

# **THE STUDENT SURVIVAL GUIDE**

**The Basic Guide to surviving Umpqua Community College.**

# Starting Off On the Right Foot

The following tips have been adapted from the Transfer Opportunity Program (TOP) staff and students, and altered by the Peer Mentor Program. The following pages make up the Student Survival Guide that if followed, will ensure not only a successful term at UCC, but also reoccurring terms.

**TIP #1 ATTEND CLASS!** (Refer to “10 Steps For Survival” & “20 Reasons to Attend Class”)

- Sit up front and make eye contact.
- Keep all of your class syllabi/course outlines in one location. Review them at the beginning of the term and write down all test, assignment due dates, reports, etc.
- Meet with the instructor. Use office hours. Let the instructor know that you are a serious student.

**TIP #2 BE A GOOD LISTENER** (Refer to “Listening Habits”)

- Make a conscious decision that you intend (want) to remember.
- Try to make it mean something to you. “Personalize” the information.
- If you don’t understand what is being transmitted, ask questions.

**TIP #3 TAKE GOOD NOTES** (Go see the Peer Mentor Program for a “Note Taking” Packet)

**TIP #4 USE A DAILY/WEEKLY PLANNER** (Refer to “Master Schedule,” and also go see an advisor to set up a term by term planner, if not already completed)

**TIP #5 USE CAMPUS RESOURCES** (Refer to “Campus Resources”)

**TIP #6 TAKE STUDENT SUCCESS CLASSES** (Look at the quarterly schedule under Counseling/Human Development to see what is offered)

**OTHER TIPS** (As the term progresses, write down the things that helped you be successful this term for future reference)



## Survival in the Classroom

1. Don't be late and if you are, spare your instructor from listening to your excuses (unless they ask and/or you have an emergency that you can document). Always contact the instructor when you can't make it to class.
2. Sit near the front.
3. Act interested in what the instructor is saying (yes...sometimes that is hard!)
4. Get to be buddies with the students who seem to know what is going on.
5. Take good notes
6. Ask questions. Don't over-ask, but be sure the instructor knows that you are a serious student.
7. Try to figure out what the instructor thinks is important.
8. Keep a list of all key words in the subject matter.
9. Don't fall asleep. If you do, repeat #3 and focus!
10. If you do fall asleep, try not to snore too loudly (just kidding!)

### Other steps:

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## 20 Reasons to Attend Class

- 1 The person who teaches the course usually assigns the final grade.
- 2 Concentrating during class shortens your study time afterwards.
- 3 You can have your questions answered by an expert in the field.
- 4 Instructors who know you well may use their professional contacts to provide you with references and other valuable career assistance.
- 5 You'll sharpen your note-taking and listening skills, which will be valuable in your career.
- 6 Classes are great places for developing new friends.
- 7 Collaborative learning projects help you develop social and leadership skills.
- 8 You'll get a return on your investment in college tuition.
- 9 You'll gain up-to-date information not found in books.
- 10 You'll get clues about the material most likely to appear on tests.
- 11 Instructors who know you well may nominate you for scholarships and academic awards.
- 12 A good lecture condenses and connects information that might take days - or longer - to acquire on your own.
- 13 You won't have to rely on secondhand information about assignments and test dates.
- 14 Your vocabulary will improve.
- 15 Your classroom experiences will reinforce the learning experiences you've had on your own.
- 16 Class lectures often contain the answers to test questions.
- 17 You'll start to feel more comfortable in the academic setting.
- 18 You'll observe skilled thinkers in action.
- 19 Intellectual discussions will sharpen your speaking and reasoning skills
- 20 It is difficult, if not impossible, to get A's if you don't attend class faithful.

# Listening Habits

Poor Listening Habits	Good Listening Habits
Calling a subject boring. Poor listeners will tune out if they decide the subject is boring.	A good listener listens closely for information that is important or useful.
Criticizing the speaker. A poor listener finds fault with the speaker (what they look like, wear, etc.) or says that the speaker can't have anything worthwhile to say.	A good listener realizes that looks are not important and will listen for ideas rather than seeking things to criticize.
Overreacting. Poor listeners disagree so strongly with the speaker that they miss the rest of the talk.	A good listener listens with the mind, not the emotions, and simply jots down a disagreement to ask about later.
Listening for facts only. Poor listeners don't think about the "big picture" or main ideas that go along with the facts.	A good listener wants to see how the facts explain the ideas and the evidence supports arguments, and realizes facts are important only in relation to principles, ideas, and arguments
Faking attention. Poor listeners lock eyes onto the speaker and then relax and daydream.	A good listener realizes each talk is a chance to get facts and ideas that the speaker took hours to prepare.
Giving in to distractions. Poor listeners will use distractions (footsteps, coughs, door closing) as an excuse to stop listening.	A good listener shuts out distractions and concentrates on the speaker's message.
Choosing only the easy stuff. Poor listeners want to be entertained and don't want to take the trouble to figure out complex ideas	A good listener is intellectually curious and wants to see how the speaker proves his or her points. A good listener is not afraid of new and/or complex ideas.

Adapted from Walter Pauk, *How to Study in College*, Boston, MA: Houghton Mifflin Co., 1974.

## Tips to Improve Listening and Note-Taking

A well-organized lecture is like a well-written essay. Both have the same structure and development. To listen effectively, the student must recognize what this structure and development entails.

### Lecture Organization Implications

1. Introduction: Sets the social situation; establishes context
2. Thesis Topic: Main idea
3. Body Development of Main Idea: Not more than six points
4. Summary: Restates, lists, summarizes, and/or gives significance
5. Irrelevancies: Digressions, jokes, stories

Not all lectures are well organized. If this is the case, the student should try to identify important points through the instructor's delivery cues.

### Delivery Cues Identification

1. Visual: What is written on the board or overheads
2. Vocal: Transitional words which key students to main ideas; repetition of ideas/phrases; voice level & speed
3. Posture and hand gesture: The way the instructor moves in class

**Master Schedule for \_\_\_\_\_ (term)**

	<b>Su</b>	<b>M</b>	<b>Tu</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>Sa</b>
<b>7:00</b>							
<b>8:00</b>							
<b>9:00</b>							
<b>10:00</b>							
<b>11:00</b>							
<b>12:00</b>							
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<b>10:00</b>							
<b>11:00</b>							
<b>12:00</b>							

**Best time(s) to study:**

**Most difficult subject(s):**

# HOW TO FAVORABLY IMPRESS THE INSTRUCTOR

by Jerry Clavener, Professor, Social Sciences

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On the very first day in every course, I share these suggestions for impressing the instructor with my students. I have discovered that not every student “gets it” when it comes to being one! However I found that students who understand what these tips mean consider them “heads up” information and smile; others eventually get the hint.

**\*BE EARLY.** Arrive at class and find a seat at which you can see and be seen. Get your equipment (pens, pencils, notebooks) out. Quickly review your notes from the last session, and be ready to ask questions if you have any.

**\*GREETINGS.** Smile at the instructor (it makes her/him feel wanted) and at your fellow students (you may need their help).

**\*DRESS TO DEMEANOR.** Research has demonstrated that neat attire and attitude go along way.

**\*PREPARE.** Read the material before the lecture. You will find you need to take fewer notes and be able to listen more carefully (see next). If a tape recording would help, ask permission. Continue to take notes and remember to listen to the recording as soon as possible after class; listen with your notes at hand. If there is work to be handed in, have it ready. Word processing may help you make fewer errors. Name, class, assignment number or name, and date go in the upper right hand corner, with multiple pages numbered and stapled, unless instructed otherwise.

**\*READ, READ AND READ.** Bookstores and libraries are really lovely places. Find “quick guides” and go through them within the first two weeks of class. They will give you the context of the material (it all can’t be taught at once). Read purposefully. Try to relate the material to both a personal and global context. Each field has it’s own dictionary and encyclopedia; find them, and refer to them throughout the course. Read a daily and weekly newspaper and magazine. Ask the instructor for the names of other text, journals, and reference books.

**\*WRITE, WRITE AND WRITE.** Rewrite your notes so you know what they mean. If there are gaps, ask someone who knows (see next). Make flash cards, and create mnemonic devices for terms and concepts. Work on “hooks.” Draw relationship charts. Keep a journal.

**\*STUDY WITH SOMEONE WHO CARES.** Find people in the class who are really interested in learning. Work with them before, after, and between classes.

**\*COFFEE, ETC.** Many of us need a cup of coffee. Bring a covered mug that is less likely to spill. Be careful with your soda pop, and always remember to recycle. Eating, cleaning out your purse, doing your nails, and doing homework from other classes during this one are real turn offs.

**\*ABSENCES.** Avoid them at all costs. If you have been absent, go to the instructor’s office to explain; do not make your explanation in or before class. If there is work or material you missed, try to get it from a classmate. If you cannot, explain that to the instructor.

**\*APPEAR TEACHABLE.** It is amazing how much nicer a teacher can be when you look like and act the role of a student. This does not mean asking any and all questions to get attention. In fact, if you formulate the question and write it down, sometimes it will answer itself, or the teacher will get to it. If not, you can ask it at an appropriate time. You can and should write out the answer you receive.

## **Frequently Asked Questions**

### **How much time should I spend studying?**

A general guideline is about two hours of study every hour you spend in class. You'll spend more time for classes and less for others. Good study habits and reading skills will be necessary if you plan to continue earning As and Bs.

### **Will I get the same grades I did in high school?**

Some classes may be easier than those you had in high school, but most will be more difficult; be faster paced; and require more studying, reading, and problem solving. Many students experience a slight drop in grades while adjusting to a new, more independent learning style.

### **Will my parents get my grades?**

Grades will be available through on-line services to you (not your parents).

### **What if I need help in a class?**

Talk with your instructor. Instructors expect students to come in and talk with them-all have posted office hours. Take advantage of the Tutoring Center – tutors are available in most subjects.

### **When can I study on campus?**

The Library has space for studying with easy access to academic resources, computers, and copiers. Students also study in the Campus Center Dining Room or Student Lounge.

### **Do instructors take attendance?**

Individual instructors have different policies. It is obviously to your benefit to attend class even if the professor does not take roll.

### **What if I miss a class because of illness?**

Contact your instructor (either by calling or emailing). Ask another student in class for notes and assignments. Each instructor handles absences due to illness differently, so you will want to make sure to talk with the instructor about his/her expectations.

### **How can I meet people?**

Talk with people who sit near you in class. Form study groups. Get involved in student clubs/organizations. Attend campus events and activities. Get an on-campus job or look for areas where you can volunteer.

### **How can I get involved in student government?**

The Associated Students of Umpqua Community College (ASUCC) welcomes new student involvement. Stop by the ASUCC office, located in the Campus Center, e-mail them at [ASUCCPresident@umpqua.edu](mailto:ASUCCPresident@umpqua.edu), or call 440-7849 for more information.

### **What if I need help and I am not sure where to go?**

Anyone on Campus will gladly help you out, but if you are unsure about where to go for assistance, start in the Campus Center at the Information Desk. Someone there will gladly point you in the right direction. Other Campus Resources will be located on the last page.

## Campus Resources

The following list of resources will contribute to your academic success if you take the time to look them up:

- **Course Instructor.**
  - **Your course instructor** is the most important resource that you can go to. They are the ones who know where the course is going, most have office hours with the sole purpose of helping their students, and they all know what it is like to be a student.
  
- **Peer Mentor Program**
  - **A Mentor** is a knowledgeable and experienced guide, a trusted ally, a caring role model, an experienced person who provides information, advice, support, and encouragement to a less experienced person, often leading and guiding by example of his/her success in an area.
  - **The Peer Mentor Program** can help you with...goal setting, organization, time management skills, Tips on how to get the most out of your courses and overall college career, Listening and note taking skills, Scholarship advice and help on the FAFSA, Help you understand your learning style and more.
  - **The Peer Mentor Program** is located in the Campus Center, adjacent to the Information Desk.
  
- **Success Center**
  - **The Success Center** provides a variety of resources to assist currently enrolled students at UCC. For example...Drop in tutoring services, Online tutoring through SmarThinking, Skills review through Core Skills Mastery, COMPASS Test Prep, Computer Lab, Student Resources.
  - **Our staff** will help you...Become a more confident, successful, independent learner, Develop your understanding and skills in a number of courses, Improve your time management, note-taking, and test-taking skills.
  - **The Success Center** is located in the Educational Skills Building (ESB) Room 15.
  
- **Transfer Opportunity Program**
  - **Must Apply** and be accepted into the program. Application criteria are that you have to transfer from UCC to a university. Additional criteria is that you must be under a certain income, OR a first generation student, OR you have a disability.
  - **The TOP motto:**
    - **We Encourage** our students to achieve academic and personal success and to strive for excellence.
    - **We Empower** our students to learn and succeed in college and life by offering a multitude of free services including personal support, academic counseling, tutoring, workshops and cultural events.
    - **We Inspire** our students to have faith in their abilities and make their dreams of a bachelor's degree a reality.
  - **TOP Services:** Academic Advising/Student Transfer Plans, Financial Aid/Scholarship Planning, Peer Tutoring, Career Assessment Program, Cohort Opportunities, Cultural/Educational Events, University Campus Visits, Educational Workshops/Seminar.
  - **The TOP Office** is located in the Campus Center, between the Cafeteria entrance and the Human Resources Office.
  
- **ASUCC (Associated Students of Umpqua Community College)**
  - **ASUCC** are YOUR Student Government! We are a five officer and many senator leadership team that is engaged in developing leadership skills while serving the campus community. Student Government keeps students informed about administrative or legislative policies that directly affect students, foster community through campus activities and provides opportunities for student leadership skill development.
  - **ASUCC** offers UCC students services including Emergency Food Boxes, School Supplies, Fuel Cards and much more.
  - **ASUCC Offices** are located in the Campus Center, adjacent to the Student Lounge.
  
- **Student Ambassadors**
  - **Student Ambassadors** provide peer support with student services including providing information on the college and helping students with aspects of the enrollment and registration process. Ambassadors serve as recruiters and participate at college fairs and also provide campus tours.
  - **Student Ambassadors** are located at the Information Desk in the Campus Center.