TEN TIPS FOR STAYING ON TOP OF YOUR STUDIES

1. **Focus on your Progress**
   Be an active participant in your own learning. Celebrate your successes and learn from the difficult times. Learning is a journey; enjoy it! Keep your eyes on your goals, work hard, and you’ll be able to succeed.

2. **Take Ownership of your Learning**
   Develop strong study habits that work for you. Reach out for support when you need it. In university, you are in charge of creating your schedule of courses, deciding your path and being your own advocate. Approach your schoolwork with a confident attitude. Your university experience will be what you make it, and it can be amazing.

3. **Read your Course Syllabus**
   Your course syllabus (sometimes referred to as a course outline) is a planning resource and study guide for your courses. Course syllabi contain course overviews and module objectives that will help you make connections between assignments and course themes. Use your syllabus as a helpful tool and a contract that outlines the responsibilities and expectations between you, your professor, and your learning in a course.

4. **Manage your Time**
   Manage your time by creating a term schedule and weekly agenda. Expect to spend 2 to 3 hours per week of study time for every hour of lecture time. Get an early start on assignments and break assignments into manageable steps. University can be hard. Don’t wait until the end of the term to celebrate; check off items in your to-do list and celebrate your accomplishments along the way.

5. **Actively Engage in Class**
   Class time is scheduled for your benefit. Develop a system for taking notes. Listen for main themes and reoccurring topics during lectures. Strive to get to know others in your classes and you will find valuable learning opportunities from a diverse community of your peers. Join in classroom discussions and resist distractions such as social media to get maximal benefit from lectures and to show respect for your peers and professor.
6. De-Stress, Not Distress
Incorporate stress management techniques into your day. University study can be stressful at times and the stress is amplified if you feel your future depends on your academic performance. Remind yourself that your schooling is only one part of your life. Stick with healthy habits, especially during the busier times, and the commitment will pay off.

7. Know Your Supports – Get Help When Needed
Develop your skills as a learner by learning when to reach out for support. The benefits of asking for help may consistently far exceed your initial expectations. There are many campus resources and services, along with dedicated staff to help you succeed. Become aware of student support services and take advantage of the help that’s available.

8. Treat Your Brain Like a Muscle
Neuroplasticity is the brain’s ability to adapt or change as a result of experience and repetition, just like a muscle. Succeeding in an environment that thrives on intellectual exchange requires being open to new ideas and methods of learning. At times, the hardest thing to do will be learning how to learn. Expect challenges during your studies. View challenges as a chance to learn and improve, rather than a barrier to success.

9. Ask Questions
Rather than accepting new information as true, think critically - challenge the information and uncover possible biases. Successful learners are curious learners. Look at information as objectively as possible and evaluate your thought processes by asking yourself questions, like “why?” and “how?”

10. Make Time for Yourself
Practice a hobby, go to bed early, or simply reflect in a comfortable place. With all of the social and academic commitments that’ll take your time during the year, it’s important to do things for yourself. Whatever it is that you enjoy doing, make time to do it.

You Can Do It!

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