

SETTING YOURSELF UP FOR SUCCESS

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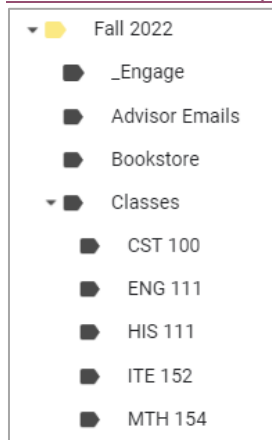
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Organizational systems

- Academic planner – we recommend the Order out of Chaos academic planner 8.25 x 8.5
 - [Purchase from Order out of Chaos website - \\$19.99](#)
 - [Purchase from Amazon - \\$19.99](#)
 - The syllabus for each class should have a course schedule section that includes all homework and assignments with their due dates. At the beginning of each semester, transfer the assignment information into your academic planner in the row for that class and on the date each is due. This allows you to see all your assignments for the entire semester in one place and reduces stress and anxiety because you don't have to try to keep track of all the due dates in your head. You can also see which weeks have many assignments due so you can develop a strategy that will allow you to finish and submit everything on time – such as completing some of the assignments early or breaking large assignments (like 5-page papers) into smaller tasks (coming up with a thesis statement, doing research, creating an outline, writing a rough draft) and working backward by scheduling these smaller tasks in your planner and completing them in the weeks leading up to the full paper's due date.

- Email

- Folders – create labels (folders) in your student Gmail account to keep your emails organized by semester, class, and whatever other categories make sense. Move emails to the folder where they belong to keep your inbox empty.
 - [How to create labels \(folders\) in Gmail for each class](#)



- Excessive Canvas email notifications – you can change your notification settings in Canvas to reduce the number of emails you receive
 - [How to change your notification settings in Canvas](#)
- **Remember – you must use your student email account (not your personal email) when contacting your professors!**
- Folders on your computer
 - Set up folders on your computer using the same structure as the email folders above with a folder for the semester and subfolders for each class.

- You may even need to create subfolders under each class to organize your documents so they're easy to find. These might be titled 'Homework 1', 'Homework 2' or 'Week 1', 'Week 2', etc.
- **Download the syllabus for each class into the correct class folder so you can easily find it when needed.**
- You can download other documents or PowerPoint presentations from Canvas into these folders so all the material you will need to study for quizzes and exams is easy to find and all in one place.
- Binder/folders
 - Use a 3-ring binder with dividers for each class or have a two-pocket folder for each class so you can keep any paper handouts organized and easy to find.

Have all resources in place

- Tuition paid/payment plan set up/financial aid in place
 - **Make sure your tuition is paid or you have financial aid or a payment plan in place by August 8th so you don't get dropped from your fall classes for non-payment.**
 - [How to pay your tuition](#)
 - [How to set up a payment plan](#)
 - To check whether financial aid is in place, log into [MyLaurelRidge](#) >> SIS >> Student Center >> Account Inquiry>>**be sure to click the yellow bar**. If your award is enough to cover the cost of tuition and fees, the Financial Aid Office will apply it automatically. Just by enrolling in classes, you accept the Federal or state grants offered.

Example for Balance Due: in this example, the student would owe the \$1,025.80 shown in the Total Due column (\$1,900.80 outstanding charges minus \$875.00 pending financial aid).

Account Summary

You owe 1,900.80. For the breakdown, access Charges Due	
▪ Due Now	1,900.80
▪ Future Due	0.00
** You have a past due balance of 1,900.80. **	

What I Owe					
Term	Outstanding Charges & Deposits	Pending Payments	Pending Financial Aid	Total Due	TMS Payment Plan
2020 Fall	1,900.80		875.00	1,025.80	Apply TMS Payment Plan / Turn Off Popup Blocker
2021 Spring	EXAMPLE		875.00		Apply TMS Payment Plan / Turn Off Popup Blocker
Total	1,900.80		1,750.00	1,025.80	Apply TMS Payment Plan / Turn Off Popup Blocker

Currency used is US Dollar.

[CLICK HERE to see Pending Financial Aid Based on Actual Enrollment](#)

Example for Aid Covers: in this example, the student would have \$1,378.95 available to be used in the bookstore (\$2,499.00 pending financial aid minus \$1,120.05 outstanding charges). Any amount not used will be refunded to the student part-way through the semester.

Account Summary

What I Owe					
Term	Outstanding Charges & Deposits	Pending Payments	Pending Financial Aid	Total Due	TMS Payment Plan
2020 Fall	1,120.05		2,499.00		Apply TMS Payment Plan / Turn Off Popup Blocker
2021 Spring	EXAMPLE		3,397.00		Apply TMS Payment Plan / Turn Off Popup Blocker
Total	1,120.05		5,896.00		Apply TMS Payment Plan / Turn Off Popup Blocker

Currency used is US Dollar.

[CLICK HERE to see Pending Financial Aid Based on Actual Enrollment](#)

- Course materials/bookstore financial aid
 - If you don't have financial aid available to cover bookstore charges and you aren't able to afford the cost of your books and other required course supplies, [fill out this form to request assistance](#).
 - [Bookstore financial aid accounts are open from August 10 – September 23](#). If you have financial aid available in the bookstore, this will show as one of the payment options. You will need to complete the bookstore authorization in your SIS Student Center To-Do list before your aid will be available in the bookstore. This only needs to be completed once a year.
- Community resources – it's hard to concentrate on your classes when you're hungry or are experiencing severe financial stress. There are many resources available to help.
 - [Campus food pantry](#)
 - [SNAP food assistance](#) – complete the Single Stop screener to see if you're likely eligible for this program.
 - [Community resources](#) – fill out the form at this bottom of this page for a staff member to assist you in locating resources to meet your needs.
 - [Emergency assistance](#) – fill out this application if you are experiencing exceptional financial hardship caused by recent unexpected life events that could affect your continuing education.
- [Download Microsoft Office 365 \(free for students\)](#)

Understanding college

- Syllabus
 - **Read the entire syllabus for each class!**
 - The syllabus contains the professor's policies on grading, whether they will accept late work, the professor's office hours, the preferred method for contacting them, and a course schedule.
 - Understanding each professor's policies can help you prioritize assignments if there is a week when you won't be able to turn everything in on time. If one of your professors accepts late work with a grade penalty, put that assignment lower on your list than an assignment for a professor that will give you a zero grade for work that isn't turned in on time.
- [Academic calendar](#)
 - Know the drop and withdraw dates for your classes. If you drop or withdraw from a class after the refund date, you will be charged the entire tuition amount.
 - If you are receiving financial aid, check with the financial aid office before you drop or withdraw from any class to make sure you understand the consequences and impact on your financial aid amount.

- Rubrics – a rubric is a set of criteria that your instructor will use to grade your submission. You can use the rubric to evaluate your own work before you submit it to make sure it fulfills your instructor's requirements. **Note:** Not all instructors use a rubric for every assignment. You can find the rubric in Canvas at different places depending on how your instructor has set up the task. A rubric includes criteria (1), ratings (2), and full point values (3).
 - [View rubric for an 'Assignment'](#) - Assignment rubrics are shown below the assignment instructions.

Writing Prompt Rubric				
Criteria	Ratings			Pts
Follows Instructions Addresses all aspects of the prompt	5.0 pts Full Marks	3.0 pts Meets Expectations	0.0 pts No Marks	5.0 pts
Correct Length	5.0 to >3.0 pts Full Marks	3.0 to >0.0 pts No Description	0.0 pts No Marks	5.0 pts
Grammar	5.0 to >3.0 pts Full Marks	3.0 to >0.0 pts Meets Expectations	0.0 pts No Marks	5.0 pts
🕒 Writing Prompt Outcome Demonstrates ability to complete the weekly writing prompt by following directions and format. threshold: 3.0 pts	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations	5.0 pts
🕒 1.1.d Speak in complete sentences. threshold: 3.0 pts	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations	5.0 pts
🕒 1.1.b Listen and demonstrate understanding by responding appropriately (e.g., follow multiple-step directions, restate, clarify, question). threshold: 3.0 pts	5.0 pts Exceeds Expectations	3.0 pts Meets Expectations	0.0 pts Does Not Meet Expectations	5.0 pts
Total Points: 30.0				

- [View rubric for a graded 'Discussion'](#) - Click the Options icon (1) and select the Show Rubric link (2). If the Show Rubric link does not display, there is no rubric for the discussion.

This is a graded discussion: 10 points possible

Course Introductions

Welcome to US History! This week's discussion is simply to introduce yourself to class. Please answer the following questions:

1. What is your name? Do you have a nickname?
2. What is your favorite food?

The screenshot shows a discussion interface. At the top right, there is an options menu icon (three dots) labeled '1'. Below it, a dropdown menu is open, showing 'Mark All as Read' and 'Show Rubric' (labeled '2'). The 'Show Rubric' link is highlighted with a red box.

- [View rubric for a 'Quiz'](#) – If the quiz has a rubric, it will show as pictured below.

- View graded rubric – to see the rubric results for a submitted assignment or discussion, open the 'Grades' tab in Canvas and click on the rubric icon (circled below) to show the details.

The rubric will be marked by colors to show the points you earned for each of the criterion listed. Reviewing this feedback can show you where you need to focus to improve your grades on future assignments.

Writing Prompt Rubric				
Criteria	Ratings			Pts
Follows Instructions view longer description	5 pts Full Marks	3 pts Meets Expectations	0 pts No Marks	5 / 5 pts
Correct Length	5 to >3 pts Full Marks	3 to >0 pts No Description	0 pts No Marks	5 / 5 pts
Grammar	5 to >3 pts Full Marks	3 to >0 pts Meets Expectations	0 pts No Marks	3 / 5 pts
Writing Prompt Outcome view longer description threshold: 3	5 pts Exceeds Expectations	3 pts Meets Expectations	0 pts Does Not Meet Expectations	5 / 5 pts

- [How to write a paper](#) – **Outlining your paper first makes the process so much easier!**
 - College papers need to be written using the third person point of view – use he, she, it, they, and names (not I, me, you, your).
 - NO - I have faced many challenges during my first semester of college.
 - NO - You may question whether you really belong in college as you try to find your stride during your freshman year.

- YES - Many students face obstacles during the first few months of college, but these barriers can be overcome by putting effective systems in place, having a support system, and developing good study habits.
- How to add in-text citations and create a bibliography: (Note: the campus librarians are also a great resource for questions about how to correctly cite sources.)
 - [Google Docs](#)
 - [Microsoft Word](#)
- Tutoring – [the college offers free tutoring and paper review services](#). Take advantage of the paper review service whenever possible to receive feedback that will make your final paper better.
- [Library research assistance](#) – schedule an appointment for help in better targeting your research

Goals/direction

- Clear goals can keep you motivated and reduce procrastination when you just don't feel like doing the work. What is your end goal – the career you hope to get when you complete your degree?
- Why is this goal important? What will keep you motivated to move toward your goal?
 - Some people are motivated by money (your career goal will pay more than you could make without a degree and will allow you to provide for your family).
 - Some people are motivated by learning (you will be a respected subject matter expert in your career field).
 - Some people are motivated by helping others (who needs you to be successful so you can help them in your future career).
- What is the timeline for you to achieve this goal? Goals lose their urgency when there is no end date or finish line. Figure out how long it will take to achieve your goal and chart your progress so you can see you're moving closer to your goal every semester.
- If you haven't yet decided on a future career goal, we have a free YouScience career assessment that can show you fields in which you would be a good fit. Send an email to jfainter@laurelridge.edu to request a link to the assessment.

Growth mindset

- Your brain is like a muscle that can be developed with effort, right strategies, and help from others. This is the [growth mindset](#). The more you challenge your brain, the smarter you become. People with a growth mindset view mistakes as learning opportunities, not as failures.
- The other type of mindset is the fixed mindset. People with a fixed mindset believe that there's nothing they can do to improve. In the fixed mindset you have to keep proving yourself over and over again and you feel that mistakes or low grades are a judgement about you and your future potential.
- Remember – skill and excellence are developed over time through dedicated practice and repetition. You may not be good at something yet, but with effort you can get better.
- Be open to feedback from your professors - they want to help you be your best!

Dedicated practice

- Just like mastering a sport or musical instrument, you need to devote time to your schoolwork on a regular schedule – daily is best. And you need to devote ENOUGH time to read and study the material.

- Schedule blocks of time in your academic planner for this and mark each block with HOW you plan to spend that time. For example, block off 2 hours to read and take notes on chapters 1-3 in your history book. If you are a slower reader, you may need to schedule additional blocks of time in order to complete this task.
- **Studying is just another word for dedicated practice!**
- **Reading through your notes is not studying!**
- Study tools can include any of the following to help reinforce concepts. Some will work better than others based on your primary learning style, so experiment to see what works for you:

VISUAL	HEARING	SPEAKING	DOING
Charts/graphs	Watch videos	Teach one another	Flash cards
Timelines	Listen to podcasts	Study groups	Create a song
Maps	Class discussions	Review sessions	Study guide/mock test
Pictures	Read notes out loud		Chapter questions

- Consider trying the [traffic light studying system](#) where you focus your time on the topics you haven't yet mastered.

The importance of taking notes

- **It helps you focus.**
Writing notes promotes active listening which helps you concentrate and avoid distractions.
- **It helps you organize ideas.**
Effective notes can help you discover patterns and uncover the important ideas in the material you're studying.
- **It helps you learn.**
Restructuring information by condensing and rephrasing what you're reading or hearing promotes understanding.
- **It helps you remember.**
Writing things down helps you remember the information. Going back and reviewing your notes helps you retain what you learned over time.
- **It gives clues about what might be on the test.**
Your notes become your study guide. If your instructor stresses certain information, you can be fairly certain that material will be on the exam so be sure to write it down.

How to take notes from your textbook or e-book before class

- **Skim the chapter for headings, subheading, and terms in bold.**
The size and color of the headings are cues. The bigger the heading, the more important the topic. Words that are in bold or italics are often vocabulary terms you will need to know.
- **Read the introduction and conclusion.**
These sections can help you figure out which topics are the most important and how the information fits together.
- **Use the headings and subheadings to create an outline.**
Leave extra space so you can write your notes in later. This just provides the overall structure.
- **Start reading from the beginning.**
Read each section and fill in your outline when you finish that section. If you can, close the book and write down notes from memory. This stretches your brain and makes you more likely to remember the information on the test. Then open the book again and check your notes. Fix any mistakes and add any missing information. Be sure to add people, places, or terms that are in bold or italics.

- **Don't copy from the book - paraphrase the information in your own words.**
This is the hardest part and will take a while in the beginning, but it's worth the time!
- **Use symbols and abbreviations.**
This keeps your notes brief and concise.
- **Finish strong.**
Annotate your notes by writing questions you have for your instructor in the margins. Highlight important concepts. Add small drawings or doodles that help explain the information. Then write a short summary at the end that explains the big takeaway from the chapter in 2-4 sentences.

How to take notes during a lecture

- Start with the notes you took when you were reading the textbook. Add to them and highlight important concepts. This includes examples and information the instructor writes on the whiteboard.
- Listen for signal words and phrases like, "There are four main..." or "A major reason why..."
- Repeated words or concepts are often important.
- Non-verbal cues like pointing, gestures, or a vocal emphasis on certain words can indicate important points.
- Write answers to the questions you included when you were taking notes from the textbook. If the instructor didn't answer all your questions during the lecture, raise your hand and ask or talk with the professor after class or during their scheduled office hours to get clarification.

Note-taking methods

There are a variety of note-taking methods. Experiment to see which one works best for you then stick with it! **Consistency is key.** Using the same style over and over makes it easier for you to find information in your notes. That means that your notes will be more useful to study from. However, you might find that it works best to use the outline method to take notes during fast-paced lectures, then go back and rewrite the notes later using the charting or boxing method to organize and consolidate the material. Writing the information a second time will also help you learn and remember the content, and nicely organized notes make it easier to study.

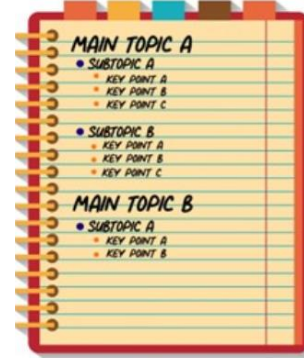
Cornell method

Title each page, then divide it into three sections: cues on the left, notes on the right, and a summary at the bottom. The note section should be bigger and comprise the main ideas from the lecture or text in the form of short sentences, formulas, or diagrams. Key words on the subject or relevant questions are written in the cues section. The summary is a review of the main points. When studying for an exam, cover the notes section and use the cue section's keywords to remember what's in the note section.



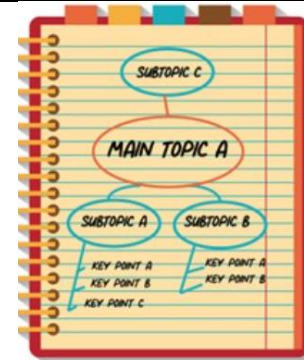
Outline method

This is a very common and familiar method for taking notes. Organize your notes in an outline format with a main topic, then a subtopic that is indented right below it, then supporting facts that are further indented right below that. Basically, you outline your notes using bullet points. This works well for material that has a structured flow. It's more difficult for classes where you need to include a lot of diagrams or formulas in your notes.



Mapping method

Mind maps are very visual and show connections between topics. There is no fixed way of mapping. You can start the placement of your main topic at the top of the page, the side, or the center. The idea is to branch out from there with subtopics and branch out even further with supporting details. Maps can end up looking like a bar chart or a tree. The downside is that they can get messy, and it's easy to run out of space on the page.



Charting method

This is a good way to review and organize your notes by entering them into a table. It's not recommended to use this method during a lecture – it works best if you rewrite your notes into this format after the fact. Create one table for each main topic, then create columns for each subtopic. Enter details in rows under each subtopic. This is especially useful for classes where there are many relationships between facts and ideas, or when you need to make comparisons between two or more topics.

MAIN TOPIC A	
SUBTOPIC A	SUBTOPIC B
KEY POINT A	KEY POINT A
KEY POINT B	KEY POINT B
KEY POINT C	KEY POINT C
KEY POINT D	KEY POINT C

Boxing method

This method organizes your notes into boxes. Each large box contains one main point with smaller boxes inside for each subtopic with supporting details. This creates visually appealing notes, and it allows you to compartmentalize ideas in an organized and effective manner. This method is also not recommended for use during lectures, but it works well for rewriting and organizing your notes. As you study, you can focus on one box at a time before moving on to the next.

