

TOP 10 THINGS TO DO NOW TO IMPROVE YOUR GRADES BEFORE FINALS

- 1) **REREAD** your syllabus to review grading procedures, upcoming assessments, and extra credit opportunities.
- 2) **KNOW WHERE YOU STAND!** Do you know your grade to date in each course? If not, why? Take the time to review your assignment and test grades and to calculate your overall grades to date. Sometimes you may think you are in better shape than you really are. Be aware of where you stand!
- 3) **SEE** your instructor regarding your standing and to discuss concerns. Ask what you can be doing to improve your grade in these last few weeks of the semester. You will not believe how much professors want to help students that they see making an effort to learn! To make your visit with your professor as efficient and as effective as possible, bring a list of specific questions you need help with.
- 4) **ATTEND ALL CLASSES** and be **ENGAGED**. Sit up front, pay attention and take notes!
- 5) **TAKE ADVANTAGE** of the resources available for each class. Use tutors, visit help labs, go to review sessions, form study groups, and get extra credit done! Take any chance you have to get extra help!
- 6) **SET UP A STUDY SCHEDULE** for these last few weeks of the semester. Be aware of what needs to get done and how long it will take to get it done. Use a planner, calendar, or agenda and make accurate TO-DO lists each day and week. Time management is crucial at this point in the semester!
- 7) **STUDY** at least 10+ hours per week in preparation for Final Exams! "Studying" is not the same as doing "homework"! If you say you have no homework, it does not mean there isn't something you can be doing! Attack assigned readings in advance or **REVIEW** lecture notes, chapter summaries, and study guides. Reorganize your lecture notes into review sheets or flash cards. You only retain 20% of what you hear 24hours later. Reviewing regularly improves retention!
- 8) **TEST YOURSELF**. To commit information to long-term memory, you practice retrieving information on a regular basis. Instead of passively memorizing information, test your knowledge by creating and taking practice tests, quizzing yourself with flash cards, or seeing if you can teach the material to a friend or family member. Find out why you got something wrong and learn from your mistakes. This is also a great way to gauge what you still need to study.
- 9) **MINIMIZE** distractions when trying to study - Phone, computer, video games, friends, location, etc. Find a place that you can get work done! Stay **FOCUSED** and **COMMITTED** to do what needs to be done. Reward yourself with periodic breaks, but then get back to it!
- 10) **SEE** your Academic Advisor ASAP to discuss your options if you are concerned about not passing a course OR not getting the minimum grade required for it to count toward your degree.

There is ALWAYS something you can do to improve.
YOU have to DECIDE to do what you need to do to get the RESULT YOU
WANT.....and then DO IT....every day!