

5 Easy Ways to Help Improve Your College Success

1. Read the syllabus

The syllabus contains a wealth of information. Carefully read through it before your class starts and highlight important items.

2. Use a planner

This is the best way to stay organized. When you get your syllabus at the beginning of the semester, enter ALL assignments from each syllabus in the planner. Every weekend review upcoming assignments to allow you to better plan your week. Add personal plans as well to ensure sufficient study time.

3. Attend class

You are paying for classes in either money, time, or both. This is the best way to retain information and stay on top of your course work and deadlines.

4. Download Outlook Application/Check Ship Email

Downloading the Outlook app on your phone to sync your Ship email account is the best way to ensure you don't miss important information. Students should check their Ship email at least 3 times a day.

5. Be prepared:

- Get textbooks/online access codes by the end of the first week of classes
- Make sure you have access to a computer/laptop
- Download Microsoft Office for free:
<https://www.ship.edu/about/offices/technology/student/office/>
- Ask for help
 - o Utilize your professors' office hours
 - o Tutoring: <https://www.ship.edu/academics/academics-resources/learning/>
 - o Find your advisor – my.ship.edu – Student – My Academics – My Advisor
 - o Use the Student Support and Retention Center:
<https://www.ship.edu/academics/colleges/business/ssrc/>