Much of the work in college is done outside the classroom. Here are some things you can do to ensure you are preparing properly for your courses.

**Love your Syllabus**
- Make sure you read it and understand it. It contains vital information.
- Your syllabus is your “course contract.”

**Preview before class**
- Find the topics that will be covered in class (noted on your syllabus) before attending class.
- Look at the bold words, headlines, and diagrams or create a chapter map. This gives you the big picture and keeps you focused when you get to class.
- Think of questions you might want answered in class.

**Go to class**
- Even if your professor puts PowerPoint slides on-line or if you can get the notes from a friend, **YOU** need to go to class to be exposed to the information and to process it yourself.

**Take and process good notes**
- Sit in the front of the class and limit distractions.
- Take notes using a method that works for you. Mark things you don't understand.
- After class, go back and fill in what was missed. Rewrite notes, draw diagrams, etc. to help you process the information you took down in class.

**Review, review, review**
- Review as soon as possible after class. Repetition is the key.
- A few times during the week, process the information during a review session.
- Review all of your notes from that week on the weekend.

**Read required material**
- Reading large amounts of information is difficult for most people.
- Break your reading into smaller chunks (into sections or chapters) and keep a “To Do” list.
- Summarize as you finish each section.

**Know how to complete homework**
- Rework the sample problems given in class using your notes.
- Work the homework problems without your notes to highlight the areas you need to study.

**Utilize available resources**
- Visit your professors’ office hours.
- Use on-campus and on-line tutoring.
- Attend supplemental instruction sessions.
- Join study groups.

Adapted from [http://www.cas.lsu.edu/](http://www.cas.lsu.edu/)