

# Academic Resources

**Academic Advising**  
Contact your advisor  
[www.k-state.edu/advising](http://www.k-state.edu/advising)

**Free Tutoring,  
Academic Assistance Center**  
101 Holton Hall  
[www.k-state.edu/aac](http://www.k-state.edu/aac)  
785-532-6492

**Academic Resource Centers, Derby  
& Kramer**  
104 Pittman Building  
[housing.k-state.edu/arc](http://housing.k-state.edu/arc)  
785-532-6453

**Counseling Services**  
2nd floor, English/Counseling Services  
Building  
[www.k-state.edu/counseling](http://www.k-state.edu/counseling)  
785-532-6927

**Disability Support Services**  
202 Holton Hall  
[www.k-state.edu/dss](http://www.k-state.edu/dss)  
785-532-6441

**Educational Support Services**  
201 Holton Hall  
[www.k-state.edu/ess](http://www.k-state.edu/ess)  
785-532-5642

**K-State Libraries**  
[www.lib.ksu.edu](http://www.lib.ksu.edu)  
785-532-3014

**The Writing Center**  
122D English/Counseling Services Bldg  
[www.k-state.edu/english/writingcenter](http://www.k-state.edu/english/writingcenter)  
785-532-2179

If you have questions regarding  
K-State HD or services on  
campus, please contact us at:



**K-State HD  
Office of Student Activities  
& Services  
Ground Floor, 809 K-State  
Student Union  
Manhattan, KS 66506**

**Phone: 785.532.6541  
Fax: 785.532.7292  
E-Mail: [kstatehd@k-state.edu](mailto:kstatehd@k-state.edu)  
[www.k-state.edu/hd](http://www.k-state.edu/hd)**

References:

Study Guides and Strategies. 15 Aug 2008. <http://www.studygs.net/>

Study Tips. 15 Aug 2008. <http://www.studytips.org/>

## Staying Ahead: Academics



**Information and Tips  
about staying ahead  
academically!**

Brought to you



# Study

Prepare yourself to succeed academically by developing positive habits.

## Effective Study Habits

- Take **responsibility** for yourself - In order for you to succeed, you have to make decisions about your priorities, your time, and your resources. No one can do that for you.
- Center yourself around your **values** and **principles** - figure out what is important to you
- Set **goals** and **priorities** - do not let others distract you from your goals
- Discover **when** you are most **productive** & **where** you can be most focused - morning, afternoon, evening? Library, bedroom, etc.?
- **Problem solve** - If you do not understand the course material, do not just re-read it. Consult with the professor, a tutor, a classmate or study group.

“When you put your best effort in your work, then you have succeeded.”

If you are not happy about your grades, do something about it.

- Figure out what is not working and change it OR figure out what has worked in the past and do more of it.

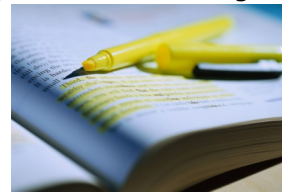
## Test Preparation?

Everyone has tests, midterms, or finals...why not find ways to be most prepared?

Here are some **ways to get prepared for those tests.**

### Learning

- Take **good notes in class** - listen for key phrases from the professor like “It is important to know...” or “This will be on the test.” If a professor repeats the same information, it is probably important for you to know.
- **Pay attention** in class - do not get too caught up on taking notes because you may miss something important
- **Read before class** - this will help you understand what the professor is talking about
- Take **notes while reading** instead of only highlighting - it will be easier when reviewing for tests
- **Make connections** of the course material within the text and assignments as well as with other classes you have had to develop a deeper understanding
- **Look up words** you do not know



### Preparing

- **Organize** notes, texts, and assignments according to what will be on the test
- Estimate **how much time** you need to review materials
- Set up a study **schedule** - give yourself at least a week to review
- Finish your studying the **day before the exam** - you will remember more if you are not feeling overwhelmed to cram the information
- **Test yourself** on the material - or have someone test you.

## Additional Helpful Tips

Sometimes it is just so hard to find any motivation or time.

- **Block out a time** to study each day - develop a routine
- Study in **short, frequent sessions** - even if only 10 minutes at a time
- Find a **place to study** that works for you - some need complete quiet, some need background noise
- **Take breaks** to refresh yourself and give your mind a break - 10-15 minutes every hour
- Set **reasonable goals**
- **Reward yourself** when you have met your goal
- **Review** what you have studied **before you go to bed** - you will be surprised what you remember the next morning/day
- Create a **study group** with some friends in your class - make your time together fun and productive

“If you are satisfied with what you have done and know that you have done your best, then your grade is icing on the cake.”

