades in College”, by Linda O’Brien, Woodburn Press.

**Check out our website:
<http://csbsju.edu/academicadvising/>**